

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, JUNE 30, 2021

The following Commission members were present for the entire meeting.

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

The following Commission members were absent:

Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
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Legal Counsel: Alston Lyle

Staff members present:

Amber Clark, C.M., Airport Director  
Michele Renfroe, Flightways Columbus Manager  
Mary Scarbrough, Office Manager  
Daniel Thomas, Sr., Maintenance Manager  
Sonya Overton, Director of Marketing & Air Service Development  
Andre Parker, Chief of Public Safety  
Eric Rivers, Operations Technician  
Troy Pair, Facilities Supervisor  
Blake Fulford, Airfield Maintenance Technician  
Khalfani Walker, Landscaping Technician  
Monica Stone, Human Resources Manager  
Cameron Hagan, Airfield Maintenance Technician  
Marshall Upshaw, Landscaping Supervisor  
Pam Knight, Director of Finance  
Corey Brown, Public Safety Officer  
Adrian Sellers, Project Coordinator  
Shaundra Goodwin, Security Specialist

Others present:

Pete Novak, Brian Thompson: RS&H; Jacob Redwine, Holt Consulting; Tony Chapman, B & C Aviation, Philip Thayer, Thayer-Bray Construction; Gary Kunday

BUSINESS OF THE MEETING

Mr. Don Cook called the June 30, 2021, Commission Meeting by Visual and Zoom to order at 9:30 A.M., to the meeting. Mr. Don Cook asked if he could entertain a motion to approve the minutes for the May 26, 2021, meeting.

Motion by Ms. Tana McHale to approve the minutes for the May 26, 2021, Columbus Airport Commission Meeting; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Cook asked if there was any discussion concerning the May 26, 2021, minutes? With no discussion the motion was carried.

CONSIDER APPROVAL OF CSG AIRLINE INCENTIVE PROGRAM

Ms. Amber Clark reported the purpose of this Air Service Development Incentive Policy is to encourage airlines that currently serve the Columbus Airport (CSG), as well as new entrant airlines, to initiate new or additional nonstop airline passenger service at CSG.

The objective of the Columbus Airport's Air Service Development Incentive Policy is to provide temporary assistance to an airline initiating qualifying new service to a destination currently not served at the time such service is commenced or by increasing the frequency of service to existing Target Markets.

An ASD incentive policy had been created by the previous Director, the policy as presented is updated to reflect CSG's current demands and resources.

Ms. Clark recommended approval of the updated CSG ASD Incentive Policy.

#### A. PURPOSE AND OVERVIEW

1. The purpose of this Air Service Development Incentive Policy is to encourage airlines that currently serve the Columbus Airport (CSG), as well as new entrant airlines, to initiate new or additional nonstop airline passenger service at CSG. The objective of the Columbus Airport's Air Service Development Incentive Policy is to provide temporary assistance to an airline initiating qualifying new service to a destination currently not served at the time such service is commenced or by increasing the frequency of service to existing Target Markets.
2. All commercial airlines will be made aware of the program and encouraged to offer new air services.
3. The administration of incentives will not have an impact on airline fees and charges at CSG.
4. Incentives shall be offered on a reasonable, non-discriminatory basis to all airlines. A waiver of any fee shall apply only to the flights providing the qualifying service.
5. Incentives, other than a waiver of any rents or fees, such as marketing, advertising and / or public relations support, shall also promote CSG. The marketing allocation provided will be prorated based on the percentage of such promotion.
6. In accordance with the FAA's Revenue Use Policy, marketing incentives will be paid directly to the marketing company and CSG must approve all advertising.
7. In order to maintain competitiveness with airports around the country, CSG may at any time modify the Air Service Development Incentive Policy as set forth by amending this program, but such modification will not terminate the discounts provided for qualifying air service initiated prior to such modification.

Motion by Ms. Tana McHale to approve of the CSG Airline Incentive Program; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

#### CONSIDER APPROVAL OF COLA 2% INCREASE

Ms. Amber Clark reported During the FY22 budget session, City Council approved a 2% pay increase for CCG employees. The pay increase, which is effective July 1, 2021, is outlined below:

- All full time and regular part time employees will receive a 2% pay increase\*
- All retirees will receive a 1% COLA (cost of living adjustment)

Typically, the Commission has adopted these increases, if the budget allows, to follow suit with the benefits provided by CCG. By following suit with CCG, this also keeps our payroll process consistent with CCG's, who manages our payroll.

The annual cost of this increase would be \$8,922.00. This increase has been budgeted for next fiscal year, however if approval is not received an adjustment can be made.

Ms. Clark recommended approval to follow suit with CCG and provide a 2% increase for the employees who meet the criteria.

Mr. Don Cook entertained a motion to accept the COLA 2% increase at this time.

Motion by Ms. Tana McHale to approve of the COLA 2% increase; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

## CONSIDER APPROVAL OF THE BIDDER FOR FLIGHTWAYS FUEL SUPPLIER

Ms. Michele Renfroe reported on Thursday April 8, 2021, an RFP for Flightways Fuel Supplier was issued. We received five bids on Thursday May 27, 2021. On Friday June 5, 2021 the selection committee met to discuss all bids and the bidders were narrowed down to two. On Monday June 7, 2021, a successful bidder, Avfuel, was selected.

The committee's selected Avfuel due to their bid providing the best value to Flightways Columbus. Some of items that were considered were fuel pricing and supply, features of fuel trucks, rental rates, and maintenance plan, credit card processing fees, marketing, and tradeshow involvement, and additional investment made by the supplier.

Ms. Renfroe recommended approval of selecting Avfuel as the successful bidder for Flightways fuel supplier and to enter into a five-year contract with Avfuel to provide these services.

Mr. Don Cook entertained the approval for of the Bidder for the Flightways Fuel Supplier.

Motion by Ms. Tana McHale to approve of the Bidder for Flightways Fuel Supplier; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

## CONSIDER APPROVAL OF FY22 BUDGET

Ms. Amber Clark reported the development of the FY22 Budget consisted of input from our departments, our temporary financial consultant, and our Director of Finance. The budget was presented to the Commission for review.

Expenses and revenues were budgeted from past performance taking into consideration the affects the pandemic had on our last year's performance. We have several new sources of revenue which were estimated based on research and proposed sales. Grant Revenues for CARES/CRRSA relief were included in FY22 budget. Some items to note were increased hangar repair funding, purchase of more efficient tractors, and bond repayment.

Ms. Clark recommended approval of the FY22 Budget as presented.

Mr. Don Cook asked the Commission for any questions or open discussion on the budget?

Mr. Art Guin stated he had a few comments, he thought it was very thorough and very good and had spent some time as he went over the spreadsheets probably more than he wants to admit. Mr. Guin did have a few follow up questions for Ms. Clark and Ms. Pam Knight and they have satisfied all his questions, the biggest thing to note and Ms. Clark brought this up, as things start to open up and we come out of the Covid pandemic and when we get American Airlines in the Columbus Airport, and we start getting back to some normalcy we will have to move toward a positive or a surplus as it relates to operating. Because this year we have had to rely a little bit on some funds to get to that surplus, they have made a commitment to do that and Mr. Guin is happy to work as necessary with them so we can make sure we align the expenses and with future revenues all of that said, he thinks they did a really good job, and he certainly approves it!

Mr. Don Cook expressed his appreciation to Mr. Art Guin and appreciated his comments because he said they rely on a lot of him with his comments and expertise.

Mr. Don Cook entertained a motion to approve the FY22 Budget.

Motion by Mr. Art Guin to approve of the FY22 Budget Airline Incentive Program; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

## DIRECTORS REPORT

Ms. Michele provided the following Flightways Columbus report.

### FLIGHTWAYS COLUMBUS

- **Volume Report:**

We pumped a little over 61,810 gallons of Jet A fuel in May. Our total volume increased significantly compared to 18,879 pumped in May 2020. We pumped 7,500 gallons of Avgas which increased our volume year over year by 35%. There was a 44% increase in Classic Air Fuel uplifts compared to 2020. The Airline

uplifts had a significant increase due the return of regular scheduled flights as well as a higher volume of fuel per each uplift. We saw a moderate decrease in home base self-serve gallons sold but an overall increase in avgas fuel sales.

**Hangars:**

We have several tenants that are moving hangars as well as renting the hangars that have been vacated. There are several tenants that have sold their airplanes as well as a couple of tenants that are moving due to job relocation over the next month.

We are also calling customers on the waiting list to let them know we have several available hangars that are for lease. Also, we will be working with Sonya in the marketing department to help market open hangars in the near future as we continue to have availabilities.

- **Self-Serve:**

We saw a moderate decrease in home base self-serve gallons sold but an overall increase in avgas fuel sales. Self-serve sold in May 2020 was 749 gallons compared to 692 gallons sold in May 2021.

- **Additional News:**

Flightways saw an increase in Military flights in May. The aircraft have been in training as well as moving helicopters from overseas and repositioning them for maintenance. With the movement of flights, we saw a significant increase in military fuel sales.

Our safety management system is being updated to follow regulations as well as Flightways Columbus daily operations. All staff had the opportunity to work with Walter Chartrand with Aviation Academy on training and safety protocols to help finalize some of the guidelines required of our SMS.

**Comparative Airport List**

June 16, 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$5.06	\$4.36
GVL	Lee Gilmer Memorial	Champion	\$5.45	\$6.29	\$4.89
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.73	\$4.73
HSV	Huntsville International	Signature	\$6.52	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.62	\$5.12	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.97	\$6.80	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.87	\$6.47	`
MDQ	Huntsville Executive	Executive Flight Center	\$4.54	\$5.26	-
VPC	Cartersville Airport	Phoenix Air	\$3.80	\$4.95	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.46	\$4.83	-
<b>CSG</b>	<b>Columbus Airport</b>	<b>Flightways Columbus</b>	<b>\$5.35</b>	<b>\$5.69</b>	<b>\$4.58</b>
		<b>Average</b>	<b>\$5.26</b>	<b>\$5.68</b>	<b>\$4.66</b>

PIM	Pine Mountain	3.39	4.49	4.19
EUF	Eufaula	4.88	~	5.00
LGC	Lagrange	3.75	4.75	4.45

## Hangar Waiting List

<b>CSG Hangar Waiting List</b>			
Updated 06/16/21			
<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	Velocity
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshton	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
<b>Single Hangar Requested</b>			
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
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Ronald Newcomb	1/26/2021	Single	Van's
Shane Gandy	1/27/2021	Single	Piper PA-28
RCAC	1/27/2021	Single	Cessna 172G
Andrew Hill	6/1/2021	Single	Cessna 172G
<b>Twin Hangar Requested</b>			
<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

## HUMAN RESOURCES

Ms. Monica Stone provided the following update report.

Promotions: (1)

Facilities Maintenance Supervisor: Troy Pair

New Hires: (2)

DOH	Employee	Job Title	Department
June 8, 2021	Pamela Knight	Finance Director	Administration
June 8, 2021	Corey Brown	Dual Certified Public Safety Officer	Public Safety

Terminations/Resignations: (1)

Time of Service	Employee	Job Title	Department
10/10/2020 -05/31/2021	M. Culp	Hospitality Team Member	Hospitality

Current Vacant Positions: (6)

# of vacancies	Job Title	Department	Status
1	Line Service Technician	Flightways	Interviewing
1	Dual Certified Public Safety Officer	Public Safety	Actively recruiting
1	Operations Supervisor	Maintenance	On Hold
1	Customer Service Representative	Flightways	Interviewing
1	Hospitality Team Member	Hospitality	Posted
1	Facilities Maintenance Technician	Maintenance	Posted – Internally Only

Contingent Offers Extended/Pending TSA Background: None

Additional Human Resources Updates

- June Employee Meeting: Department Heads provided departmental updates/ employee engagement exercise
- New employees Pam Knight and Corey Brown were introduced to the team
- Employees redeeming airport bucks for rewards
- 06/05/2021 Meeting with Columbus Technical College pertaining to apprenticeship partnership

## MAINTENANCE

Mr. Daniel Thomas, Sr. provided the following update report

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

- The Maintenance Department has a new Facilities Division Supervisor, Mr. Troy Pair. Troy was promoted from a Facilities Tech to Supervisor. Mr. Pair works hard at what he does and always looking for a new and better way to complete the duties. He has a strong can-do attitude and is an excellent asset to The Maintenance Department.
- On June 15<sup>th</sup>, The Maintenance Department had an onsite demo with a 4500 Ventrac compact tractor with different attachments. This was a fantastic demo with an excellent piece of equipment. The best parts of the demo were how excited The Maintenance Department employees were using this equipment and the ability of this equipment to meet the needs of The Maintenance Department.

## MARKETING

Ms. Sonya Overton provided the following update report.

- We hosted our second stakeholder’s meeting earlier this month with Informa consultant Jeremiah Gerald to discuss the Small Community Air Service Development grant and the role of our community in marketing and maintaining air service in our market and how we all work together to achieve the common goal: Supporting American Airlines and what it will take to keep this service viable. Follow up meetings are being scheduled.
- We are steadily working on the marketing campaign for the American Airlines new route service from CSG to Charlotte and Dallas. We have received several proposals and are wrapping up on various marketing strategies. Campaigns begin July 1<sup>st</sup>.
- The inaugural flight for American Airlines is scheduled for Tuesday, August 17, 2021. We are coordinating with the media and will be broadcasting live across multiple media groups, have a water cannon salute, Mayor Henderson will be on site as well as other dignitaries to welcome American to our market. More to follow.
- The Columbus Airport was the fireworks sponsor of the largest fireworks show in the Chattahoochee Valley at the Independence Day Celebration for our service men and their families on Fort Benning. We received great exposure and many thanks for supporting our troops as well as the opportunity to discuss new airline service in and out of the Columbus Airport.
- We attended our first Air Service Development conference since 2019 last week and spoke with several airlines about new air service in our market. We will follow up with additional information requested by the airlines. More to follow.

#### TERMINAL CONSTRUCTION UPDATE

Ms. Adrian Sellers provided the following update report.

(Hold room and New Restrooms)–

1. Soffit and wall framing, hanging, and finishing complete – Gate 1
2. Electrical and lighting rough-in in progress
3. Flooring Complete

(TSA, Maintenance Shop and Locker Rooms) –

4. Punchlist work complete

ATOs

- a. Waiting on final design documents for American Airlines ATO
5. Terminal
  - a. Terrazzo floor complete
  - b. Storefront scheduled to install by end of next week
  - c. Carpet flooring complete
  - d. Ticket counters scheduled to be installed later this week

Former TSA Space

6. RAC moved into temporary space until Phase C is complete

Exterior –

7. PBB#3 temp striping complete
  - a. Permanent striping set for late July
8. PBB#1 delivered and being installed
  - a. Scheduled to be complete by mid-July
9. Front exterior metal ceilings ongoing – approx. 95% complete
  - a. Scheduled to be complete by July
10. Standing Seam Metal Roof Coating Scheduled to begin late June

Phase C (Baggage Return and Rental Car Counters) -

11. Bathroom ceilings complete
12. Bathroom tile complete
13. Vanities scheduled to be installed this Friday
14. Partitions and accessories being installed this week
15. Mirrors scheduled to be installed next week
16. Framing and hanging of serpentine wall complete
17. Painting of Serpentine Wall and Sloped ceilings 80% complete
18. Cloud ceilings scheduled to start by end of June
19. Baggage return systems installed – being programmed and tested.
  - a. Scheduled for inspection last week of June
20. Electrical and Communications rooms on-going
21. Emergency generator scheduled to be online in July

### DIRECTOR'S UPDATE

Ms. Amber Clark provided the following update report.

Ms. Clark finished up with her favorite part of presenting notes of appreciation that were received.

Near the end of May, a transient customer from Florida, Tom Wrath, flew into Columbus Aero Service to have maintenance completed on his aircraft. He has used CAS several times in the past and used Flightways Columbus for fuel and their facilities during these stops. Tom had left his iPad at the FBO the most recent time he visited, and our staff was able to get it back to him. Mr. Wrath let Michele Renfroe, our FBO Manager, know he has been extremely impressed with our FBO every time he visits. He wanted to recognize, Madison and Stephanie and stated they were great to work with!

From David Fussell on 23-Jun-2021

On a recent trip through Columbus, we were weather delayed one night. Michele Renfroe and team at Flightways aided us in finding hotel rooms near the airport and even gave us a ride there. The next morning, we had a small issue with our airplane. Richard Desportes of Speedbird Aero a local A&P and pilot helped us get going again and even came in on a vacation day! If you are near Columbus, GA and need help call this man! 706-681-8741

I cannot say enough good things about our stopover in KCSG. I recommend this as a stop to anyone.

Ms. Clark if there were any questions if not this will conclude the reports.

### OTHER MATTERS

Ms. Clark introduced new employee, Ms. Pam Knight, Director of Finance.

Ms. Knight thanked everyone for there support as she has several years in her career prior to joining the Columbus Airport.

Mr. Don Cook thanked Ms. Knight for her service this far and welcomed her aboard to the Columbus Airport.

Chief Andre' Parker introduced Officer Corey Brown as a new employee at the Columbus Airport. Chief Parker looks forward to Officer Brown growing here with us on staff at Columbus Airport!

Mr. Don Cook welcomed on board new employees, Officer Brown and Ms. Knight. Mr. Cook hopes these new employees have found their new home at the Columbus Airport as well as the current employees on staff. Mr. Cook stated if there is anything the Commission can do to help anyone here at the Columbus Airport as in support your transitions or anything, to let them know for they are here to support all employees of the Columbus Airport.

Mr. Art Guin welcomed both Ms. Knight and Officer Brown, we look forward to working with you both.

Mr. Don Cook asked if there were any other matters or anything to add? If that is all the business that we need to handle today with no other matters he ask for a motion to adjourn the meeting.



Motion to adjourn the meeting by Mr. Art Guin was made; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting was adjourned at 10:21 A. M.

APPROVED:

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Mary Scarbrough, Secretary

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Mr. Don Cook, Chairman