

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, APRIL 26, 2023**

The following commission members were present for the entire meeting:

<b><u>NAME</u></b>	<b><u>EXPIRES</u></b>
Mr. Art Guin, Chairman	December 31, 2025
Mrs. Dannel Marks, Vice Chairwoman	December 31, 2026
Mr. James Barker, Treasurer	December 31, 2023
Mr. Carl Rhodes Jr., Secretary	December 31, 2024
Ms. Delois Carr, 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  
Cody Davenport, FBO Manager  
Kelvin Mullins, Public Safety Officer  
Danyell Barboa, HR Manager  
Katrina Virgil, Hospitality Team Member  
Khalfani Walker, Landscaping Technician  
Randy Sok, Public Safety Officer

**Others Present:**

Marc Ellerbee, FAA  
Peter Piracci, Avis Budget  
Robert Bouta, Avis Budget  
Joshua Osbourne, Avis Budget  
Jacob Redwine, Holt Consulting  
Joel Burgess, Hertz  
Donna Shabinaw

Philip Thayer,  
Jason Mercier, Enterprise

### **BUSINESS OF THE MEETING**

Mr. Art Guin called the April 26, 2023, Regular Commission Meeting to order at 9:34 a.m.

### **CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON MARCH 22, 2023**

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on March 22, 2023.

Motion by Mrs. Marks to approve the minutes, seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 No: 0

### **CONSIDER APPROVAL OF THE SUCCESSFUL TREE REMOVAL SERVICE BIDDER**

Mr. Guin asked to consider adoption of the successful tree removal service bidder.

Motion by Mrs. Marks to approve the minutes, seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 No: 0

### **CONSIDER APPROVAL OF THE NEW RENTAL CAR CONCESSIONAIRE'S CONTRACT**

Mr. Guin asked to consider adoption of the new rental car concessionaire's contract.

Motion by Ms. Carr to approve the minutes, seconded by Mr. Rhodes and unanimously approved by the Commission. Ayes: 4 No: 0

### **DIRECTOR'S UPDATES**

#### **Finance**

Ms. Pamela Knight gave the finance report. A copy of such report is attached hereto.

**Revenue Highlights March 2023**

- Passenger Facility Fee Revenue used to pay for Airport Improvement Projects is **averaging over \$23,609 per month in FY23** compared to an average of \$25,518 YTD March 2022. PFC revenue YTD exceeds YTD budgeted PFC revenue by over \$32,000. CSG has collected between \$12,000 to \$16,000 each month of PFC revenue from American Airlines the first 6 months of FY23. PFC revenues are also dedicated to paying down the \$2,621,000 debt from the Terminal Renovation Project. The current payments are \$17,000 - \$18,000 monthly of which over \$11,000 is applied to the loan balance. Additional payments towards the loan balance are planned for May or June based upon PFC bank account cash balances.
- The grant revenue uncollected is part of the reason for the decrease in the bank balance, as well as adjusting the CFC bank account.
- Total 12 months of Parking Revenue comparable numbers FY19: \$281,722; **FY21: \$156,702** and **FY22- \$435,980**. Parking System installed in 2017. **FY23 July –March 2023 Parking Revenue is \$408,506** compared to \$315,000 budgeted and actual YTD March 2022 (FY22) of \$283,236.
- **Car Rental Passenger Fees are budgeted to average \$22,000 for FY23; actual average as of March 2023 is over \$29,957.**
- **The revenue sources CSG expects to increase are as follows: space rental, concession sales, and advertising.**

**Net Income from Operations YTD March 2023**

	Actual March 2023	Budget March 2023	Variance	March 2023 YTD	March 2023 Budget YTD	Variance	March 2022 Actual YTD
<b>NET INCOME FROM OPERATIONS BEFORE DEPRECIATION:</b>	\$ (116,632)	\$ (39,239)	\$ (77,393)	\$ (223,259)	\$ (561,067)	\$ 337,808	\$ (143,142)

Notable Financial Items- March 2023	YTD BTB/(WTB)
Corporate Fuel Flow Revenue	\$ 58,813
Delta Landing Fees	\$ (23,310)
Food/ Concession Sales	\$ (21,000)
Rental Income- CSG	\$ 97,024
FBO Gross Income	\$ (10,850)
Parking Revenue	\$ 93,506
Labor Cost	\$ 73,674
General & Admin Exp	\$ (30,530)
Marketing Expense	\$ 9,069
Utilities & Communications	\$ 21,836
Professional Fees	\$ 72,153
<b>Total</b>	<b>\$ 340,385</b>



Cash Activity March 2023					
Funds Collected & Funds Paid Out					
Bank Account	Funds In	Funds Out	Net Change in Cash	Ending Balance March 2023	Ending Balance March 2022
Operating Bank Account (March 2023)	\$ 938,140	\$ 648,374	\$ 289,766	\$ 922,457	\$ 2,273,420
Restricted (Renewal/ Extension)				\$ 2,194,096	\$ 2,193,658
PFC Account (YTD FY23)	\$ 19,370	\$ 17,658	\$ 1,712	\$ 199,362	\$ 353,856
CFC Restricted	\$ 143,250	\$ -	\$ 143,250	\$ 999,535	\$ 103,898
Synovus- MISC				\$ 125,442	\$ 125,442
Grant Revenue Receivable exceeds \$800,000					

## **Flightways**

Mr. Cody Davenport gave the Flightways report, wherein he discussed hangar repairs, hiring objectives, fuel price comparisons, and fuel sales.

## **Human Resources**

Mrs. Danyell Barboa gave the human resources report, wherein she discussed vacant positions, new hires, employee handbook and compliance, employee engagement, and employee retention. The Open Requisition

Report is attached hereto.

**Open Requisition Report**

JOB TITLE	Pay Range	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS
Public Safety Officer - Firefighter (2 of 2 positions)	\$42,000 - \$46,000	Public Safety	22-11	10/23/2022	2/2/2023	102-days	Pending - Interviews set for 4/18/2023.
Beverage Cart Attendant - PT	\$9.00 - \$13.00	Hospitality	23-01	12/8/2022 2/21/2023	1/2/2023 3/3/2023	9-days	Pending - Accepting external applications
Hospitality Team Member (2 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	10-days	Pending - Accepting external applications.
Facilities Technician I	\$16.35 - \$23.56	Maintenance	23-03	2/21/2023	3/3/2023	10-days	Pending - Accepting Internal & External applications.
Airfield Operations Tech (2 positions)	\$16.35 - \$23.56	Maintenance	23-05	3/8/2023	3/23/2023	14-days	Pending - Recruiting
Line Service Technician (1 of 3 positions)	\$14.42 - \$20.19	FBO/Flightways	22-12	12/8/2022	1/2/2023	25-days	Filled - <a href="#">New Hire of Brandon Davis</a> effective, 3/27/2023.
Line Service Technician (2 of 3 positions)	\$14.42 - \$20.19	FBO/Flightways	22-12	12/8/2022	1/2/2023	25-days	Filled - <a href="#">New Hire of Dominick Consorte</a> effective, 4/6/2023.
Public Safety Officer - Firefighter (1 of 2 Positions)	\$42,000 - \$46,000	Public Safety	22-11	10/23/2022	2/2/2023	102-days	Filled - <a href="#">New Hire of Timothy Davis</a> effective, 4/17/2023.
Line Service Technician (3 of 3 positions)	\$14.42 - \$20.19	FBO/Flightways	22-12	12/8/2022	1/2/2023	25-days	Pending - Recommendations for hire received from FBO Manager for Traverius Renfro. Completing new hire paperwork. Tentitive start date is 4/24/23.
Customer Service Rep.	\$14.42 - \$20.19	FBO/Flightways	23-06	3/24/2023	3/31/2023	7-days	Pending - Recommendations for hire received from FBO Manager for Kelveena Morgan. Completing new hire paperwork. Tentitive start date is 4/24/23.
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	Pending - Recommendations for hire received from Airport Director for Jacob Howell. Background checks are being conducted.

Total Active Employees*	40 (as of March 25, 2023)
Total Job Holds	1
Total Job Vacancies	10
<b>Total Positions</b>	<b>51</b>

Total Termination 2 (as of March 25, 2023)

White: Pending
Yellow: Recommendation for hire received
Blue: Position has been filled
Green: Hold

\*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, landscape contractor visits, staffing updates, and hangar repair updates.

**Marketing**

Ms. Anna Phillips gave the marketing report, wherein she discussed the opening of Propeller’s Sky Bar, overview of visit by Red Carpet Tour hosted by the Georgia Chamber of Commerce, mechanics of changing references of Ft. Benning to Ft. Moore, and rental and meeting room updates.

### **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. There were none.

Mr. Guin asked for a motion to adjourn the meeting.

Motion by Mrs. Marks to adjourn the meeting; seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 10:20 a.m.

APPROVED:

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Maggie Turnham, Executive Assistant

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Art Guin, Chairman