

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, FEBRUARY 2, 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. Don D. Cook, Vice Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Mr. Art Guin, Commissioner	December 31, 2025
Mrs. Dannell Marks, Commissioner	December 31, 2026

Legal Counsel: Mr. Don Morgan

Staff members present:

Suzanne Adams, Hospitality Team Member
Marion Anderson, Public Safety Officer
Amber Clark, C.M., Airport Director
Karlene Donahue, Flightways Customer Service Representative
Blake Fulford, Airfield Specialist
Shaundra Goodwin, Security Specialist
Cameron Hagan, Airfield Maintenance Technician
Pam Knight, Director of Finance
Mona Mitchell, Hospitality Team Member
Sonya Overton, Director of Marketing & Air Service Development
Troy Pair, Facilities Supervisor
Andrè Parker, Chief of Public Safety
Anthony Pugh, Hospitality Team Supervisor
Michele Renfroe, Flightways Columbus Manager
Eric Rivers, Operations Technician
Adrian Sellers, Project Coordinator
Randy Sok, Public Safety Officer
Monica Stone, Human Resources Manager
Daniel Thomas, Sr., Maintenance Manager
Marshall Upshaw, Landscaping Supervisor
Khalfani Walker, Landscaping Technician

Others present:

Jacob Redwine: Holt Consulting; Brian Thompson and Pete Novak: RS&H;
Philip Thayer: Thayer Bray Construction; Adam Nicholas McFarland Johnson

BUSINESS OF THE MEETING

Mr. James Barker called the February 2, 2022, Commission Meeting by Visual and Zoom to order at 9:34 AM.

INSTALLATION OF NEW OFFICERS

Mr. Barker asked to consider the installation of the new Commission officers. Ms. Tana McHale will be rolling off the Commission due to family needs. Mr. Barker presented the new slate of officers as: Mr. James Barker as Chairman, Mr. Art Guin as Vice Chairman, Mr. Don Cook as Treasurer, and Mr. Carl Rhodes Jr. as Secretary, and Mrs. Dannell Marks as Commissioner.

Motion by Mr. Carl Rhodes Jr. to approve the installation of the new Commission officers as presented.; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / Nays: 0

RECOGNITION OF PAST CHARIMAN

Mr. James Barker recognized Mr. Don Cook for holding the Chairman office for the past year. He congratulated and thanked him for his service. A plaque and gift basket were presented in Mr. Cook's honor.

INTRODUCTION OF NEW COMMISSIONER

Mr. James Barker introduced Mrs. Dannell Marks to the Columbus Airport Commission. Mrs. Marks currently holds the title of Executive Vice President of Strategic Accounts at TSYS now a Global Payments company. James welcomed Mrs. Marks to the Columbus Airport Commission.

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON NOVEMBER 17, 2021

Mr. James Barker asked to consider adoption of the minutes for the meeting of November 17, 2021, and if there was any discussion. No discussion.

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

CONSIDER APPROVAL OF THE AIRPORT RESCUE GRANT OFFER

Mr. James Barker asked to consider approval of the Airport Rescue Grant Offer. Mr. Barker opened the floor for Ms. Amber Clark to present the information regarding the Airport Rescue Grant Offer.

Ms. Amber Clark provided the following update:

Recently the FAA has administered an additional funding for Airport coronavirus relief. This funding is part of the Airport Rescue Grant Offer. The purpose of this grant is to provide funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. The grant offer is in the amount of \$1,258,021.00. Ms. Clark recommended approval of the Airport Rescue Grant Offer of \$1,258,021.00.

Ms. Clark asked the Commission if they had any questions?

Mr. Don Cook asked if a meeting will be held to discuss how the grant will be used? Ms. Clark stated that Mrs. Pam Knight, the Columbus Airport Finance Director, all the departments, and herself are beginning the budget review for next fiscal year. Once budget review is complete a recommendation on how to utilize the money will be made to the Commission.

Mr. Barker entertained a motion to approve the Airport Rescue Grant Offer.

Motion by Mr. Don Cook to approve the Airport Rescue Grant Offer; seconded by Mrs. Dannel Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF THE CONCESSIONS RENT RELIEF AIRPORT RESCUE GRANT OFFER

Mr. James Barker asked to consider approval of the Concessions Rent Relief Airport Rescue Grant Offer. Mr. Barker opened the floor for Ms. Amber Clark to present the information regarding the Concessions Rent Relief Airport Rescue Grant Offer.

Ms. Amber Clark provided the following update:

Recently the FAA has administered an additional funding for concession's relief. This funding is part of the Concessions Rent Relief Airport Rescue Grant Offer. The purpose of this grant is to provide relief from rent and minimum annual guarantees (MAG) obligations to each eligible airport concession in an amount that reflects each eligible airport concession's proportional share of the total amount of rent and MAGs. The grant is in the amount of \$35,879. Ms. Clark recommended approval of the Concessions Rent Relief Airport Rescue Grant Offer of \$35,879.

Ms. Clark asked the Commission if they had any questions?

Mrs. Dannel Marks asked Ms. Clark if she felt the amount awarded was sufficient to assist the concessionaires in rent payments? Ms. Clark

responded that each rental car agency is experiencing different levels of need and by distributing the funds by the proportional share will be equitable for the rental car agencies.

Motion by Mr. Carl Rhodes Jr. to approve the Concessions Rent Relief Airport Rescue Grant Offer; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

**CONSIDER APPROVAL OF TAFFY PIPPIN CONSULTING, LLC
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN FOR FY 2022-
FY 2024**

Mr. James Barker asked to consider approval of the Taffy Pippin Consulting, LLC Disadvantaged Business Enterprise (DBE) Plan for FY 2022-FY 2024. Mr. Barker opened the floor for Ms. Adrian Sellers to present the information regarding the Taffy Pippin Consulting, LLC Disadvantaged Business Enterprise (DBE) Plan for FY 2022-FY 2024.

Ms. Adrian Sellers provided the following update:

The Columbus Airport Commission has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 26. The Airport Commission has received Federal financial assistance from USDOT, and as a condition of receiving this assistance, the Airport Commission has signed an assurance that they will comply with these regulations.

Taffy Pippin Consulting Inc. has been contracted to design a DBE Program to ensure the Columbus Airport Commission is complying within these regulations. The submitted plan ensures nondiscrimination awarding of contracts, level playing fields, that participating DBEs are eligible for assistance, removes barriers and promote DBEs to participate, to assist in the development of firms who participate, and providing flexibility and opportunities for DBEs in general.

Based on a review of past projects and coordinating with our consulting engineers, Taffy Pippin Consulting Inc., has created a methodology for establishing the FY2022-FY2024 DBE goals. The DBE methodology and plan had been submitted for your review. It is recommended that the Airport Commission set a goal of expending approximately \$1,158,050 or 27.27% with DBE firms during this three-year period.

Ms. Sellers stated she had reviewed this plan and methodology and recommended Commission adoption.

Ms. Clark asked the Commission if they had any questions?

Mr. Art Guin asked if Ms. Clark had any concerns with meeting the set goals or following the reporting requirements outlined? Ms. Clark replied that she felt comfortable with the plan as presented. The Aviation Engineering firm hired to complete the bidding process for the Federal projects will ensure the prime contractors are making a good faith effort to hire DBEs for the services needed. Ms. Clark clarified that good faith effort entails detailed reporting of when the DBEs were contacted, who was spoken to, what was discussed, if a message was left that the contractor followed back up, and whether the DBE was qualified and hired to complete the proposed work. Ms. Clark further explained if the prime contractor is not able to meet the goal the Columbus Airport Commission would not be held liable if a good faith effort had been made.

Mr. Art Guin asked if it would be the Columbus Airport Commission's responsibility to ensure the good faith effort was being made for these Federal projects?

Ms. Clark explained that the Columbus Airport Commission has contracted with Holt Consulting/Taffy Pippin to ensure the good faith efforts are being met by the prime contractors. However, Ms. Adrian Sellers and Ms. Clark have put checks and balances in place to ensure Holt Consulting and Taffy Pippin are holding the prime contractors accountable for a good faith effort, verifying the DBEs eligibility if utilized on the project, and ensuring the proper Davis Bacon wages are being paid.

Mr. James Barker asked if this requirement would slow down our bidding process?

Ms. Clark explained that this requirement should not slow down the bidding process as these DBEs are listed by trade on the Georgia Department of Transportation's website. Prime Contractors should be able to easily search for the possible DBEs, make contact, and hire as necessary. Ms. Clark also mentioned that the Columbus Airport Commission tends to see a lot of the same contractors bid on projects at the airport, so they are familiar with this requirement. Ms. Clark stated that the Aviation Engineering Consultant does go over this requirement in the bid package and if any contractors had questions, they would be provided an opportunity to discuss at the pre-bid meetings.

Mr. Barker asked if the DBE plan could be sent to all tenants of the Columbus Airport, so they are aware of the requirement?

Ms. Clark stated they could send out a notification to all tenants and the DBE plan will be posted on the Columbus Airport Website for review. Ms. Clark did clarify that the Columbus Airport will always encourage the use of DBEs; however, the requirement by law to use DBEs is strictly for Federally funded projects.

Mr. Don Cook asked if the Columbus Airport Commission would be working with the different Chambers to educate our local businesses on becoming pre-qualified with GDOT?

Ms. Clark explained that Ms. Adrian Sellers and herself had an action item to meet with the surrounding chambers to discuss the GDOT DBE program as well as offer assistance utilizing the Commission's consultant, Taffy Pippin, to guide these DBEs through the GDOT application process.

Motion by Mr. Don Cook to approve the Taffy Pippin Consulting, LLC Disadvantaged Business Enterprise (DBE) Plan for FY 2022-FY 2024; seconded by Mr. Art Guin and unanimously approved by the Commission.
Ayes: 4 / No: 0

CONSIDER APPROVAL OF TAFFY PIPPIN CONSULTING, LLC AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PLAN FOR FY 2022

Mr. James Barker asked to consider approval of the Taffy Pippin Consulting, LLC Airport Concessions Disadvantaged Business Enterprise (ACDBE) Plan for FY 2022. Mr. Barker opened the floor for Ms. Adrian Sellers to present the information regarding the Taffy Pippin Consulting, LLC Airport Concessions Disadvantaged Business Enterprise (ACDBE) Plan for FY 2022.

Ms. Adrian Sellers provided the following update:

The Columbus Airport Commission has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 23. The Airport Commission has received Federal financial assistance from USDOT, and as a condition of receiving this assistance, the Airport Commission has signed an assurance that they will comply with these regulations.

Taffy Pippin Consulting Inc. has been contracted to design an ACDBE Program to ensure the Columbus Airport Commission is complying within these regulations. The submitted plan ensures nondiscrimination award and administration of opportunities for concessions, levels playing fields, that participating ACDBEs are eligible for assistance, removes barriers and promote ACDBEs to participate, to assist in the development of firms who participate, and providing flexibility and opportunities for DBEs in general.

Ms. Sellers stated she had reviewed this plan and methodology and recommended Commission adoption.

Ms. Amber Clark explained that under CFR Part 23 any airport with concessions, which includes rental cars, that grosses over \$200,000 annually is required to have a ACDBE plan. The rental car companies may not be DBEs themselves however, they can employ subcontractors such as cleaning agents, maintenance companies, and suppliers that are DBEs. Ms. Clark asked the Commission if they had any questions?

Motion by Mr. Art Guin to approve the Taffy Pippin Consulting, LLC Airport Concessions Disadvantaged Business Enterprise (ACDBE) Plan for FY 2022; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

RECOGNITION OF PAST COMMISSIONER

Mr. James Barker recognized Ms. Tana McHale for holding a Columbus Airport Commission seat for the past five years. He congratulated and thanked her for her service. A plaque and gift basket were presented in Ms. McHale's honor.

CONSIDER ADOPTION OF EMPLOYEE MANUAL UPDATES

Mr. James Barker asked to consider approval of the adoption of employee manual updates. Mr. Barker opened the floor for Ms. Monica Stone to present the information regarding the employee manual updates.

Ms. Monica Stone provided the following update:

Human Resources has completed the annual review of Columbus Airport Commission Employee Manual as directed by the Airport Director.

The Employee Manual needs to reflect the current best practices for the Columbus Airport Commission employees. After reviewing the Employee Manual, Human Resources in conjunction with the Executive Leadership Team, has presented the Airport Commission with several updates to better provide understanding and clarity for all.

Upon approval the Employee Manual will be updated and provided to each employee by March 2022. The employee manual acknowledgement page will require the employee's signature in three different spaces.

The three signatures will acknowledge: Receipt of Employee Manual, Understanding of the Drug Free Workplace and Understanding and Acknowledgement of the Sexual Harassment Policy. This one-page document will be maintained in the HR personnel file.

Ms. Stone requested the approval of the updates to the employee manual as presented.

Ms. Stone asked if the Commission if they had any questions?

Mr. Don Cook asked if the Columbus Airport staff had been involved in the process of making the updates to the employee manual.

Ms. Stone replied that the Executive Leadership Team had provided input from coordination received within their various departments.

Mr. Cook provided feedback that he wanted to ensure all employees had an opportunity to review the proposed changes to the handbook and provide feedback.

Mrs. Dannell Marks asked how much of the employee manual was proposed to change?

Ms. Amber Clark responded the proposed changes that were presented were minor and mostly grammatical or formatting and/or just added language to clarify policies. Only a few items were removed or added including the appeal to the Commission after a termination.

Mr. Don Morgan added the process that has been removed was an appeal to the Commission from the employee who had been terminated. The thought process behind removing this policy is that the Columbus Airport Commission has an HR department, and an Airport Director, The Commission does not need to serve as an HR Committee at the Commission level.

Mrs. Marks stated that at her organization provides a roll out document to the staff for review of the changes to the employee manual to ensure they understand what is being changed before signing the new manual.

Mr. James Barker recommended to delay the vote until the February 23rd Commission pending a staff wide review.

Ms. Clark stated that the proposed employee manual changes will be presented at the next airport staff meeting on February 7th. This will allow for staff to ask questions and get clarification if necessary. Human Resources will then present the changes with staff input at the February 23rd Commission meeting for a vote.

Mr. James Barker asked for a motion to delay the vote on the proposed employee manual updates until the February 23rd Airport Commission Meeting.

Motion by Mr. Don Cook to delay the vote on the proposed employee manual updates until the February 23rd Airport Commission Meeting; seconded by Mrs. Dannell Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER REJECTION OF ALL BIDDERS FOR THE CSG-RFP WEBSITE DESIGN

Mr. James Barker asked to consider rejection of all bidders for the CSG-RFP Website Design. Mr. Barker opened the floor for Mrs. Sonya Overton to present the information regarding the CSG-RFP Website Design.

Mrs. Sonya Overton provided the following update:

The Columbus Airport Commission, Columbus Georgia submitted an RFP seeking a qualified website development firm to provide professional website development and maintenance services in connection with the Marketing Department at the Columbus Airport in Columbus, Georgia, in October 2021.

The Website RFP committee met in January with a receipt of eight proposals that all came in over budget, some as high as \$400K. Mrs. Overton recommended all bidders be rejected and a new RFQ to be sent out. The new RFQ will simplify CSGs expectations in hopes of receiving bids within the designated budget. The RFQ timeframe will give a turnaround of 3 weeks response time to provide an opportunity for all proposers to resubmit.

Mrs. Overton asked the Commission if they had any questions?

Mr. Art Guin stated that the bid as high as \$400,000 seemed unreasonable. Mr. Guin asked if any of the bids did come in around the anticipated budget?

Mrs. Overton replied the Airport used resources from the Association of American Airport Executives (AAAE) to compile the RFP for the website design. After receiving the bids and a further review of the RFP, the RFP was deemed to have items that were more suited for a large airport not one the size of the Columbus Airport. So, with coordination with the Airport Director a new scaled to size RFQ was created and with approval will be submitted to all bidders to allow for more reasonable bids within our anticipated budget.

Mr. James Barker asked if the contract awarded to the bidder would include maintenance and if so for how long?

Mrs. Overton replied the contract would be for one year which would include maintenance for the period of the contract.

Mr. Barker recommended to get a long-term maintenance price as well to compare pricing on the front end. Mr. Guin also agreed.

Mr. Barker proposed to look into a third-party provider that may have a bot who can check for widget and formatting error regularly and alert and fix the issues.

Mr. Guin asked if we need to be concerned with any transactional services being implemented via the new website or any secure confidential information?

Ms. Clark replied that no transactions would be made on the new website, and the employee portal section would only host forms and non-confidential information. Ms. Clark also added the staff would have logins to access the employee portal it would not be open to the public's view.

Mr. James Barker asked for a motion to reject of all bidders for the CSG-RFP Website Design.

Motion by Mr. Don Cook to reject of all bidders for the CSG-RFP Website Design; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTOR'S UPDATE

Finance Director Report

Mrs. Pamela Knight provided the following Finance report:

Columbus Airport: CSG

Financial Report Highlights

Year-to-Date: December 2021 (FY22)

	YTD Dec 2021 Actual	YTD Dec 2021 Budgeted	Variance	Additional Information
Revenue				
CSG Landing & Fuel Flowage Fees	\$131,021	\$125,479	\$5,542	Delta, Baron, B&C, and AFLAC; Prior YTD \$85,391
Security Reimbursements	\$169,238	\$169,238	\$0	
Airport Rental Income	\$978,707	\$997,365	-\$18,658	From FAA, TSA, Car Companies, Land Contracts, Delta Space; Variance mostly from Budget Auto's Rental Fee \$29,000 less than budgeted YTD. Prior YTD \$864,365

FBO Net Income (After COGS) from Fuel Sales Income	\$751,192	\$528,077	\$223,115	Prior Year less than \$500,000
Other FBO Revenue	\$173,242	\$168,241	\$5,001	
Parking Lot Revenue	\$178,171	\$150,000	\$28,171	
PFC Revenue (Restricted)	\$156,504	\$88,403	\$68,101	Used to pay terminal project debt directly related to PFC agreement
CFC Revenue (Restricted)	\$142,297	\$233,312	-\$91,015	Used to pay terminal project debt directly related to CFC agreement

	YTD Dec 2021 Actual	YTD Dec 2021 Budgeted	Variance	Additional Information
Expenses				
Labor w/ benefits	\$1,192,363	\$1,298,841	\$106,478	Prior Year was less than \$1,000,000
General Admin & Insurance	\$321,671	\$300,157	-\$21,514	CSG has spent \$60,000 more than prior year on Marketing
CSG Utilities, Inspections, Maintenance & Operations	\$581,264	\$666,574	\$84,950	CSG has spent in FY22 over \$130,00 on building and airfield improvements
Professional Fees	\$177,995	\$227,050	\$49,055	Audit Fees \$20,000 less than prior year and Legal Fees \$30,000 less than prior year

	YTD Dec 2021 Actual	YTD Dec 2021 Budgeted	Variance	
Bottom-Line				
W/O Depreciation and Designated Revenues	\$5,353	-\$418,869	\$424,222	<ul style="list-style-type: none"> ✓ \$220,000 Better than Budgeted Unrestricted Revenue ✓ \$200,000 Better than Budgeted Expenses

Mrs. Knight asked the Commission if they had any questions?

Mr. Art Guin commented the Finance report looks good. Revenues are up and expenses are down, that is what an organization is stiving for. Mr. Guin asked what is the timeline for the FY23 budget?

Ms. Clark explained that the templates go out in the beginning of February and the departments build their proposed budget for FY23. Each department will have a discussion with Finance and the Director to make any adjustments as necessary. Finance will then put the organizational budget together for a Commission Work Session, hopefully the first week of March. Any revisions can then be made, and the final budget can be presented at the March Commission meeting for approval.

Mr. Barker asked if the marketing for Airlines can be pulled out as a separate line item due to the significant increase on the expense and the importance of the item?

Ms. Knight explained the budget is broken down into separate line items and these expenses can be tracked. However, she had presented a condensed version of the revenues/expenses for high-level reporting.

Ms. Clark stated that some of the marketing dollars being spent for the marketing of American Airlines is reimbursable under the Small Community Air Service Development (SCASD) Grant and the Airport is in the process of submitting those invoices to the Department of Transportation (DOT).

HUMAN RESOURCES

Ms. Monica Stone provided the following update report:

Promotion: Blake Fulford, Airfield Operations Technician

New Hires: Randy Sok – Terminal Police Officer 12/27/2021 (Transfer from CCG)

Kimberly Williams – Hospitality Team Member 11/29/2021

Terminations/Resignations: 2

Employee Name	Job Title	Department	Status	DOH – DOT/R
Shenna Zavala	Hospitality Member	Hospitality	Resignation	08/09/21 - 11/16/21
Madison Grapp	Customer Service Representative	Flightways/FBO	Resignation	07/12/21 - 12/31/21

Vacant Positions: 7

Vacancies	Job Title	Department	Status
1	Customer Service Representative	Flightways/FBO	Recruiting

1	Airfield Maintenance Technician	Maintenance	On Hold
2	Firefighter	Public Safety	Recruiting
2	Police Officers	Public Safety	Recruiting

*Public Safety has implemented a realignment



Human Resources Areas



Compensation

- Submitted proposed compensation model for review and approval to Finance



Compliance

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



Employee Engagement

- January Employee Meeting: Updates by Airport Direct and Honored Mary Scarbrough on her retirement
- January: Facebook slide show displaying team members and CSG accomplishments
 - "A Year in Review, We Could Not Do It Without You"
- December 31st -Vaccination Incentive ended
- December 17th - Holiday Social
- December 9th -CSG Volunteer Bell Ringer for Salvation Army



Recruitment

- Contingent Offer extended to Administrative Coordinator – Pending Background Check
- Contingent Offer extended to Line Service Tech (Part-Time) – Pending Background Check
- Actively recruiting and interviewing to fill vacant positions
- Developing a Summer Internship Program for an Auburn student
- Utilizing "Handshake" recruitment tool for an Administrative Intern to support Airport Director



Retention

- Employee Surveys and feedback sessions

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Ms. Stone asked the Commission if they had any questions?

MAINTENANCE DEPARTMENT

Mr. Daniel Thomas provided the following update report:

Good morning and Happy New Year to everyone.

- I want to welcome Kimberly Williams to the Hospitality Division.
- I also want to congratulate Blake Fulford for being promoted to Airfield Operations Tech.
- A new computer system was installed in my office to provide access and allow me to monitor the new high-tech systems within the airport terminal.
- Late December, the main elevator that goes all the way up to the FAA ATCT 5th floor motor quit working. I called our elevator service company, Oracle. The motor was replaced in 7 days with a new one. The old elevator motor was the original motor that was installed when the airport was built.
- Facilities Division report:
 - Installed two new toilets in the FAA 2nd floor men's restroom
 - Installed 16-10" inch can light bulbs outside of the airport terminal building over the ramp area
 - Ordered 15-LED 1000 lumens per light for the 5-outside apron pole lights. Once these lights come in, we will rent an 80'foot lift to install the pole lights.
- Landscaping Division report:
 - Removed two dead Dogwood trees that fell over due to high wind. One was located by our new rental car parking lot, and the other one was located by gate 16 on Armour Rd.
- Hospitality Division report:
 - Increased the sanitizing of the airport terminal. All hard surfaces are being disinfected twice as much as before. In addition, we have ten hand sanitizer stations throughout the airport terminal. We want to ensure the airport remains safe for all our passengers and employees through this pandemic.
- Operations Division report:
 - Completed the FAA Part 139 yearly inspection with FAA inspector Nick LeMay. The airfield Operations Division is correcting the few discrepancies identified.

MARKETING

Mrs. Sonya Overton provided the following update report:

- Terminal improvements continue with the launch of new television service for passengers and music in the terminal. Due to the design music can also be heard outside the terminal as well.
- We are working on advertising in the terminal now that construction has been completed for nonaeronautical revenue and plan to start March 2022.
- Marketing for American Airlines continues. Per the station manager's report and the data received from Airline Data Inc and our air service consultant, passenger loads continue to increase month to month. We are looking to have a meeting with American on updates and further discussion on current routes.

We are continuing to finalize signage around the airport and have installed new signage for the vending area. We now offer hot and cold food options with a microwave for passenger use as well as snacks, sodas, and juice.

Mrs. Overton asked if the Commission had any questions?

Mr. James Barker asked if there were any plans for a restaurant?

Ms. Amber Clark stated now that the terminal is completed an RFP will be put out for a restaurant within the terminal. However, in the meantime the Airport is offering hot and cold grab and go items. The Airport is in the final stages of getting the beverage cart Propellers Sky Bar open as well.

PUBLIC SAFETY

Chief André Parker provided the following updated report:

Good morning,

Equipment/Facilities

- Crash 2 in back in service after having a new alternator installed and transmission oil serviced.
- Crash 1's starter is being rebuilt due to there being no parts in stock. It should be back in service by the January 28th.
- We have received delivery of the E-ONE foam testing cart. The cart will allow us to test the foam mixture percentage for both vehicles without discharging foam. This will decrease our environmental impact.
- We have begun an installation of a Gunshot Detection System in the main terminal. This system will detect and notify Public Safety of the location of gunshots in the terminal. A mass notification will also be sent to terminal

tenants, and employees advising them of the threat location. A live fire test will be scheduled with the vendor once the installation is completed. The live fire will be conducted using simunitions.

Staff

- I am pleased introduce Mr. Daniel Dawson and Randy Sok as the newest members to our team.

Training

- As previously reported, we plan to conduct a terminal familiarization walkthrough with our mutual aid agencies. This will provide our partners with knowledge of the terminal's new layout providing for a quick and efficient response should the need arise.

We have been invited by Columbus Fire EMS to take part in a live downed aircraft exercise next month. Details will be provided as they become available.

Ms. Amber Clark added the cost of the foam testing cart was completely Airport Improvement (AIP) funded.

Mr. Barker asked about the new truck we received from the Air Force was it in service and if not, what is the timeline for it to be put in service.?

Chief Parker responded Columbus Aero Service (CAS) has been working on the truck. They believe they have identified the issue however the manuals were needed to verify. Chief Parker stated he had requested those manuals from the Air Force and hopes to receive them shortly. Depending on the issue identified will determine when it can be put back in service. Chief Parker added the benefit of this truck is that it is equipped with an internal foam testing system.

Ms. Clark added that Chief Parker is currently getting quotes for a brand-new Air Rescue Fire Fighting (ARFF) truck. These trucks have a life span of about 10 years and the Airport qualifies for a new truck through AIP funding.

TERMINAL UPDATE

Ms. Adrian Sellers provided the following update report:

Exterior –

1. Punch list items have been completed as of 1/17/22

Phase C (Baggage Return and Rental Car Counters) -

1. Electrical and Communications rooms complete

Overall items

1. Door Hardware (Cores on 9 doors are still outstanding)
2. Access Control On-going

3. Potable Water cabinet has a shipping date of 2/17/22, the order was finalized 9/20/21. We were given a Dec shipment date, but it has continuously been pushed back with delays.

RWY 13/31

- Runway 13-31 work started in mid Nov and continued until mid-Jan. (Unfortunately, there has been a lot of start and stopping b/c of unforeseen weather)
- Winter shutdown began on Jan 26, 2022 (Due to weather)
- Return Target date of Monday April 4th

Master Plan

Master Plan meeting was done on Sep 21st as well as a site visit for our (AIP) Airport Improvement Program for the year. Amber and I have been working with parties from McFarland Johnson to get them all the information they need.

DIRECTOR'S REPORT

Ms. Amber Clark provided the following report:

- A tenant on the field who runs a maintenance shop had a package delivered the airport. However, the package was not delivered to his location on the airport. Three of our employees, Karlene Donahue, Katelynne Pease, and Officer Marion Anderson all assisted in locating the package and delivering it to the tenant over the weekend. The tenant wanted to recognize these three employees for going above and beyond.
- Ms. Clark was selected for the Transportation Research Board Panel specifically studying the lessons learned from remote work at airports. This study is being conducted under the Airport Cooperative Research Program.
- Major Steve Quinn from the 75th Ranger Regiment on Fort Benning was hoping to re-engage our team on some of the cooperative efforts we began last summer to periodically allow the operation of military airlift out of Columbus Airport. Major Quin is wanting to establish a Letter of Agreement (LOA) that would enable the Regiment to access and use the airfield with appropriate notification.

OTHER ITEMS

No other items were presented

Mr. James Barker asked for a motion to move into a closed session.

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

Closed session began at 11:07AM.

Mr. James Barker asked for a motion to move back into open session.

Motion by Mr. Art Guin to enter back into open session; seconded by Mrs. Dannell Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

Closed session ended at 11:28 AM.

With no other matters Mr. James Barker asked for a motion to adjourn meeting at 11:28 AM.

Motion by Mr. Art Guin to adjourn the February 2, 2022 Columbus Airport Commission Meeting; seconded by Mrs. Dannell Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

Amber Clark, Airport Director/Assistant Secretary

Mr. James Barker, Chairman