

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS  
AIRPORT COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, MAY 25, 2022**

The following commission members were present for the entire meeting:

**NAME**

**EXPIRES**

Mr. James Barker, Chairman	December 31, 2023
Mr. Art Guin, Vice Chairman	December 31, 2025
Mr. Don Cook, Treasurer	December 31, 2022

**Legal Counsel:** Alston Lyle

**Staff Members Present:**

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

Others Present: Pete Novak: RS&H; Greg Russell: Pezold Air Charters;  
Richard Desportes: Speedbird Aero; Austin Edwards: Speedbird Aero; Reed  
Hovie: Aflac; Jake Howard: CSG Tenant; Bailey Mills: CSG Tenant; Marty  
Flournoy: CSG Tenant; Charlie Sikes: GA Committee Chair; Philip Thayer:  
Thayer-Bray Construction; Perry Thomason: CSG Tenant; Cham Watkins:  
Past Commissioner/CSG Tenant

## **BUSINESS OF THE MEETING**

Mr. James Barker called the May 25, 2022, Commission Meeting to order at 9:30 a.m.

Mr. Barker stated:

It's good to have everyone back in person. This is probably one of the bigger crowds we've had for awhile in person. I see a lot of familiar faces, so thanks everyone for coming. For those of you who haven't been introduced to Mr. Art Guin in person, he came out last year, but he has been helping a lot with the financial side because he has a financial background, and he works at Aflac. So, you can come up after and introduce yourself and get to know him. Of course, you know me and Mr. Don Cook, who has been here for a hot minute. Alright, we will start with the first order of business.

## **CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETINGS ON FEBRUARY 23, 2022, MARCH 23, 2022, & MAY 4, 2022**

Mr. Barker stated:

We are ratifying those because we were made aware that we met virtually instead of in person, and those minutes need to be amended because the state of emergency with the city had changed, and so we're looking to ratify those.

Mr. Barker asked if there were any issues with any of the minutes? There were none.

Mr. Barker asked to consider adoption of the minutes for the meetings of February 23, 2022, March 23, 2022, and May 4, 2022.

Motion by Mr. Guin to approve the minutes for the February 23, 2022, March 23, 2022, and May 4, 2022 Columbus Airport Commission Meetings; seconded by Mr. Don Cook and unanimously approved by the Commission.  
Ayes: 3 / No: 0

## **RATIFY APPROVAL OF A-E ON AGENDA**

- a. New sub-lease for hangar previously occupied by Stark Avionics
- b. Advertising contract with Departure Media
- c. Increasing the cumulative credit card limit
- d. Successful bidder, Planeteria, for the resubmitted RFQ-Website Design

e. Successful bidder, AmazingScapes, for the RFQ-Airfield Landscape  
Mr. Barker asked if anyone had questions? There were none.

Mr. Barker asked to ratify approval of a-e on the agenda.

Motion by Mr. Cook to ratify approval of a-e on the agenda; seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 / No: 0

### **CONSIDER APPROVAL OF THE FY2023 BUDGET**

Mrs. Pamela Knight stated:

So, we are going to go over a few things. The Commission had a budget committee meeting, and there we went through the off-inclusive. We talked about the labor inclusive that we're trying to keep a steady labor for. This is something they've been in talks for across the country. During covid, there's different grants that were awarded, and those grants helped to stabilize the labor force at the airport to help fund offset operating costs. So, for the upcoming budget year, one of the last grants left we are going to be taking some of that money and using it to offset the deficit that we've done in the previous two years. We've received around \$100 million, each one of those years, and that was listed as part of our revenue, and that offset of that deficit in those years.

Then, we've gone over some of the numbers:

**FY23 PROPOSED BUDGET by EXPENSE CATEGORY**

<b>FY23 PROPOSED BUDGET</b>		<b>% of Total FY23 Budget w/o COGS</b>
TOTAL LABOR COST W/ BENEFITS	\$ 2,555,400	
SECURITY CONTRACT	\$ 196,560	
<b>TOTAL LABOR COST W/ BENEFITS</b>	<b>\$ 2,751,960</b>	<b>50.9%</b>
GENERAL ADMIN, INSURANCE & MARKETING EXPENSES	\$ 458,104	8.5%
CSG UTILITIES, COMMUNICATIONS, & MEDIA EXPENSES	\$ 575,300	10.6%
CONTRACTUAL SERVC/ INSPECTIONS OF FACILITIES, EQUIP	\$ 484,595	9.0%
AIRFIELD GROUNDS MAINTENANCE CONTRACT	\$ 208,546	3.9%
OPERATING SUPPLIES & FUELS	\$ 100,168	1.9%
CAPITAL IMPROVEMENTS/ OUTLAY (HANGERS INCLUDED)	\$ 257,000	4.7%
TRAVEL & EDUCATION (INCLUDES AIR SERVC DEVELOPMENT)	\$ 109,500	2.0%
PROFESSIONAL FEES (Legal, Audit, Design/ engineers	\$ 352,000	6.5%
BANKING CHARGES & MERCHANT FEES	\$ 113,586	2.1%
<b>TOTAL FY PROPOSED EXPENSES W/O COGS</b>	<b>\$ 5,410,759</b>	

**COST OF FUEL/ GOODS SOLD** \$ 1,044,808

**TOTAL OPERATING EXPENSES ALL DEPARTMENTS W/ COGS** \$ 6,455,567

<b>Operating DEFICIT BEFORE DEBT PAYMENTS &amp; DEPRECIATION</b>	<b>(441,031)</b>
<b>PERCENTAGE OF PROPOSED BUDGET W/O COGS</b>	<b>-8.2%</b>
<b>Operating DEFICIT BEFORE DEBT PAYMENTS &amp; DEPRECIATION</b>	<b>(441,031)</b>
<b>PERCENTAGE OF PROPOSED BUDGET W/COGS</b>	<b>-6.8%</b>

**TOTAL LABOR COST W/ BENEFITS** (208,290.48) **8.2% CUT**

ADD THE PROPSD 4% INFLATION INCREASES FOR EMPLOYEES ADJUSTED LESS THAN 10% THROUGH COMPENSATION PLAN ADJUSTMENTS	\$ 85,000
ADJUST FY23 BUDGET BY FUEL FARM EXPENSE IF COMPLETED IN FY22	\$ (65,000)
<b>PROPOSED FY23 DEFECIT W/ INFLATION INCREASES &amp; FUEL FARM ADJ</b>	<b>\$ (461,031)</b>

**PROPOSAL TO ADOPT FY23 BUDGET W/ DEFICT FUNDED BY ARPA  
GRANT REVENUE AWARDED IN FY22: DESIGNATE REVENUE OF  
\$1,000,000 FOR FY23 & FY24 ESTIMATED POST-COVID OPERATIONAL  
REVENUE SHORTFALLS** \$ 1,258,021

PROPOSED FY23 BUDGET: COLUMBUS AIRPORT COMMISSION	
Operating Revenue Fiscal Year 2023	
AIRLINE RENT & FEES	713,645
CORPORATE HANGAR RENTAL -CMA (built on hanger)	175,070
Air Service Development Local Contributions	75,000
OTHER LANDING FEES	92,600
OFFICE RENTAL: FAA, TSA	193,848
LAND RENTAL	151,959
CAR RENTAL FEES & CHARGES	906,400
GROUND TRANSPORTATION INCOME	1,200
ADVERTISING	9,000
Total PARKING & HOSPITALITY INCOME:	467,800
<b>CSG REVENUE</b>	<b>2,786,522</b>
NONOPERATING REVENUE-UNDESIGNATED	77,700
<b>FLIGHTWAYS- FBO</b>	<b>3,150,314</b>
<b>Total Undesignated Revenue</b>	<b>6,014,537</b>

Operating Expenses Fiscal Year 2023 (w/ Aifid & security Contract)	
Administration (\$285,000 Professional/ Legal)	1,005,903
Marketing/ Public Relations	354,922
Human Resources	108,592
Public Safety/AARF	1,096,538
(Hospitality)Housekeeping/Parking Lot	321,934
Facilities& Public Grounds (\$200,000 utilities)	856,447
Airfield Costs (with Contracted Airfield Mtnc)	325,441
Hangers (with \$100,000 capital maintenance)	235,825
Flightways-FBO (w/ over \$1 mil COGS)	2,149,966
<b>Total Expenses before Deprecaition</b>	<b>6,455,567</b>
<b>Operating DEFICIT BEFORE DEBT PAYMENTS &amp; DEPRECIATION</b>	<b>(441,031)</b>
Debt Payments: FUNDED BY PFC/ CFC REVENUE	240,000
Airport Improvement- Local Share: COVERED BY PFC/ CFC FOR FY23	173,816
706060-20- Depreciation (NON CASH ITEM)	2,033,218

OTHER FUNDING SOURCES & CAPITAL PROJECTS	
Restricted Grant/ Capital Contributions Fiscal Year 2023	
FACILITY CHGS-CAR RENTAL AGENCIES	264,000
PASSENGER FACILITY CHARGE	240,000
FAA AIP	1,075,550
Local Air Services Grant Revenue	750,000
Local Air Service Community Contributions Designated	100,000
Air Service Grant Reimbursements	(850,000)
GDOT	676,952
<b>Total Restricted Grant Revenue</b>	<b>2,256,502</b>
<b>CRRSA Grant - Undesignated (Designate to cover FY23 &amp; 24 deficts)</b>	<b>1,258,021</b>

Mrs. Knight asked if there were any questions?

Mr. Barker stated:

We spent a better part of over three hours over this budget last week, and Mrs. Knight has done an amazing job preparing all of this and setting us up to understand the why of not only the deficit and why we need to use the covid funds to help cover that, but I think we will have set ourselves up well to keep the staffing that we have and do the improvements on the airport that we are currently doing. If things continue to go with the airlines that they are proposing and projecting, we should have no issues covering those costs moving forward after the next few years, which the money that we are getting from the covid is somewhere a little bit over \$1 million, so that difference will be covered by that covid money over the next few years. Does that cover it?

Ms. Amber Clark responded:

There are a couple of other things that we're doing. So, Mr. Barker said that we have a couple of airport projects, but he is specifically talking about hangar repairs. So, we've been spending a couple \$100 thousand dollars each year, in the last several years, so we are going to continue doing that for several more years to make sure we get through all of the roof issues, the doors, the pigeon mitigation, all of those things, painting, all of the things we talked about. So, that is one thing we listed on this budget that is included in the deficit. Hopefully over the next couple of years, we get all of this past us, but I believe covers everything, and we may do better than anticipated. We were very conservative with this budget. Covid is pretty much past us, but we don't know, it might flare up again. Obviously with the airlines and the fuel, we want to be very conservative on what we budgeted for this year.

Mr. Barker stated:

One other thing, for the GA community, Mr. Art Guin made an excellent suggestion last week and reiterated this morning that for all of the GA hangars we don't just do a one stop fix, that we put in a continual plan where we are doing regular maintenance and in phases that are done just like a phase inspection of an aircraft. This group of hangars this year, this group of hangars the next year, and do that on a regular basis moving forward, so that if there is a level of disrepair that they've got to up to this point. So, hopefully we can have a better sustained GA hangar community for the perceivable future.

Mr. Barker asked if anybody had any other questions about the budget?

A tenant asked how American was doing?

Ms. Clark responded:

They're doing okay. So, we are looking at loads of about 60-65%. Our goal is 80%, and we have had a conversation with American, and we are on the lower-level enplanements and deplanements. We have done a lot of educational speaking with our community and letting everyone know that we really need to make sure that we are using that service, and if we don't, we do have a possibility of losing it. We actually have a meeting with stakeholders and businesses in the community and obviously Fort Benning. Fort Benning is a large user of this airport, and the conversation that we had with them was that the Dallas flight, even sometimes the Charlotte, is not meeting the time that they need to get to the bases after graduating.

So, we called American and had that conversation, and they are willing to move the time. So, right now we are just getting additional information from Fort Benning, and we will be adjusting those times. So, you may see an adjustment, as far as our departures and arrivals, and there are other conversations that we might have, as far as getting larger aircraft or additional frequencies. American is a little hesitant to add an additional frequency because they would have to take it from another market, and if we're already not outperforming, I think it's a little scary for them to do that, but if that's something we're going to need to go ahead and be successful, it's something that they will consider.

Another thing that we are talking to them about is point matching. So, we know we have a lot of loyal Delta people here and rightfully so, we are a Georgia airport, but we want to make sure that we reach that with American, and so, they are looking at point matching or status matching. So, for those who have high sky miles, they will receive the same at American. We are scheduling meetings with local businesses, Synovus, Aflac, and having those conversations. Are they typically using Delta? Do they use American? Do they have corporate deals?

American is actually going to be sending a salesperson down to help us have those conversations. We have already met with the mayor and the Chamber. We continue to work with them to get the word out to everybody, but I'll ask everyone in this room that we need to continue to have those conversations and let everyone know of the benefits of using their hometown airport—the convenience, the parking is cheaper, TSA lanes are very, very easy to go through, and obviously we are supporting this community. When people are driving to Atlanta, they are not supporting Columbus. So, those are all of the things that we are working on. It's doing well. We see an increase from month to month, but we need to push it up over that 80%. It looks like

we've got the summer and a little bit more to do that, so we are working very hard on that.

Mr. Barker thanked the tenant for his question.

A tenant asked if it's going to be a problem relying on the grant money? Does that create a problem to have that \$1 million and then it goes away? Will you have to pull back on your staff?

Ms. Clark responded:

So, that's a good question. To clarify, some of those things that we talked, those extra expenses in the budget, like the hangar repairs and there's a couple more, those equal that deficit. We're looking at that over the next couple of years, so by the time we are finished with that, the big pieces of it, then we will have that extra deficit cover that, and we won't need to use funding for any of that. We may even have extra or additional revenue obviously from airlines and continuing growing our business here, we are looking at adding restaurants and concessions. We have a lot of different opportunities for nonaeronautical revenue that we are currently working on and will be successful in doing. So, no we do not have concerns, and we don't intent to rely on that going forward.

Mr. Guin added:

I will say that that is an excellent question, and it was addressed during our three-hour session, and one of the things that we, the Commission, committed to working with Mrs. Knight on is to work towards a plan that shows how future budgets are aligned with future revenues, not counting on the grants. I think you hit the nail on the head.

A tenant asked:

Obviously forecasting and going off the airline revenue and looking at other carriers, do you have any concerns at all that it would water down the market? Obviously if you're not performing where we should be with American, if you added another carrier, that might go down again. Plus, looking at grant money that won't be down the road, is there any concern at all that this deficit could get bigger and adding on to making this airport bigger, and baggage claim. The yearly operating costs are going to go through the roof, and if you lose that carrier, I mean it's not a huge airport, but it seems like you have the resources to park another jet out there, as long as things run scheduled accordingly. If it fails, you still have to pay for it.



Mrs. Knight answered:

So, I agree with American. We really aren't making much of anything, but we have a grant that offsets that, but if you take the grant off the table for them, they would have a loss of over \$500,000, and the federal government basically funds that, so we would submit that, and the federal government would write a check to cover that loss. The other thing, like this year and next year, we're not allowed to charge them fees. The reality is that if we were allowed to charge them those fees, it would cover that debt, if we were able to charge them the landing fees and the rental space fee that we charge Delta.

Ms. Clark responded:

To Mrs. Knight's point, our current budget and future budget is not based on a lot of revenue from them. So, like we are giving them free rent and free landing fees, so we're not even considering that. So, that's not going to change. The only thing that would change is our parking would go down a little bit, but then again, we've been very conservative on that. As far as what she said, she is absolutely right. The next carrier we are looking to bringing in would be a low-cost carrier, and so it wouldn't necessarily be in competition with American. It's going to hit more of those leisure travelers, not so dependent on Fort Benning. We're looking for low, low rates. So, that is kind of where that is going to go. As far as being able to sustain that, we are definitely able to do that.

So, we have over 300,000 passengers a year within a thirty-mile radius within our community that fly every year. We've done a lot of research through the DOT to see where they're traveling, and we are very cautious with the routes that we pick to make sure it will be sustainable because it wouldn't make sense for us to go and ask for something, and then it doesn't work. So, it wouldn't be competitive. Yes, that particular aircraft and low-cost carrier probably would be able to operate out of what we have now, but United is still interested in the market, and that is the carrier we are looking at getting, and if they came in, we would not be able to operate their flight. So, that's another segment that would help Fort Benning and other areas. How that works is that for Fort Benning is that there's something called GSA fares, and that's government fares. So, these airlines have to bid on cities for discounted rates, and so to have United come in, there would be more opportunity for those discounted fares for other destinations that maybe American or Delta don't have. It's not like they're going to cannibalize each other. It would only add to the availability for fort running.

The conversations that we've had with Fort Benning is they have more than enough to put on those planes, more than we can actually handle, and they haven't been traveling that way because we don't have the capacity or the time slots that work for them. So, there's a lot greater opportunity that we're seeing in the trend of that thirty-mile radius, and we don't have concerns about that. For United to come in, we would need to prepare for that. The wait for them to come in would be very difficult for them, and that would even deter them from coming. We want to make sure that we can show that we are ready for their service when they're ready. That is one reason why we did the TSPLOST project with the city. We can talk about that a little bit more in advance, and I will show a picture of what we're talking about, but for that we would need to add another concourse for people to actually sit in the gated area, additional passenger boarding bridges, and parking spaces. We would not be able operate out of the area that American and Delta are operating. Does that answer most of your questions, or do you have any follow-up questions?

A tenant asked about the consulting firm that the airport uses?

Ms. Clark answered:

So, we have several different consulting firms that we use. So, for air services, we have a gentleman named Jeremiah Gerald. He is with ASM. He helps us with our air service development. He coordinates the meetings with the airlines. He creates our presentations with the information Mrs. Sonya Overton, myself, and him gather. Then, he helps us have those meetings. In June, we are actually going to an air service development meeting, and we'll sit down with the airlines. It's kind of like speed dating. You get like ten minutes with them, and you have to convince them that it's something interesting, and then you get that one-hour meeting with them where you'll sit down and really discuss it.

For projects, like aviation and engineering or runway projects, our current consultant firm is Holt, and they work with a lot of Georgia airports, like Valdosta and Albany. They've worked with Savannah before, so there's a lot of different airports here and in South Carolina. Previously, we had RS&H. So, every five years we have to revisit that contract. It's a state requirement. We do an RFP and put it out there, and consultants will be able to bid for that. They have to have certain qualifications that are through GDOT. If they have those, then they are allowed to bid, and there's a whole process that we go through, and every five years we have to do that. So, we can't just stay with them.

Mrs. Knight stated:

So, I wanted to add that there was a study done on our rates to fly out of here, and it was not competitive. It was especially high. We want to better service our community and get those rates down. Another thing I want to say is that I went to a conference focused on finance, and there's billions of dollars out there for transportation in general and also specifically geared towards airports. But whatever we get is very small compared to what these other airports get, like Atlanta and Augusta. They got millions of dollars for Covid, and when I saw the numbers, and I'm like wait, how do they get that much. They had a large debt, and it went to pay off that debt. We didn't have much, so we didn't get that much. So, we are looking to get that bill money and what we can of it.

Ms. Clark stated:

So, Albany had gotten \$18 million. We actually had more enplanements than Albany did. In speaking with some of the other airport directors, some of them were able to sustain their airports for over a year, and we got about six month's worth. So, unfortunately, that's just how FAA came up with the equation. There's not much we could do about that, but that's why we want to be wise with how we spend the money and show that we are thinking about that. Any other questions?

Mr. Barker stated:

Great questions. Thanks for everybody's interest, for sure.

Mr. Barker asked to consider approval for the FY2023 Budget.

Motion by Mr. Guin; seconded by Mr. Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

## **DIRECTOR'S UPDATE**

### **Finance Report**

Ms. Clark stated:

We are going to skip finance because I think she already did that with the budget this month, and she won't be giving a second report.

### **Flightways**

The Flightways/FBO update was presented by Mrs. Michele Renfroe:

- **Fuel Volume Report:**

Flightways pumped 108,630 gallons of Jet A fuel in April 2022. Our total volume increased 66% compared to last year's numbers. We sold 9,971 gallons of Avgas which was a volume increase of 12% year over year. Our self-serve volume increased moderately by 25% as well. Classic Air increased by 12% and government gallons sold had a slight decrease by volume. American Airlines fuel volume for April 2022 was 53,071gals while Delta Airlines volume was 14,065.

- **Hangars:**

We are continuing to work with contractors on the hangars. The roofing contractor is starting this week to pressure wash and prime hangar 15. Hangar 12 skylights will be replaced and then pressure washing, and priming will take place. The material is not in yet to coat but pressure washing, and priming are the first steps before the coating. Once 12 and 15 are complete he will continue to work on hangar 6 and 14. Quotes have been received for replacement of lights in hangar 12 and 57. The current lights are halogen mercury vapor bulbs and will be replaced with led lights in both hangars. Lit exit signs will also be placed over three doors in hangar 12. Installation of three 14-foot fans will be affixed to the open spaces currently in hangar 12 in between the new lights. WorkPros contractor continues to work on hangars for bird mitigation. We have also spoken to a welding contractor to come and do some work on several hangars that need tracks as well as small items to be welded.

- **FBO Hours:**

Starting on May 14<sup>th</sup> the hours for the FBO changed due to limited staffing. Our hours are Monday through Friday 7am to 7pm and Saturday and Sunday 8am to 6pm. We will continue to operate these hours until we are able to hire and train additional staff on the line.

Fuel Price Comparison					DATE: 05/13/2022
Airport Identifier	Name	Jet A +	AvGas	SS100L	FBO COMPANY NAME
<b>CSG</b>		\$7.60	\$7.52	\$6.51	<b>Flightways Columbus</b>
<b>MCN</b> (478) 788-3491	Macon	\$6.99	\$6.88	\$6.38	Lowe Aviation
<b>GVL</b> (770) 532-4136	Gainesville	\$8.04	\$7.79	\$6.64	Champion Aviation
<b>GVL</b> (678) 989-2395	Gainesville	~	\$7.60	\$6.60	Lanier Flight Center
<b>HSV</b> (256) 772-9341	Huntsville	\$8.95	\$7.80	~	Signature
<b>DHN</b> (334) 983-4541	Dothan	\$7.99	\$7.51	~	Aero One Aviation
<b>ECP</b> (850) 233-4717	Panama City	\$8.77	\$8.80	~	Sheltair
<b>CHA</b> (423) 855-2299	Chattanooga	\$8.40	\$7.97	~	Wilson Air Center
<b>MDQ</b> (256) 828-1403	Dwntwn Huntsville	\$7.25	\$6.99	~	Excutive Flight Center
<b>VPC</b> (770) 382-9800	Cartersville	\$5.99	\$6.20	~	Phoenix Air
<b>FFC</b> (770) 487-2225	Falcon Field	\$6.99	\$6.29	~	Atlanta Regional Airport
<b>AVERAGE</b>		<u>\$7.71</u>	<u>\$7.38</u>	<u>\$6.54</u>	
<b>PIM</b> (706) 663-2083	Pine Mountain	\$5.49	\$4.99	\$4.99	
<b>EUFA</b> (334) 687-2051	Eufaula	\$6.73	~	\$6.80	
<b>LGC</b> (706) 884-2121	Lagrange	\$6.06	\$6.11	\$5.81	

## CSG Hangar Waiting List

Updated 5/17/22

### CSG Tenant Priority Move

AJ Jain	5/9/2019	Single	Bonanza
Greg Auten	7/29/2019	Twin	Meridian
Tom Bailey	4/4/2022	Twin	Diamond DA 40
Kevin Boykin	4/12/2022	Twin	Cirrus SR 20
Tony Villegas	4/11/2022	Twin	Cirrus

### CSG Tenants Hangar to Hangar Requested

Richard Knapp	10/27/2016	Single	Mooney
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshton	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
Woody Gilliam	9/1/2021	Single	Piper Arrow

### Single Hangar Requested

2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Shannon Kay	12/3/2020	Single	Cherokee 160
Mark Lugash	9/15/2021	Single	RV 7
Shannon Franklin	11/10/2021	Single	Helicopter
Randall Terry	12/21/2021	Single	Tiger

### Twin Hangar Requested

Tim Villegas/Shroff	6/22/2020	Twin	Mirage
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
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

A tenant inquired about the fuel at Flightways.

Mrs. Renfroe expanded:

Our retail did increase as well, but the total overall.

So, it's no doubt that American has definitely helped us in fuel sales. As far as our retail and all that, we're probably maintaining, but our numbers are more back in line like pre-Covid.

Mr. Barker thanked Mrs. Renfroe for her report.

### **Human Resources**

The human resources update was presented by Ms. Monica Stone.

**Promotion:** None

**New Hires:** None

### **Terminations/Resignations:**

Suzanne Adams, Hospitality Team Member, 05/13/2022

Tyrell Jones, Line Service Technician, Flightways/FBO, 05/12/2022

### **Vacant Positions: 5**

<b>Vacancies</b>	<b>Job Title</b>	<b>Department</b>	<b>Status</b>
1	Aviation Equipment Maintenance & Line Service Technician	Flightways/FBO	Recruiting-Interviewing
2	Line Service Technician (Full-Time)	Flightways/FBO	Recruiting - Interviewing
1	Hospitality Team Member	Hospitality	Scheduling Interviews
1	Facilities Maintenance Technician	Maintenance	Reposted

### **Compensation**

❖ Awaiting approval for budget

### **Compliance**

- ❖ Updated employee manual – Acknowledgment form return date: 05/28/2022

### **Employee Engagement (Non-Compensation)**

- ❖ Planning “Bowling Night Out”
- ❖ June 1 Summer Internship with Auburn student
- ❖ May Employee Meeting: Lunch provided/ TSPLOST updates provided by Airport Director
- ❖ Employee Reward Program – use or lose Airport Bucks by June 2022

### **Recruitment**

- ❖ Firefighter – waiting on background check
- ❖ Human Resources Manager – waiting on background check

### **Retention**

- ❖ Partnership with Columbus Technical College to develop training programs – meeting will be scheduled in May.

Ms. Stone asked if there were any questions? There were none.

### **Maintenance**

The maintenance update was presented by both Mr. Daniel Thomas and Ms. Clark:

Good morning everyone, and I hope all are doing well.

- I want to thank Suzanne Adams with the Maintenance Department, Hospitality Division, for all her hard work and commitment to the team. Suzanne's last day of employment was Friday, May 13, 2022. Suzanne moved away to a different state to pursue a new career. We wish her well, and she will be missed.
- Our Facilities Supervisor, Troy, has hurt his left wrist and has been on light duty. While on light duty, Troy has been escorting hangar and airport terminal contractors around. Troy and I are looking over the hangar work orders and determining the priority and order for addressing these work orders after he comes off of light duty. I would like to remind everyone who needs work completed on their hangar to put in a request through our work order system. You can do this by going to the Columbus Airport website at [www.flycolumbusga.com](http://www.flycolumbusga.com). This is the only way we can properly track and prioritize repairs.
- Hangar repairs are still moving forward using contractors to perform most of the larger hangar repairs. We are using contractors to complete



the work due to our staffing issues as well as the required skill level of these repairs exceeding our employees' current capabilities. We have been able to use most of the contractors from within our GA community or contractors recommended by our GA community to complete work on our hangars. This is very important to the airport team because our GA community is an essential part of the Columbus Airport, and these contractors have a vested interest in the successful repairs of these hangars.

- Michele Renfroe has been serving as the liaison between our GA tenants and the Maintenance department to oversee the work order entry and completion as well as coordinate with the hangar repair contractors. Michele took on this role to help me out when I was promoted to Maintenance Manager to ensure the GA community was receiving quality service. I want to say thank you to Michele for all her hard work that she added to her day-to-day duties. I want to thank everyone in advance for their patience with my department and myself as we take back on the challenging task of prioritizing and scheduling hangar work orders. Any maintenance issues, the need for escorting, or any other items relating to the hangars or maintenance please contact my Facility Supervisor, Troy Pair, first and myself if necessary. Hangar tenants will still be required to put in their own work order requests when services are required for their hangars.
- The Maintenance Department is escorting all types of contractors from the airfield, hangars, and the airport terminal. There is a lot of work being done, and we are making progress everywhere. Some of the required escorting have been for:
  - Annual Fire Alarm and Smoke system inspection
  - Annual Fire Sprinkler Protection system inspection
  - Alexander Electric manual power disconnect on all types of equipment and systems
  - Door repair, hardware, key cores installation, and door replacement warranty work
  - HVAC DOAS 1 and 2 insulating duck work
  - Hangar contractors for rooves, doors, power, and bird/wildlife's mitigations
  - Multiple airfield contractors for the CSG RWY 31/13, RWY 24/06, NAVAIDs, and Marking Projects

Again, I want to thank everyone for their patience as we keep moving forward with progress.

- River City Door Co bid was selected out of two bids submitted to replace the complete tug entryway rollup BHS building door. This door was damaged by a third-party vendor and could not be repaired. This replacement will take place in the month of May.

- I am working with our new airfield landscaping contactor, AmazingScapes. They are completing their contact with us and applying for their SIDA badges. I'm having meetings with Logan Herrmann and Justin Vest to ensure they are selecting the proper permanent crew and Manager for the Columbus Airport account. Once this process is completed, I will have a meet and greet with all stakeholders involved to begin the process of building relationships and discuss the rules, regulations, and policies that will be implemented. I'm excited to start this new relationship with AmazingScapes.

Ms. Clark asked if there were any questions?

A tenant inquired about when the grass would be cut?

Ms. Clark answered:

We're working through that contract. We're hoping to have that wrapped up by the end of this month, and once everything goes well, we're maybe thinking mid-June, but we're hoping as early as possible. We have to make sure they have the right people. It's going to be a dedicated crew. That was a big component of this contract. We didn't want a lot of turnover. Obviously, they have to be very well trained. There's movement areas and having two way communication is understood. These contractors have to also understand that. So, we are going to be working with those contractors. We're also going to be training the managers. They will have a little area set up here, and that manager will be onsite.

A tenant asked if there would be backup if that doesn't work out?

Ms. Clark responded:

Absolutely. We are keeping all of our equipment and maintained. We will have to use our staff that we have right now, but we would hire people. We did have two airfield maintenance techs, but we will rehire.

A tenant inquired about where the link was for work orders?

Ms. Clark answered:

Good question. I think we put in it in the newsletter, but I don't know if there's a link. I'll have to check and have that. We are going through a redesign with the website, and we are going to make it a lot more user friendly. One conversation that we were actually just having, we talked

about adding a tab to the airport website that is more dedicated to the GA community, so it's not just hangar listings. It's going to have the newsletters posted for those who maybe don't want to be on the email. It will be easy to find and will have all of that information on there.

A tenant inquired about how many work orders there are?

Ms. Clark responded:

I don't know at the top of my head, but I will get you that information.

A tenant asked who is going to be the 24 hour hangar repair contact? Who should they call?

Ms. Clark answered:

Mr. Troy Pair or Mr. Thomas. We will put that number out there.

## **Marketing**

Mrs. Sonya Overton presented the following marketing report:

- The agreement with Departure Media has been executed. We have completed another walkthrough and are in the process of sketching out installation that shall begin in the upcoming months. We plan to do a press release as well as a Business After Hours with the chamber in order to introduce the new advertising platform to our business leaders.
- We have sent correspondence to all the website proposers and will begin working on the new website design once the agreement has been executed. We will have a new website within the next 4-6 months.
- We continue to market for American Airlines service and have a new billboard on Veteran's and Manchester expressway. We are also moving to advertise on cable networks such as CNN, Weather Channel, Travel Channel, HGTV and others. More to follow.

Mrs. Overton added:

I also just got notice that we will also have another billboard on 13<sup>th</sup> street bridge by next week, and that concludes my report.

Ms. Clark asked if there were any questions?

Mr. Barker told Mrs. Overton it was great to see her, and Mrs. Overton thanked him and stated it was good to be seen.

### **Project Coordinator**

Ms. Adrian Sellers provided the following report:

#### **Overall items**

1. Door Hardware On-going (Waiting for 3 replacement doors)
2. Access Control On-going

#### **RWY 13/31**

- RWY 13/31 project had a re-start date of April 11<sup>th</sup>
- Trinity Electrical has precast light cans and stake mountings for Sch A, as well as, building forms for the PAPI system
- Operations will center on demo of items per plan and placing pads for the relocated Runway End Identifier Lights (REIL) and PAPI systems.
- Robinson has completed the backfill over-placed pipe from the inlet to the existing structure. The final section of pipe within the proposed embankment is placed between the existing structure and the previously placed structure (A1), as seen on Sch A C2.01. Once the backfill of this section of pipe is completed, all efforts will be placing the embankment for the 31 extensions in the coming weeks

#### **Master Plan & Disadvantaged Business Enterprise Program (DBE)**

- Working with McFarland Johnson to get the needed information to complete the Master Plan is still ongoing and we are coming up to our first review of the #1 working paper I am going to be working with a team to get that review done.
- I attended the AAEE SouthEast Conference where I met Kenneth Weeden from Ken Weeden & Associates, a DBE consulting firm. Ken told me about a DISADVANTAGED BUSINESS ENTERPRISE (DBE) course that he taught. Since this introduction I have completed the course and I am now certified to host events for our businesses with in our communities. The purpose of these events are to educate our local businesses about the DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM. We couldn't have our last meeting due to scheduling conflicts with our DBE consultant. However, that will not be an issue going forward, as I am certified to conduct the meetings in house. I will keep you all posted as to when our first meeting will be held, and please invite a friend.

Ms. Sellers asked if there were any questions?

A tenant asked:

I don't understand, in an airport, what is the Disadvantaged Business program? Why are we in it? I don't understand the meaning of it.

Ms. Sellers responded:

So, the DBE program is for any minority business or any business that is woman owned, or minority owned, if they own 51% or more within their company, then they can be considered a DBE company.

The tenant asked why it is important for the airport?

Ms. Clark answered:

So, that is a federal requirement, as we are receiving federal dollars, that is a requirement we meet that goal within the community, and it's just a civic duty. We want to make sure that we're giving opportunities to everybody within the community, and so, what we do is that the consultant sits down at the project that we are going to do and sees the total dollar amount, and then they go on the Georgia Department of Transportation list. They have to be certified on that list to be considered. So, they can't just be a DBE within in the community; they have to be certified, and there's special industries like painting, landscaping, engineering services. So, there's different things that you can be categorized in. So, you will be on that list.

The tenant asked:

We're not going to hire people just because they're qualified as disadvantaged in speculative jobs where quality control is of utmost importance rather than probably give somebody a hand up?

Ms. Clark stated that she didn't understand the question.

The tenant elaborated:

Are we going to hire people in the tower because they are disadvantaged, or are we going to hire people because they're qualified?

Ms. Clark stated:

So, they would be qualified. If they're on that website, then they would have to be deemed qualified, and so how that works is that they go through a whole application process, and those particular requirements are for the projects here on the airfield, so like runway projects. Things of that nature...the terminal project. So, it's not necessarily just employee related. It would be actual federal projects.

Mr. Barker responded:

Like Ms. Clark said, this is a civic duty. We're not doing this just to reach out to a particular community and give them preference or special treatment. We're doing that to try to educate them on aviation and to show them that there's other opportunities in other fields.

The tenant responded:

I mean for those people there's more opportunity now than I've ever seen in my life.

Mr. Barker stated:

Sure. Sometimes telling people there's other opportunities outside of a particular job field may open their eyes for an opportunity to work here and give them a dream or opportunity to work here.

Also, we don't pick who works at the tower. That's FAA. I hope that answers you questions though. Just like I'm out there as a civic duty. I don't get paid to do this. We're not getting paid. We're not receiving any benefits to go and serve and underprivileged community. We're doing that because we feel that there's potential positive opportunity to raise up our entire community.

A tenant asked:

So, you're not just teaching employees, you are teaching businesses?

Ms. Clark answered:

Correct, yes, and we have no concerns, as far as quality, because again, they have to be certified through that website and do the training. So, we want to provide those people the opportunity to come out here and do work.

A tenant inquired if it was considered for the landscaping bid?

Ms. Clark responded:

We always do consider that as well for nonfederal projects. I don't believe...I think that was more Mrs. Knight...did anybody identify as a minority?

Mrs. Knight responded:

Mmhmm, and I think that to get federal funding for the runway or terminal, the government ensures the businesses are DBE, and when we file for those funds we are also committing to giving those opportunities. For those people to be able to get on that list, they have to be certified. They would have to have all of the certifications. For years and years, if you are getting federal funding, then you need to be giving opportunities to disadvantaged businesses. It's a small percentage, about 5%.

Ms. Clark stated:

It's based on availability of contractors. So, if there's not a whole lot of people that can do painting, then we may not have a high percentage, but it's been our goal to exceed that the standard that they set. We want to give opportunities to this community and exceed that. That's the whole purpose as to why Ms. Sellers is certified to have those conversations. She's attending Chamber events and educating local businesses so they know about those opportunities and how to get certified, and those are quarterly meetings that we're going to hold and hosting businesses to come out and talk about it. So, like hey, you're a certified welder, great. We want you to be able to do work out here. The only way for you to do is to go through this application process and prove that you're capable of doing that work, and those are the kind of things we're going to host and give opportunity to. Does that make sense?

## **Public Safety**

Chief Andre Parker gave the following report:

### **Staffing**

- The Public Safety Department has welcomed the addition of security contractors from i911.net to our terminal staff. Through the efforts of Director Clark, Monica, and myself, we decided to utilize contractors to assist and supplement our coverage of the terminal during hours of operation. The contractors will be on site daily from 5:00 am to 11:00 pm. Please be sure to say hello when you see them while visiting the terminal.

## **Events**

- We supported the security detail for Alabama Gov. Kay Ivey on May 12<sup>th</sup>. Gov. Ivey flew into the FBO and departed for a meeting in Phenix City. She returned to CSG and departed without incident. I would like to thank the FBO staff for their assistance.

## **Training Update**

- Firefighter Russ has reached the Police Academy's halfway mark. We wish him continued success with the remaining coursework.
- I had the pleasure to represent the Airport and Georgia Chiefs of Police at last month's GACP Goals Conference which was held here in Columbus at the National Infantry Museum.
- We are planning to conduct a downed aircraft response exercise with Columbus Fire and Ft. Benning here at CSG in June. We will continue to hold these exercises throughout Columbus.

## **Equipment**

- We are please to report that Steven from CAS has completed the bulk of repairs to Crash 12. We are now waiting for a fuel pump and gaskets to be manufactured and installed. We hope to have the vehicle in service within a month.

Chief Parked added:

Fort Benning has a training helicopter that is able to be set on fire using propane. It's a great training aid. We've decided that we're going to use that training aid throughout the city because as we all know, an incident can happen anywhere, not just on the airport. So, we decided that we'll utilize that training aid and put it in various places—schools, parking lots, you name it, wherever we can fit one in, so we can practice on these. As we all know, it's not a matter of if but when. We want to make sure that we are prepared for anything emergency related with our aircraft and any other mutual aid.

Crash 12 is a 3300-gallon crash truck. It's in very good shape, but we did have some maintenance issues.

Chief Parker asked if there were any questions? There were no questions.



## **Director**

Ms. Clark stated:

A month or so ago I had received a wonderful e-mail that I would like to now share with you all. The e-mail was from LtCol Eben "Doctor" Buxton who is the Commanding Officer of the HMH-464 "The Condors". One of their military helicopters broke down after landing at the Columbus Airport. Our FBO and Maintenance team assisted these soldiers for several days to repair their helicopter.

"Ms. Clark,

I wanted to offer my thanks and appreciation for the hard work and selfless support you offered my Marines on the road. I received countless updates from the pilots, who assured me that they would be able to continue their mission thanks to the unselfish support of your maintenance department and FBO staff. Not only did your team provide tools and heavy equipment, but they offered their most valuable asset, their time.

You have clearly developed a team around you that is focused on service and teamwork. These are the same values that we hold dear at HMH-464. Thank you for welcoming our Marines and supporting the warfighting mission of the CONDORS. We look forward to working with your team again in the near future."

So, I want to say thank you so much to Mrs. Renfroe and her team and Mr. Thomas and his team. We had a lot of people that had to be out there and help escort them or stay with them and to make sure they had fuel and a place to stay. We really appreciate you doing that.

Mr. Barker thanked Ms. Clark and everyone else for their reports.

## **OTHER MATTERS**

Mr. Barker opened the floor for anyone to say anything or address something that they have.

A tenant asked when the next commissioner slot is available?

Ms. Clark responded:

So, that would be in December when Mr. Don Cook's term ends. So, we'll start looking, depending on if he wants to stay on or move off. We'll start

looking for that in the next several months. We have to have something down to the city by October.

Mr. Cook stated to start looking, as it would be his last term, and added:

So, we would want to go ahead and start looking. I was going to tell them after this, but since Grant had to bring it up, I thought I'd go ahead and tell it.

Ms. Clark stated:

So, with that, we do encourage anybody who wants to participate. You know obviously at the Commission level you are welcome to submit a bio and start speaking to the Commissioners. If you don't feel that that's the right fit, we do have the GA committee, and so there's another opportunity to be involved in that and maybe work your way up. So, whatever fits your tie schedule. It's obviously a big commitment. If you know anybody who is interested, they can contact me or Ms. Anna Phillips who is our Administrative Coordinator. I don't know if I actually introduced her. So, Mrs. Mary Scarbrough retired, so Ms. Anna Phillips is our new Administrative Coordinator. So, when you call over here to the office, that's who you'll be speaking to, and she's done a great job so far.

Ms. Clark asked if there were any questions? There were none.

Mr. Barker stated:

You do have to be a Muscogee County resident in order to be considered for the Commission. Like Ms. Clark said, please get to know us. We need to get to know you. If you or someone you know is interested, please have them reach out and get to know us. Because at the end of the day we have to be able to get along, and they need to fit into our needs, as far as what they can bring to the table. So, that way we have a well-rounded Commission.

I'm sad to hear that you are not going to be staying with us any longer. I understand it's probably for good reasons.

Mr. Cook responded:

I can't take any more gray hair. No, I've had a good time. It's a great group of people. For the folks that have been here for a long time, we've come a long way, but we still have longer to go. Shortly, from the time I came on twenty years ago, we've made some advancements in the right direction. I

think we have the right leadership, and it's time for the young people to take it over.

### **CLOSED SESSION**

Mr. Barker asked to move into a closed session.

Motion by Mr. Guin to move into a closed session; seconded by Mr. Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

Mr. Barker asked to move into a regular session.

Motion by Mr. Cook to move into a regular session; seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 / No: 0

Mr. Barker asked to adjourn the May 25<sup>th</sup>, 2022 Commission Meeting.

Motion by Mr. Guin to move into a closed session; seconded by Mr. Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

The meeting adjourned at 11:00 a.m.