

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

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2023
Mr. Art Guin, Vice Chairman	December 31, 2025
Mr. Don D. Cook, Treasurer	December 31, 2022
Mrs. Dannell Marks, Commissioner	December 31, 2026

Legal Counsel: Ms. Alston Lyle

Staff Members Present:

Amber Clark, C.M., Airport Director
Michele Renfroe, FBO Manager
Daniel Thomas, Sr., 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, Airfield Maintenance 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

Others present:

Bill Tudor: Holt Consulting; Justin Vest, Anna Phillips, Brian Thompson:
RS&H; Dan Dawson

BUSINESS OF THE MEETING

Mr. James Barker called the February 23, 2022, Commission Meeting by Visual and Zoom to order at 9:32 am.

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON FEBRUARY 2, 2022

Mr. James Barker asked to consider adoption of the minutes for the meeting of February 2, 2022, and if there was any discussion. No discussion.

Motion by Mr. Art Guin to approve the minutes for the February 2, 2022, Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER ADOPTION OF EMPLOYEE MANUAL UPDATES

Mr. James Barker asked to consider adoption of the Employee Manual updates. Mr. Barker opened the floor for Ms. Amber Clark and Ms. Monica Stone to speak on any concerns that the employees had expressed about the updates between last month and the present month.

Ms. Stone said they did not. Ms. Stone said that Ms. Clark shared the updates at the employee staff meeting, but there was no one that expressed any concerns about it. Ms. Stone said that they did receive some input from some of the executive leadership team, but other than that there were no other changes.

Mr. Barker opened the floor for any employees to speak up, specifically if they had any concerns or anything to address, before moving it to the floor to vote. No discussion.

Mr. Barker entertained a motion to approve the Employee Manual updates.

Motion by Mrs. Dannel Marks to approve the Employee Manual updates; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

AIR SERVICE UPDATE FROM JEREMIAH GERALD WITH ASM/INFORMATION

Mr. Jeremiah Gerald thanked everyone for having him and wanted to give a quick update on what is going on in the industry today and what we see happening with the American service here at CSG:

I wanted to first off and say that there are always challenges in this industry. We went through a major pandemic, and we have had issues like 9/11 and fuel crises in the past and a recession, but the industry always recovers, and it actually grows when it comes out of that recovery. We expect 2022 to be that year when we are back to 2019 traffic levels.

The missing piece of the puzzle right now for the industry is certainly the timing of the full return of the corporate traveler. Whatever communities, whatever markets see that happen, the soonest are going to be the ones that win and with very limited resources, and in airplanes that are available with the legacy carriers, especially today. We are seeing signs of that certainly in Columbus. The other headwind we are going to face this year, even as we move into 2023, is the cost of energy.

Fuel costs are one of the largest, most volatile costs in the airline business, certainly back in 2008 through 2010. It fundamentally changed our industry when we had crude above one hundred dollars a barrel. There were tons of mergers, and we are certainly seeing signs of that, as we come out of this pandemic too, with the announcement of Frontier and Spirit potentially creating the fifth largest airline in the U.S., which I view that as the new Southwest, the new old Southwest will be entering the scene if the DOJ approves it. Certainly, it is something we want to watch, especially in smaller regional markets, as oil continues to creep up. It certainly will put some pressure on the airline's ability to add new markets, especially in the regional space.

Outside of that, when we look at the data leading up to November of this year in the Columbus market, we see that Delta has started to return to normal operating levels. I think that they had load factor, which is the percentage of the seats filled on their aircraft in November, of over 72%. Obviously, with a new entrant like American, with one flight a day to Dallas and two flights a day to Charlotte, we knew it was going to take some time to ramp up and generate some awareness. The good news is, as of November, we saw that load factor start to creep into that 60% range, and it was showing progress every month leading up to that from the August 17th launch to where we were in November, and that is the latest DOT data and is reported through November 21.

We have been keeping close contact with American, and they tell us that they are certainly seeing some positive improvements in the utilization of the service from Columbus. But of course, we had that Omicron variant at the end of the year that flattened things out for everybody across the country, but we are starting to come out of that, and we expect to see

American certainly become profitable in this market, as we lead into the summer months. So, we are excited about that. Of course, we were meeting with the Chamber just to try to make sure they were aware of the MRG program through the DOT SCASDP grant that we have. We haven't received any reconciliation or reimbursement requests from American yet, but we do expect that we likely will, at some stage, for the first quarter and the second quarter that they operated, but I believe that after we get out of those quarters we are going to be into level of profitability, as long as fuel doesn't get way out of hand.

We are just trying to prime the public-private partnership, which was put together back in 2014 when the grant was awarded, and it has been a while since that happened. We are working to reeducate them on how the MRG program works. We are going to need some funding from the public-private sector to cover that 20% match, whenever the airport has a payout. We have also already begun marketing efforts, of course, leading up to the August launch. So, I think that the airport has spent at least more than \$60,000 on digital marketing, which is reimbursable through the grant. So, we will definitely start the process of getting us funds from the federal government.

The most important thing is by the time we close this grant, which will be at the end of a two-year period, in our agreement with American, we need to make sure that we have that 20%, and that the public-private sector has contributed the 20%, or we'll have issues in closing the grant. So, we are trying to lead that, educate the public-private sector, and make sure that they not only understand the value of the service and the small commitment to support it monetarily but also the timeline and where we are and where we expect to be making some of those payments.

Outside of that, I think the most important thing also to look into is our goal with American is to increase frequency as soon as possible. We know it is challenging to use a one flight a day over a major hub like DFW. The connectivity isn't where it needs to be, but it is the chicken before the egg concept. We are seeing people utilize the services. I mentioned before it gets in that 60% range. There's a possibility that we may hit a glass ceiling at some point because of the frequency. We're working with American around that, and as energy costs increase, one good thing that we do have going for us on the American service from Columbus, many good things, but one of the main things I want to point out is they are operating dual class, operating larger RJs.

This energy crisis is first going to hit markets that have 50 seat regional jets. Those are the aircraft that don't have enough seats to sell to offset the costs

to operate those flights. Fortunately for us, American has made the commitments to putting in larger RJs into this market. We've got 70 plus seat and 60 plus seat aircraft with first class options, and those are extremely important, and that's why the return of the corporate traveler, not only domestic flights but also international flights from Columbus, using Columbus as a point of origin, is extremely important, and we have the product to serve that customer. That's what we're going to need. We're going to need to make sure we attract more and more of that, as it returns to the skies this year, and that's going to help us actually get that frequency that we need over Dallas and an additional frequency even over Charlotte.

So, with that, that's just a quick update. I do have some pretty pictures that I shared with the Chamber. I'm sure Ms. Clark and her team will share those with you as well.

Mr. Gerald asked the Commission if they had any questions for the air service development side of things?

Mr. Art Guin said that he had a quick question:

When you talk about it, I think it's a great idea talking about having a two-year grant and starting to educate the Chamber and the public market on the need to contribute and do our part, so we can close the grant. What are we doing, or do we have a plan, now that we started that education? Is there a process that we are going through or that we should be going through to start moving towards those contributions now? I'll exaggerate here for effect, but waiting until the last month and saying we have to have 20% in a month.

Mr. Gerald responded:

You know when American first launched, actually leading up to the launch of the service, we've had meetings educating the Chamber primarily and some of the stakeholders. We have our task force meetings where we did speak to that. We said that we understand that since back in 2014 there's been a lot of leadership changes across all of these organizations. We needed to revisit that and let them know that this is important. This \$175,000 investment from the private sector is extremely important, and we showed them that this is a small investment for the return that we're in getting in the global air service connectivity from here.

We've been meeting with Mr. Jerald Mitchell and Mr. Brian Sillitto with the Chamber, and we are laying out a plan in conjunction in working with them. I know Mrs. Sonya Overton and Ms. Clark have spent many hours sharing

that information and working to get that fund. I actually just spoke with Mr. Mitchell about this. It's \$100,000 a match for the MRG program. A good example is if we have a \$10,000 payout, the airport pays that to American. The DOT is only going to reimburse us about \$7,800 to \$7,900. That's only a little bit over \$2,000 that we'll need of transaction between either the Chamber or whatever public-private entity needs to come back into the airport, and we have to show that to the DOT at some point to close out the grant.

We're trying to right size the amount of money because, of course \$175,000 is what is committed, but \$175,000 is not what's necessarily going to be needed because it's going to be based on the success of the service. If the service is successful after the first two quarters, and there's no more payouts needed, it's a different number. We're trying to gauge what that may be to give them a good idea on how it fits within budgets. The discussion is going on. Outside of having a bank account with funds just sitting in it, which is not what I typically see in airports. In these grant programs we usually see, it's a fluid thing because no one wants to put \$100,000 in a bank account and let it sit there for two years and do nothing. We're basically just trying to right size what we believe that that ask will be, and we just need it before we close the grant out at the end of that two-year period. We have time to fit this in the budgets. We're really starting to ramp up and get more aggressive because we do believe that American, at some point in the near future, will send some reconciliation requests into CSG, but they haven't to date. I hope that helps answer your question.

Mr. Guin responded that it did and thanked Mr. Gerald.

Ms. Clark added to the discussion and responded:

I do also want to add on that. In working with Mr. Mitchell at the Chamber, it sounds as though it's kind of like what Mr. Gerald said, they don't have \$100,000 just sitting there to allocate to the airport. The conversations I've been having with them is that they are working with local businesses trying to secure those amounts with local businesses. We encourage you all, as you all have different organizations that you work for, to help Mr. Mitchell and myself and Mrs. Overton get in front of the right person to sit down and have these exact same conversations because we may not be able to get everything we need through the Chamber. As many conversations as we can have with different community stakeholders, and getting even small commitments from multiple, would help us bridge that gap. If you have someone in your organization or you have ties with another organization that you can get us in front of those people, that would really help as well.

That's kind of our next strategy is to just have as many people as we can meet with, to get even small commitments, to get that secured.

Mr. Gerald asked if he could add to Ms. Clark's response and responded:

It certainly becomes more real once we get a reimbursement request from American, so we can begin to quantify what that match will be. I'm sure it will be likely the first two quarters we'll get a reimbursement request for those first two quarters of service coming up here pretty soon, and we'll know the number that we need for that particular payout and certainly, it will make it more real, and we'll have something that we can speak with to the Chamber and any other organizations that want to be involved, as to what that need is in the short term. That's ultimately the way it's going to play out. I would imagine we'll get that reimbursement request before there's an actual commitment of \$175,000 or \$100,000, and we'll bring that to Mr. Mitchell and team and we'll hash out the details of how much the need is and what the timing of receiving that would be. Again, I think we could spread this out over two fiscal years to make it easier to digest within that public-private sector. Again, we may not need \$175,000. It may just be just be \$75,000. We don't know at this stage.

Mr. Gerald asked the Commission if they had any other questions? There were not. Mr. Gerald thanked everyone for their time.

Mr. Barker asked Mr. Gerald if he could stay behind for some follow-up questions after the meeting? Mr. Gerald said absolutely. Mr. Barker thanked Mr. Gerald.

DIRECTOR'S UPDATE

Finance Director Report

Ms. Clark gave the following update report on behalf of the finance director, Mrs. Pamela Knight:

Annual Reporting/ Compliance required after Audited Financials Issued:

- 1. Submitted to Columbus Consolidated Government- Audited/ Airport Commission Approved Financial Audit**
- 2. FAA Form 5100-126 and Form 5100-127 (CATS): (link below provides guidance & instructions)**

☐ https://www.faa.gov/airports/airport_compliance/

The FAA's Airport Compliance Program ensures airport sponsors comply with the Federal obligations they assume when they accept Federal grant funds or the transfer of Federal property for airport purposes. The program serves to protect the public interest in civil aviation and ensure compliance with applicable Federal laws, FAA rules, and policies.

Background


What is the Airport Financial Reporting Program?

The Airport Financial Reporting Program is an outgrowth of the Federal Aviation Administration Authorization Act of 1994, which requires commercial service airports to annually file financial reports with the FAA.

Which airports must file?

Any airport that meets the following criteria must file:

- The airport is obligated. An airport is obligated if its sponsor agreed to the Airport Improvement Program grant assurances on or after January 1, 1995.
- The airport provides commercial service. Commercial service airports are those airports that enplane 2,500 or more passengers in a calendar year.
- The airport provided commercial service in the preceding calendar year. For example, if the airport had at least 2,500 enplanements in calendar year 2002, it must file reports for its 2003 fiscal year.



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(CATS) Certification Activity Tracking System

The FAA Authorization Act of 1994 requires commercial service airports to annually file financial reports with the FAA. To meet this requirement, we created the Certification Activity Tracking System (CATS) to gather and disseminate Congressionally mandated airport financial information. Airport personnel use it to file and amend annual financial reports. FAA staff use it to administer the Airport Financial Reporting Program. The public can use it to view the financial reports of some 520 commercial service airports.

[View an Airport Financial Report](#)
[View, print, download airport financial information]

[Enter Financial Data](#)
[Login and input or amend financial reports]

*This is a Federal Government web site. It is open to the public for viewing (read-only), downloading and printing.
*** Data input is limited to authorized Airport and FAA users ****

Link to view and submit reports.

<https://cats.airports.faa.gov/>

CSG FY21 Report

Operating and Financial Summary
 Airport: COLUMBUS METRO
 Airport 3 Digit ID Code: CSG
 For Fiscal Year Ending: 06/30/2021
 As of 01/25/2022 04:24:06 PM
 Date Filed or Revised: 1-24-2022

	2021	2020	Change		2021	2020	Change
1.0 Passenger Airline Aeronautical Revenue				8.0 Non-Operating Revenue (Expenses) and Capital			
1.1 Passenger airline landing fees	\$155,452	\$184,346	18.59%	8.1 Interest Income - restricted and non-restricted.	\$123,916	\$-6,495	-105.24%
1.2 Terminal arrival fees, rents, and utilities	\$382,510	\$411,759	7.65%	8.2 Interest expense (use minus sign)	\$-73,336	\$-1,536	-97.91%
1.3 Terminal area apron charges/tedowns	\$0	\$0	0%	8.3 Grant receipts	\$11,567,588	\$4,857,156	-58.01%
1.4 Federal Inspection Fees	\$0	\$0	0%	8.4 Passenger Facility Charges	\$106,054	\$34,117	-67.83%
1.5 Other passenger aeronautical fees	\$338,269	\$338,475	0.06%	8.5 Capital Contributions (for withdraw use minus sign)	\$0	\$0	0%
1.6 Total	\$876,231	\$934,580	6.66%	8.6 Special Items (loss)	\$0	\$0	0%
				8.7 Other	\$337,254	\$458,650	36.00%
2.0 Non-Passenger Aeronautical Revenue				(Taxicab& Limo Inc, RAC Facility Charges: \$337,254)			
2.1 Landing fees from cargo	\$10,120	\$9,354	-7.57%	8.8 Total Non Operating Revenue (Expenses)	\$12,061,476	\$5,341,892	-55.71%
2.2 Landing fees from GA and military	\$0	\$0	0%				
2.3 FBO revenue; contract or sponsor-operated	\$2,581,737	\$2,184,476	-15.39%	9.0 Net Assets			
2.4 Cargo and hangar rentals	\$467,755	\$471,376	0.77%	9.1 Change in net assets	\$10,125,208	\$3,213,707	-68.26%
2.5 Aviation fuel tax retained for airport use	\$0	\$0	0%	9.2 Net assets (deficit) at beginning of year	\$35,529,437	\$32,315,762	-9.05%
2.6 Fuel sales net profit/loss or fuel flowage fees	\$31,008	\$57,259	84.66%	9.3 Net assets (deficit) at end of year	\$45,654,645	\$35,529,437	-22.18%
2.7 Security reimbursement from Federal Government	\$0	\$0	0%				
2.8 Other non-passenger aeronautical revenue	\$0	\$0	0%	10.0 Capital Expenditures and Construction in Progress			
2.9 Total	\$3,090,620	\$2,722,465	-11.91%	10.1 Airfield	\$3,462,095	\$4,806,676	38.84%
				10.2 Terminal	\$11,917,665	\$0	-100%
3.0 Total Aeronautical Revenue	\$3,966,851	\$3,657,045	-7.81%	10.3 Parking	\$0	\$0	0%
				10.4 Roadways, rail, and transit	\$0	\$0	0%
4.0 Non-Aeronautical Revenue				10.5 Other	\$535,186	\$0	-100.00%
4.1 Land and non-terminal facility leases and revenues	\$117,197	\$93,395	-20.31%	(Vehicles and Equipment: \$289,285) (Furniture, Fixture, and Equipment: \$245,901)			
4.2 Terminal-food and beverage	\$1,322	\$18,243	1279.95%	10.6 Total	\$15,914,946	\$4,806,676	-69.80%
4.3 Terminal-retail stores and duty free	\$0	\$0	0%				
4.4 Terminal-services and other	\$155	\$12,434	7921.94%	11.0 Indebtedness at End of Year			
4.5 Rental cars-excludes customer facility charges	\$817,252	\$833,419	1.98%	11.1 Long Term Bonds (GA, GARB, PFC, etc.)	\$3,921,069	\$0	-100.00%
4.6 Parking and ground transportation	\$156,702	\$220,479	40.70%	11.2 Loans and interim financing	\$0	\$0	0%
4.7 Hotel	\$0	\$0	0%	11.3 Special facility bonds	\$0	\$0	0%
4.8 Other	\$2,854	\$4,104	43.80%	11.4 Total Debt at End of Year	\$3,921,069	\$0	-100.00%
(Vendors Comp & Terminal Ads: \$2,854)							
4.9 Total	\$1,095,482	\$1,182,074	7.90%	12.0 Externally Restricted Assets			
				12.1 Externally Restricted Debt Reserves	\$0	\$0	0%
5.0 Total Operating Revenue	\$5,062,333	\$4,839,119	-4.41%	12.2 Other Externally Restricted Assets	\$0	\$0	0%
				12.3 Total	\$0	\$0	0%
6.0 Operating Expenses				13.0 Unrestricted Cash and Investments	\$0	\$0	0%
6.1 Personnel compensation and benefits	\$2,155,877	\$2,186,749	1.43%				
6.2 Communications and utilities	\$357,745	\$405,829	13.44%	14.0 Reporting Year Proceeds			
6.3 Supplies and materials	\$417,560	\$485,328	16.23%	14.1 Bond proceeds	\$0	\$0	0%
6.4 Contractual services	\$0	\$0	0%	14.2 Proceeds from sale of property	\$0	\$0	0%
6.5 Insurance claims and settlements	\$138,990	\$135,103	-2.80%				
6.6 Other	\$1,646,772	\$1,523,761	-7.47%	15.0 Debt Service			
(Cost of FBO Fuel & other FBO costs: \$1,646,772)				15.1 Debt service, excluding coverage	\$0	\$0	0%
6.7 Subtotal	\$4,716,944	\$4,736,770	0.42%	15.2 Debt service, net of PFCs and Offsets	\$0	\$0	0%
6.8 Depreciation	\$2,281,657	\$2,230,534	-2.24%				
6.9 Total Operating Expenses	\$6,998,601	\$6,967,304	-0.45%	16.0 Operating Statistics (* optional for airports having fewer than 25,000 enplanements in the preceding calendar year).			
				*Section 16.1 Enplanements	28,336	36,543	28.96%
7.0 Operating Income (Loss)	\$-1,936,268	\$-2,128,185	9.91%	*Section 16.2 Landed weights in pounds	47,538,838 lbs	64,336,754	35.34%
				*Section 16.3 Signatory landing fee rate per 1,000 lbs	\$3.27	\$3.49	\$6.73
				*Section 16.4 Annual aircraft operations	32,215	\$29,551	-8.27%
				Section 16.5 Passenger Airline CPE (line 1.6/16.1)	\$30.92	\$25.57	-17.29%
				*Section 16.6 Full time equivalent employees at end of year	35	37	6%
				Section 16.7 Security and law enforcement costs	\$747,842	\$631,594	-15.54%
				Section 16.8 ARFF costs	\$15,388	\$27,597	79.34%
				Section 16.9 Repairs and maintenance	\$227,610	\$191,135	-16.03%
				Section 16.10 Marketing/Advertising/Promotions	\$119,846	\$56,007	-53.27%

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3. Federal Audit Clearinghouse: As stated below single audit reporting is required by law.

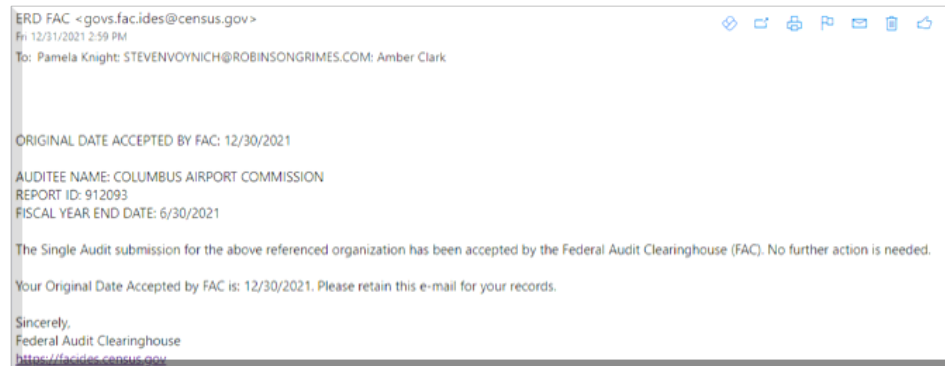


OMB Control Number: 0607-0518
Approval Expires: March 31, 2022

The Internet Data Entry System (IDES) is the place to submit the single audit reporting package, including form SF-SAC, to the Federal Audit Clearinghouse (FAC). Single audit submission is required under the Single Audit Act of 1984 (amended in 1996), OMB Circular A-133, and the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements for Federal Awards (Uniform Guidance).

YOUR RESPONSE IS REQUIRED BY LAW. Title 31 United States Code (U.S.C.), Section 7501 et. seq., OMB Circular A-133, and 2 C.F.R. Part 200 authorize this collection. 31 U.S.C. 7502(h), Circular A-133 § __.320(a), and 2 C.F.R.200.512(d) require your response. The provisions set forth in 31 U.S.C. 7502(h) and 2 C.F.R. 200.512(g) require the information provided be made publicly available, and therefore not given confidential treatment, with the following exceptions: Circular A-133 § __.320(b)(1) states that only the Form SF-SAC will be publicly available for fiscal periods beginning prior to December 26, 2014, and 2 C.F.R. 200.512(b)(2) states that Indian Tribes and Tribal Organizations are exempt from having their reporting package made publicly available.

[Below is the email confirming the Columbus Airport Commission is in compliance for FY21 filing.](#)




4. Census Annual Survey of Local Government Finances

How the Data Are Used?

The U.S. Congress, federal agencies, state and local governments, educational and research organizations, and the general public employ these results. Some major uses include the following:

- **Development of the government component of the gross domestic product estimates**
- **Development of the national income accounts**
- **Development of personal income figures for state and county areas**

- **Allocation of certain federal grant funds**
- **Legislative research**
- **Comparative studies of state and local government finances**
- **Public and fiscal policy analysis/research**



The screenshot shows the top navigation bar with the U.S. Department of Commerce logo and the title "2021 Annual Survey of Local Government Finances F-32: Special Agencies". A toolbar contains buttons for "Main Menu", "FAQs", "About Survey", "Instructions", "Print/Review Data (PDF)", "Attach Data", and "Logout". The agency name "COLUMBUS METROPOLITAN AIRPORT COMMISSION" is displayed, along with contact information: Website: [Survey of Local Government Finances](#), Email: ewd.local.finance@census.gov, and Telephone: 1-800-832-2839 weekdays, 8 AM to 5 PM ET.

Submission Confirmation | Annual Survey of Local Government Finances (ALFIN)

Thank you for completing the 2021 Annual Survey of Local Government Finances!

The U.S. Census Bureau has received your data and appreciates your time and participation. Please keep a copy of the completed survey for your records by selecting the "Print/Review Data" button above in the toolbar. To attach a file with any additional information you would like to provide for the completion of the survey, select the "Attach Data" button from the toolbar.

Name: COLUMBUS METROPOLITAN AIRPORT COMMISSION
Submission Date & Time: Friday February 11, 2022, 01:28:47 PM EST

5. DCA: Annual Authority Registration and Financial Reporting

- ✓ Local government authorities are separate entities created for a specific public purpose. Local governments create authorities as a means of providing a wide range of services to their citizens and have used them in increasing numbers to deliver services. The 1992 Census of Governments notes that authorities are by far the most rapidly growing type of government. Realizing the ever-increasing role authorities play in service delivery at the local government level, the General Assembly passed the Local Government Authorities Registration Act O.C.G.A. 36-80-16 during the 1995 legislative session. This act requires local government authorities to register annually with the Department of Community Affairs (DCA) beginning January 1, 1996. The act also specifies that local government authorities may not incur any debt or credit obligations after January 1, 1996, unless they are registered
- ✓ Previous to FY2018, local authorities have had two annual reporting requirements to the Georgia Department of Community Affairs – 1) Authority Registration; and 2) the Report of Authority Finance, due on two different timelines. During the 2018 legislative session, HB257 passed in both chambers of the Georgia General Assembly and was signed into law by Governor Deal on May 3, 2018. This bill combines these two into a single report on one timeline.
- ✓ Beginning with FY2018, these two separate reporting requirements are now a single filing - the Annual Authority Registration and Financials,

or **AARF** - due within six months of the end of your authority's fiscal year.

<https://www.dca.ga.gov/local-government-assistance/research-surveys/compliance>

<Z:\3 IMPORTANT GRANT GOVT REPORTS\DCA\FY21 DCA\DCA FY21 Certified Revised 0211 2022.pdf>

6. Worker's Comp Audit FY21- completed and received over \$4,000 refund.

7. Banking Update:

- Fraudulent Activity: Funds restored and new measures in progress.
- Generally, \$1.3 million to \$1.8 million in deposits and transactions moving funds out process monthly.
- Synovus is preparing a proposal for the Airport Merchant Account (Parking and Terminal)

8. Budget FY23: Templates and COA updates are provided to Team Manager

Ms. Clark wanted to thank Synovus, as they have been a really great partner through this experience and look forward to implementing those new security procedures.

Ms. Clark said last meeting they discussed having a meeting in early March with the Commission, as a work session, and then present for approval for the FY23 budget at the end of March. After further discussion with Mrs. Knight, Ms. Clark said that many of the endeavors looking at doing over the next fiscal year will need more time. Ms. Clark proposes having a meeting with the Commission either late April or early May and then presenting for approval in May.

Ms. Clark asked if the Commission had any questions?

Mr. Guin asked what was the fraud activity and if it was something directly within the account in Synovus?

Ms. Clark responded that somebody had somehow gotten a copy of what their check looks like, and they produced two false checks. However, the check stock that is bought has certain security measures printed on the

check, and it was missing a few of those. As soon as it was scanned through, it was identified. They also used the same check number multiple times, which was a big heads up. Ms. Clark said they weren't sure where they got that information, but they were able to produce a copy of the check.

Ms. Clark informed the commission that Mrs. Knight said additional measures have been put in, as far as how checks are received and how they are deposited.

Mr. Guin asked if the additional security measures were internally at the airport, like internal financial processes?

Ms. Clark answered:

Yes, internally, and there's a few more processes that we have to do with Synovus electronically. After we make deposits and checks are cashed, we get alerts, alerting us if it is a valid check, and we have to go through and check each one. It will take a little more time, but it is something that we need.

The option of closing our account and restarting over was pitched, but after further review, we felt that would cause a lot of issues because we do have ACHTs set up with multiple organizations. We felt that it would really hinder our ability to get our cash inflow and be able to pay our vendors quickly.

We are going to try these, and if for some reason we continue to have issues, which I don't anticipate that we will. Mrs. Knight feels pretty strongly about these new measures we have in place. However, if we do continue to have problems, that is always an option.

Mr. Barker asked what choices we had for direct transfers instead of using paper checks?

Ms. Clark asked Mr. Barker to clarify and repeat the question.

Mr. Barker stated that you get a direct deposit for your paycheck monthly. There should be options for that where you can pay the vendor directly without having the use of a paper check, which would reduce your exposure. Ms. Clark responded that that is done a lot. Most of them are set up that way. There are a few that aren't. Everybody that they can is already put in place. Ms. Clark informed Mr. Barker that she could get him a percentage of exactly how many.

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

Human Resources

Ms. Monica Stone provided the following update report:

Promotion: None

New Hires: Anna Phillips, Administrative Coordinator – Administration DOH 02/21/2022 & Matthew Gilbert, Line Service Technician – Flightways DOH 02/21/2022

Terminations/Resignations: None

Vacant Positions: 9

Vacancies	Job Title	Department	Status	Closing Date
1	Accounting Coordinator (New Position)	Administration	Posted	02/09/2022
1	Customer Service Representative	Flightways/FBO	Re posted	02/11/2022
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

*Public Safety has implemented a realignment

Human Resources Areas

Compensation

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

Compliance

- Developing a Succession Plan for Columbus Airport (on-going)
- Employee manual revisions
 - Revisions discussion on 02/08/2022 employee meeting and emailed to all employees
 - Revisions emailed to ELT 02/07/2022

Employee Engagement

- February Employee Meeting: Updates by Airport Direct
 - Employee manual revisions shared with an opportunity to discussion
 - Divided into 2 teams and played "Words" game – Team 2 won!
 - Marshall U (Mission), Cameron H (Vision)., and Michele R (8-Values) each won a \$10 gift card donated by McAlister's.

Recruitment

- Actively recruiting to fill vacant positions
- Auburn University Intern selection will be on February 21, 2022. We received five letters of interest.

Retention

- The proposed compensation structure submitted for review to Finance Department

Ms. Stone said there are 10 vacancies. Ms. Stone said that she previously indicated there were 9 vacancies, but their line service technician wouldn't be starting with them, so they will be recruiting for that position again.

Ms. Stone requested that the vacancies be shared with those in the community looking for employment.

Ms. Stone noted that the Auburn University Intern is excited to be joining.

Ms. Stone asked if the Commission had any questions or if she could provide any clarity? There were no questions.

Mr. Barker welcomed Ms. Anna Philips to the team and wished Ms. Stone good luck in recruiting those positions.

Ms. Stone thanked him and for everyone's support.

Public Safety

Mr. Andre Parker provided the following update report:

Training Update

- On March 15th, our Transportation Security Inspectors (TSI), Transportation Security Specialist-Explosive (TSS-E) from Atlanta (ATL) are putting together a security presentation. The presentation will cover the identification and familiarization of Improvised Explosive Devices (IED). Entities and tenants who fall under their inspections umbrella will be in attendance. The presentation will be hosted at our Crash Station.
- On Friday, February 11th, the Public Safety Department took part in a mock Downed Aircraft Exercise with Columbus Fire-EMS, Ft. Benning, and other local partners. The exercise was a huge success, and it was an invaluable training opportunity for our staff. Due to the importance of these exercises, we will partner with Columbus Fire-EMS and participate in more of these exercises. They will take place throughout the city and surrounding area. As expected, our guys did an amazing job.

Mr. Parker noted that their corporate tenants, such as Aflac and Stark Avionics, that fall under the umbrella of having inspections from TSA would be invited to the presentation on March 15th.

Mr. Parker also noted that a few staff members onsite took pictures and videos of the exercise on February 11th, and that it was a really good exercise.

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

Ms. Clark wanted to mention that Ms. Adrian Sellers and herself attended an East Alabama Chamber business after hours and handed out small informational cards, regarding their DBE program. That was discussed in the previous meeting. She stated that they had already spoken to the Muscogee County Chamber and have some time set up to meet with their direct contact, in regards to that programming and getting with their businesses. She also stated that they reached out to Ms. Kim Tharp with the Harris County Chamber and set up a date to meet with her and discuss it further.

Ms. Clark remarked that it was really nice to interact with those businesses directly and give them the information. Ms. Clark stated that they will continue to develop awareness of that program and work with the Chambers and give the commission updates.

Flightways Columbus

Mrs. Michele Renfroe gave the following update report:

- **Fuel Volume Report:**

Flightways sold 82,970 gallons of Jet A fuel in January 2022. Our total volume increased 118% compared to last year's numbers. We sold 9,014.5 gallons of Avgas which was a volume increase of 35% year over year. Our self-serve volume also had a 55% increase in sales as well. Classic Air increased by 56% and government gallons sold had a decrease of 20% by volume. Since American Airlines is new to our market their gallons sold for January 2022 was 23,256 while Delta Airlines had a slight decrease of 1,862 gallons year over year with their monthly uplift being 14,088 gallons. The decrease was due to several flights being canceled due to weather in January.

- **Hangars:**

The contractors who have been working on the restrooms in hangar 13 are about 75% complete. They have installed the restroom lavatories as well as the sinks in all 3 restrooms. They are working on finalizing the lights and handicaps bars next week and should be complete by the end of February.

The netting material is in to help with the pigeon mitigation for hangar 13 and should be installed also by the end of this month. The brush prototype that was installed on the top sections of hangar 12 doors seem

to be working on keeping out the pigeons so we will continue to work with the contractor on several additional hangars to use this same process on the doors.

The maintenance department is working on installing new led lights in hangar 21E as a prototype to start the process of lighting upgrades. One of the statements made by the tenants is the lights are not bright enough so we are installing one over each wing and one over the mid to tail section. This will also be a great help for Flightways Columbus when towing and putting away aircraft in the hangars.

We currently have 3 open single sized hangars that we are going down the hangar waiting list and calling customers to get leased. We also have 2 open twin hangars that we currently do not have anyone on the list for.

Comparative Airport List

February 8th, 2022					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.65	\$5.35	\$4.85
GVL	Lee Gilmer Memorial	Champion	\$5.79	\$6.59	\$5.33
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$6.43	\$5.43
HSV	Huntsville International	Signature	\$7.35	\$6.99	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$6.33	\$6.17	-
ECP	NW Florida Beaches Intl	Sheltair	\$6.76	\$7.25	-
CHA	Lovell Field Airport	Wilson Air Center	\$6.75	\$6.90	`
MDQ	Huntsville Executive	Executive Flight Center	\$4.77	\$5.59	-
VPC	Cartersville Airport	Phoenix Air	\$4.49	\$5.39	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.99	\$5.21	-
CSG	Columbus Airport	Flightways Columbus	\$5.95	\$6.24	\$5.05
		Average	\$5.88	\$6.19	\$5.20

PIM	Pine Mountain	4.39	4.89	4.59
EUJ	Eufaula	5.56	~	5.00

Hangar Waiting List

CSG Hangar Waiting List			
Updated 1/01/22			
CSG Tenant Priority Move			
AJ Jain	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 Boehnlein	12/14/2020	Twin	172
Jason McKenzie	5/28/2021	Single	182
Woody Gilliam	9/1/2021	Single	Piper Arrow
Single Hangar Requested			
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
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
Shannon Franklin	11/10/2021	Single	Helicopter
Ronald Aut	12/6/2021	Single	Cherokee
Randall Terry	12/21/2021	Single	Tiger
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 Wrigglesworth	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

Mrs. Renfroe noted that since the report was written, all of their singles are completely full and one twin that is left and open. All of the hangars are looking really good with new tenants.

Mrs. Renfroe gave the back history of new employee, LaTego Copeland:

He is currently in college, earning a bachelor's degree in IT and Cyber Security. He was in the Navy, and while he was in the Navy, his job was aviation related. He fueled helicopters jets abroad USS IWO JIMA 2 from 2013 to 2018, and he was deployed twice. That's what brought him to the aviation side as a civilian, while he is here. He has a wife and two children.

Mrs. Renfroe said she wanted to give an update that he has a history in aviation, and she concluded her report.

OTHER ITEMS

No other items were presented.

Mr. James Barker asked for a motion to adjourn the meeting.

Motion by Mr. Don Cook to adjourn; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

Meeting adjourned at 10:09 am.

Amber Clark, Airport Director/Assistant Secretary

Mr. James Barker, Chairman