

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 22, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Art Guin, Chairman	December 31, 2025
Ms. Delois Marsh, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, C.M., Airport Director
Sonya Overton, Director of Marketing & Air Service Development
Maggie Turnham, Executive Assistant
Mona Mitchell, Interim Hospitality Supervisor
Shaundra Goodwin, Security Coordinator
Pamela Knight, Finance Director
Brett Farmer, Financial Analyst
Eric Rivers, Operations Supervisor
Anna Phillips, Marketing Associate
Daniel Thomas, Maintenance Manager
Katrina Virgil, Hospitality Team Member
Khalfani Walker, Landscaping Technician
Wendy Kelly, Receptionist
Marion Anderson, Public Safety Officer

Others Present:

Harrison Banks, Smith Driven Enterprises
Joe McCown, Neely Holdings
Jacob Redwine, Holt

BUSINESS OF THE MEETING

Mr. Art Guin called the May 22, 2023, Regular Commission Meeting to order at 9:34 a.m.

DIRECTOR'S UPDATES

Finance

Ms. Pamela Knight gave the finance report.

CSG Financial Summary

REVENUE YTD FY23: April 2023	YTD ACTUAL FY23	YTD BUDGET FY23
Total CSG LANDING & FUEL FLOWAGE CONTRACTUAL: (Corporate flights BTB)	\$264,305	\$232,325
Total CSG RENTAL INCOME:	\$1,828,900	\$1,711,464
TOTAL CSG OTHER OPERATING INCOME	\$462,547	\$373,917
FBO GROSS PROFIT FUEL SALES: (Fuel Sales + Handling Fees) – Fuel Cost <ul style="list-style-type: none"> • Govt Fuel sales revenue \$163,000 less than budgeted (YTD April 2023) • \$130,000 less than FY22 gross profit as of April 2022 YTD 	\$1,169,353	\$1,154,018
TOTAL OPERATING REVENUE: (Net of COGS/ Fuel)	\$4,223,548	\$3,982,618

EXPENSES YTD FY23: April 2023	YTD ACTUAL	YTD BUDGET
TOTAL LABOR COSTS	\$2,179,520	\$2,269,135
GENERAL ADMIN & INS	\$302,747	\$264,861
MARKETING	*\$168,990	\$179,167
UTILITIES & COMMUNICATION	\$451,140	\$479,418
TOTAL BUILDING/ EQUIP EXP & CONTRACTUAL SERVICES & SUPPLIES	\$605,330	\$675,094
TOTAL PROFESSIONAL FEES (W/O Marketing*) (Design/ Engineering, Audit, and Legal BTB)	\$167,050	\$251,670
CREDIT CARD/ MERCHANT FEES	\$75,970	\$67,170
TOTAL TRAVEL & EDUCATION	\$92,240	\$91,250
TOTAL OPERATING EXPENSES	\$4,369,050	\$4,584,925

ACTUAL OPERATING EXPENSES YTD APRIL 2023 IS \$215,000 LESS THAN BUDGETED.

DOES NOT INCLUDE COGS FUEL NETTED OUT OF FBO FUEL SALES

DOES NOT INCLUDE DEPRECIATION, AMORTIZATION, AND NON-OPERATING REVENUES

KPI'S YTD APRIL 2023	BTB/(WTB)
CORPORATE FUEL FLOW REVENUE	\$ 57,472
DELTA LANDING FEES	\$ (25,811)
FOOD/CONCESSION SALES	\$ (22,983)
RENTAL INCOME- CSG	\$ 117,442
FBO GROSS INCOME	\$ 25,861
PARKING REVENUE	\$ 86,409
TOTAL LABOR COSTS	\$ 89,613
GENERAL & ADMIN EXPENSES	\$ (37,886)
MARKETING EXPENSE	\$ 9,170
UTILITIES & COMMUNICATION	\$ 28,278
PROFESSIONAL FEES	\$ 85,626
TOTAL	\$ 413,191

NET INCOME FROM OPERATIONS BEFORE DEPRICIATION					
April 2023 Actual	April 2023 Budget	Variance	April 2023 YTD	April 2023 Budget YTD	Variance
\$77,752	\$(41,239)	\$118,991	\$(145,502)	\$(602,307)	\$456,805

**April 2022 Actual YTD net income from operations before depreciation \$(154,847)

CASH FLOW ACTIVITY APRIL 2023

BANK ACCOUNT	INFLOW	OUTFLOW	NET CHANGE	4/30/2023 ENDING BALANCE	4/30/2022 ENDING BALANCE
OPERATING	\$475,248	\$575,364	\$(100,116)	\$822,341	\$1,886,425
PFC	\$65	\$18,313	\$(18,248)	\$181,114	\$387,514
CFC (Restricted)	\$38,143	-	\$38,143	\$1,037,678	\$113,917
RENEWAL & EXTENSION (Restricted)				\$2,194,133	\$2,193,657
Synovus- MISC	-	-		\$125,442	\$125,442

Flightways

Ms. Amber Clark gave the Flightways report, wherein she discussed hangar repairs, hiring objectives, fuel price comparisons, and fuel sales.

Fuel Price Comparison					DATE: 05/12/2023
Airport Identifier	Name	Jet A + Premixed	AvGas	SS100L	FBO COMPANY NAME
CSG		\$6.31	\$7.17	\$6.29	Flightways Columbus
MCN (478) 788-3491	Macon	\$5.50	\$6.00	\$5.50	Lowe Aviation
GVL (678) 989-2395	Gainesville	~	\$8.05	\$7.05	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$6.93	\$7.10	~	Signature
DHN (334) 983-4541	Dothan	\$6.14	\$7.03	~	Aero One Aviation
ECP (850) 233-4717	Panama City	N/A	\$7.82	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.60	\$7.12	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.62	\$6.07	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$4.95	\$5.95	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$5.90	\$6.10	~	Atlanta Regional Airport
AVERAGE		\$6.09	\$6.80	\$6.28	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.80	\$5.65	
EUF (334) 687-2051	Eufaula	\$5.22	~	\$6.05	
LGC (706) 884-2121	Lagrange	\$5.25	\$5.75	\$5.40	

Human Resources

Ms. Amber Clark gave the human resources report, wherein she discussed vacant positions, new hires, and an upcoming job fair.

Open Requisition Report							
JOB TITLE	Pay Range	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS
Beverage Cart Attendant - (1 of 2 positions)	\$9.00 - \$13.00	Hospitality	23-01	12/8/2022 2/21/2023	1/2/2023 3/3/2023	55-days	Pending - Accepting external applications
Facilities Technician I	\$16.35 - \$23.56	Maintenance	23-03	2/21/2023	3/3/2023	75-days	Pending - Accepting Internal & External applications.
Airfield Operations Tech (2 of 2 positions)	\$16.35 - \$23.56	Maintenance	23-05	3/8/2023	3/23/2023	55-days	Pending - Recruiting
Public Safety Chief	\$60,000 - \$80,000	Public Safety	22-09	6/18/2022 11/28/2022	9/5/2022 1/16/2023	182-days	Filled - New Hire of Jerome Turner, JR effective, 5/22/2023.
Public Safety Officer - Firefighter (2 of 2 positions)	\$42,000 - \$46,000	Public Safety	22-11	10/23/2022	2/2/2023	111'-days	Pending - Recommendations for hire received from Airport Director for Uniqua Jackson with tentative start date of 5/30/2023.
Beverage Cart Attendant - (1 of 2 positions)	\$9.00 - \$13.00	Hospitality	23-01	12/8/2022 2/21/2023	1/2/2023 3/3/2023	75-days	Pending - Recommendations for hire received from Marketing Manager for Jonasia Jones with tentative start date of 5/30/2023.
Hospitality Team Member (2 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	75-days	Pending - Filled with Temp employee, David Paul .
Hospitality Team Member (3 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	75-days	Pending - Recommendations for hire received from Marketing Manager for Antwan Jackson with tentative start date of 5/30/2023.
Airfield Operations Tech (1 of 2 positions)	\$16.35 - \$23.56	Maintenance	23-05	3/8/2023	3/23/2023	55-days	Pending - Recommendations for hire received from Maintenance Manager for Tyler Starr with tentative start date of 5/30/2023.
Total Active Employees*	43	(as of May 25, 2023)					
Total Job Holds	0						
Total Job Vacancies	8						
Total Positions	51						White: Pending
							Yellow: Recommendation for hire received
							Blue: Position has been filled
							Green: Hold
Total Termination	1	(as of May 25, 2023)					

*Does not include employees in temp. positions, interns, or incumbents whose positions are currently posted; includes employees hired (completed in-processing, start date).
Formula: number of days positions are open starts the day after eligibility list is forwarded to the Manager and continues until recommendation from hiring manager has been received in Human Resources.
**These positions are not included in the total job vacancy numbers for the current fiscal year.

Maintenance

Mr. Daniel Thomas gave the maintenance report, wherein he discussed maintenance items repaired or in the process of being repaired, staffing updates, landscaper contract, and hangar repair updates.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed updating the Columbus Airport brochure, development of the Evacuation Plan, creation of the Fire Hydrant Location Map, marketing strategies for the upcoming FY, staffing updates, and the opening of Propeller's Sky Bar.

Public Safety

Ms. Amber Clark gave the public safety report, wherein she discussed updates on the department's operations, employee training updates and status, and staffing updates.

Other Matters

Mr. Guin asked if there were any other matters. Ms. Amber Clark gave an update on the landscaping contract.

The meeting was adjourned at 10:00 a.m.

APPROVED:

Maggie Turnham, Executive Assistant Art Guin, Chairman