

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, APRIL 28, 2021

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Don D. Cook, Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin	December 31, 2025

The following Commission members were absent:

Mr. James Barker, Vice Chairman	December 31, 2023
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Legal Counsel: Alston Lyle

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfroe, Flightways Columbus Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andre Parker, Chief of Public Safety
Adrian Sellers, Project Coordinator
Eric Rivers, Operations Technician
Shaundra Goodwin, Security Specialist Public Safety
Troy Pair, Facilities Technician
Marshall Upshaw, Landscape Supervisor
Blake Fulford, Airfield Maintenance Technician

Others present:

Ryan Wampler, Sauer; Pete Novak, Brian Thompson, RS&H; Bill Tudor, Jacob Redwine, Holt Consulting;
Girard Sampson, Benchmark

BUSINESS OF THE MEETING

Mr. Don Cook called the April 28, 2021 Commission Meeting by Zoom to order at 9:30 A.M., and welcomed all attendees to the meeting. Mr. Cook asked if there was a motion to accept the minutes for the March 24, 2021 meeting.

Motion by Ms. Tana McHale to approve the minutes for the March 24, 2021 Columbus Airport Commission Meeting; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF 13-31 RSA, MARKINGS, AND NAVAIDS PROJECT

Ms. Clark reported the RWY 13-31 RSA, Markings, and Nav aids project will address the Runway 31 end safety area by bringing it into compliance through grading/building embankment to the southeast of the runway end, as well as displacing the existing threshold markings. New runway edge lights will be installed from the Runway 31 end to the intersection with Runway 6-24, to comply with FAA spacing standards as a result of the displaced threshold. Additionally, the existing VASI-2 system will be demolished and replaced by a new PAPI-4 system to be owned and maintained by Columbus Airport. Finally, the entire Runway 13-31 will be crack sealed and receive new reflective pavement markings that adhere to the latest FAA guidance. Related work will include demolition, grading, drainage, and erosion control. See Attachment A for additional details.

The total cost of the project was bid at \$904,603.00, GDOT will pay their typical 75% (\$678,452.25) leaving the Commission's share at \$226,150.75.

Ms. Clark recommended the approval of performing the RWY 13-31 RSA, Markings, and Nav aids project.

Motion by Mr. Art Guin the approval of 13-31 RSA, Markings, and Nav aids Project; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF CO #071 ROOF COATING

Ms. Clark stated the standing seems of the two exterior silver metal rooves have serious leaks especially around the domed shaped dormers. After visual inspections and careful analysis, the most economical and effective treatment to repair the rooves by coating them with a silicone product.

Sauer called upon Insulated Roofing Contractors to provide three options, one only coats the dormers (this work could not be warrantied), option two coat only the entire upper roof (was warrantied), or option three coat both the entire upper and lower roof (all warrantied).

Only coating the upper roof would create an extreme noticeable difference in appearance. Also, the age of the lower roof is over thirty years and has shown some evidence of rust. Warranties were offered for five, ten, fifteen, or twenty years. At any time over the warrantied term a leak forms IRC will come and recoat the rooves completely. The difference between 5 years and 20 years was \$15,000.00.

Ms. Clark recommended the approval of option three to coat both lower rooved entirely which would cost a total of \$130,671.00.

Motion by Ms. Tana McHale to approve the CO #071 Roof Coating; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF AMENDMENT TO HANGAR MANAGEMENT POLICY

Ms. Michele Renfroe stated over the last months we have had tenants move out of the twin hangars that has caused us to have several sitting empty with no one on the waiting list for this size hangar. We have been approached several times about renting our twin hangars to single aircraft. In our original policy we were only renting twin hangars to twin size aircraft and single hangars to single size aircraft.

Ms. Renfroe brought this recommendation to the Airport Commission of renting a percentage of twin hangars to single size aircraft to keep our waiting list low as well as bring in the revenue being missed with empty hangars sitting.

We currently have 32 twin size hangars and 78 single size hangars. The total number of twin size hangars sitting open are 7 and the single size hangars sitting open are 3. We currently are working on 1 twin that has roof leaks and needs to be painted. The 3 single hangars are in the process of having maintenance done for water issues, as quick as the water issues are repaired, they will be leased out.

Leasing out the twin hangars to single sized aircraft would give us an increase in monthly revenue of \$1,035.01 and keep the percentage of available hangars down.

Ms. Clark reported this will be a positive move and will not change the budget.

Mr. Art Guin wanted to know if the changes were in the budget, which Ms. Clark had already addressed yes.

Mr. Don Cook stated does that mean they would pay a single hangar rate or the double rates.

Ms. Clark stated it will not be a double increase for the Tenant moving from single to twin hangars.

Mr. Art Guin asked how many of the twin hangars are available.

Ms. Clark answered that very few are open approximately 10% are open.

Mr. Don Cook inquired if someone with a single hangar, and moves to a twin hangar and someone else needs a twin hangar what will be the guidelines on that issue?

Ms. Renfro said that when someone request a twin hangar for a twin airplane, they will be next in line when the next twin hangar becomes available.

Mr. Art Guin thinks this is a great idea!

Motion by Mr. Art Guin the approval amendment to Hangar Management Policy; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF FILM/PHOTOGRAPHY POLICY AND FEE SCHEDULE

Ms. Amber Clark reported over the last several years we have been partnering with the Columbus Film Commission to assist in developing the filming industry in Columbus. We are currently listed on the Film Commission's website as a recommended location for filming. We have had at least three different filming events at the Columbus Airport over these last several years.

As we began to receive inquires, we realized that a policy and fee schedule was needed. A policy had been developed, along with a film/photograph request form, and a basic fee schedule. We would like to formalize our policy along with a robust fee schedule to ensure we provide a safe and organized service to those who wish to film, as well as to our customers/tenants who may be affected by the filming.

The written policy, request form, and fee schedule has been provided to the Commission for review prior to this meeting. Ms. Clark recommended the approval the provided film/photography policy, request form, and fee schedule.

Motion by Mr. Art Guin the approval of Film/Photography Policy and Fee Schedule; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

The additional information is attached and adhere to these records.

DIRECTORS REPORT

Ms. Michele provided the following Flightways Columbus report.

FLIGHTWAYS COLUMBUS

- Volume Report:

We pumped a little over 23,408 gallons of Jet A fuel in March. Our total volume decreased significantly year over year. We had a significant increase in Avgas year over year. We are still seeing a decrease in Classic Air Fuel which can be attributed to slower movement of aircraft at all facilities. The current trend right now is one flight a week, but they are talking about a slight increase next month. The Airline uplifts had a slight decrease as well and is due to a drop in flights per day.

Hangars:

Updated during transmittal.

- Self-Serve:

Self-serve had a slight increase for March. Year over year comparison in 2020 was 801 gallons sold and 2021 was 986 gallons sold.

- Additional News:

Auburn Airport runways closed on April 5th and will remain closed through April 26th. We have been housing the Auburn University aircraft during this time as well as handling aircraft and car rentals for customers that have been diverting to our airport.

Comparative Airport List:

April 20th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$4.75	\$4.05
GVL	Lee Gilmer Memorial	Champion	\$5.19	\$6.25	\$4.73
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.73	\$4.73
HSV	Huntsville International	Signature	\$6.35	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.24	\$5.05	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.77	\$6.60	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.66	\$6.25	`
MDQ	Huntsville Executive	Executive Flight Center	\$4.51	\$5.08	-
VPC	Cartersville Airport	Phoenix Air	\$3.80	\$4.95	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.12	\$4.55	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.50	\$4.43
		Average	\$5.08	\$5.55	\$4.50

PIM	Pine Mountain	3.39	4.49	4.19
EUF	Eufaula	4.75	~	4.75

Hangar Waiting List

CSG Hangar Waiting List			
Updated 03/18/21			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshton	6/15/2020	Single	Bonanza
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Brian Parker	10/23/2020	Single	Grumman
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Ronald Newcomb	1/26/2021	Single	Van's
Shane Gandy	1/27/2021	Single	Piper PA-28
RCAC	1/27/2021	Single	Cessna 172G
Twin Hangar Requested			
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Omar McCants	4/30/2018		Single
Reed Hovie	11/19/2018		Single
David Lewis	3/25/2019		Single
Elijah Figueroa	10/28/2019		Single
Daniel Holley	1/10/2020		Single
Thomas Henegar	2/19/2020		Single
Michael Knautz	5/20/2020		Single
John McLemore	6/16/2020		Single
Tim Villegas/Shroff	6/22/2020		Twin
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single
Jay Parker	3/11/2021		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update report.

- Promotions: None
- New Hires: (2)
 - Richard Malott II - Equipment Maintenance & Line Service Technician – Flightways DOH 04/26/2021
 - Katelynne Pease - Customer Service Representative – Flightways – DOH 04/26/2021
- Terminations/Resignations: None
- Current Vacant Positions: (4)

# of vacancies	Job Title	Department	Status
1	Line Service Technician (PT)	Flightways	Screening resumes
1	Facilities Supervisor	Maintenance	Screening resumes
1	Dual Certified Public Safety Officer	Public Safety	Screening resumes
1	Operations Supervisor	Maintenance	On Hold

- Contingent Offers Extended/Pending TSA Background
 - Dual Certified Public Safety Officer
 - Finance Director
- Additional Human Resources Additional Updates
 - April Employee Meeting: UNITY – Team Building exercise and Departmental Updates

MARKETING

Ms. Sonya Overton provided the following update report.

- We are currently working on an RFP for airport advertising services in order to generate additional non-aeronautical revenue. We plan to have it completed and ready to distribute in May.
- We are currently working on an RFP for Air Service Development consultants. We plan to have it completed and ready to distribute also in May.
- Seat covers have been ordered for the terminal to encourage social distancing practices. They should be delivered and installed within the next two weeks.

TERMINAL CONSTRUCTION UPDATE

Ms. Adrian Sellers provided the following update report.

- A1 (Hold-room and New Restrooms)
 - Demos complete in remaining section of hold room.
 - Slab cut out for floor boxes and millwork.
 - Storefront removed and new door frame installed for PBB#1
- A2 (TSA, Maintenance Shop, and Locker Rooms)
 - No work performed.
- B1 (Waiting Room) On schedule for December turn-over and move in:
 - Waiting room high-tops being installed
 - Outbound Baggage Handling System installed and commissioned/tested/inspected.
- B2 (Former TSA Space)
 - RAC moved into temporary space until Phase C is complete
- Exterior
 - Passenger boarding bridges in fabrication- PBB#3 schedule for delivery early May
 - Foundation installation complete
 - Front exterior metal ceilings ongoing- approx. 75% complete
 - Roof replacement complete-final inspection passed.
 - Exterior painting completed.
 - RAC parking canopies in progress- BHS canopy scheduled to be installed early May.
 - RAC parking landscape and irrigation complete
- 2nd Floor Restroom
 - Turned over and in use.
- Phase C (Baggage Return and Rental Car Counters)
 - Bathroom framing complete.
 - Bathroom plumbing complete.
 - Hanging schedule to begin next week.
 - Tile schedule for mid-May
 - High ductwork complete
 - Framing of serpentine wall ongoing-hanging sheetrock scheduled for next week.
 - Vestibule steel installed.
 - Baggage carousel panel installed.
 - Electrical and Communications room on-going

Ms. Clark provided the following letter of appreciation received.

Ms. Clark stated the afternoon of Sunday, March 7, 2021, Mr. Ernie Kelly had taken a friend flying in N14KM. Mr. Kelly was pulling his jacket out of the backseat when I noticed he had dragged his handheld transceiver out as well. His reflexively tried to catch it (which he did) and managed to drive his righthand ring finger into the side of the aircraft.

He managed to jam two knuckles and split the tip of the finger and the nail. There was blood everywhere.

As they went into the FBO with his clutching his hand, he said to Ms. Stephanie Lee was going to need a Band-Aid or something after he washed his hand and stopped the bleeding.

When Mr. Kelly came back from washing his hand, Ms. Lee had the first-aid kit out and some ointment and was ready to address the situation.

Ms. Lee was gentle, professional, and proficient. Mr. Kelly said this was obviously not the first injury she had dealt with. He was able to put the plane away and get home without bleeding on anything else. Even Mr. Kelly's sweet bride, Ms. Susan Kelly, was impressed with the bandaging.

Mr. Kelly wanted to be sure Ms. Clark knew how grateful he was that the Flightways desk staff does so much more than being sure ornery pilots and passengers have their flight-related requirements met. Ms. Stephanie Lee is a great example of going the extra mile.

Mr. Kelly asked Ms. Clark to please be sure Ms. Lee knows how much he appreciated her help that afternoon.

Ms. Clark too thanked Ms. Lee for her great service to Mr. Kelly.

Ms. Clark also, thanked the Maintenance Department for all their hard work.

OTHER MATTERS

Mr. Don Cook asked if there were any other matters to address?

With no other matters he asked for a motion to adjourn the meeting.

Motion to adjourn the meeting by Ms. Tana McHale was made; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting was adjourned at 9:48 A. M.

APPROVED:

Mary Scarbrough, Secretary

Mr. Don Cook, Chairman

Columbus Airport Commercial Filming & Photography

Columbus Airport provides access for all filming, photography and related production activities. The Columbus Airport is dedicated to guiding filmmakers through the process of filming or photographing at the hometown airport. Due to the unique nature of the Airport environment, CSG has established mandatory policies and procedures to accommodate film, photography, video, production and pre-production activities while ensuring the safety of Airport operations.

Getting started is simple! All commercial film, photography and video requests should be directed to CSG's Marketing and Communications department. Contact Sonya Overton at (706) 324-2449 ext. 1422 or via email at soverton@flycolumbusga.com to schedule a scout visit, discuss a potential project, or obtain a Film and Photography Request Form. To schedule a scout visit, applicants must complete a new customer billing form and be in full compliance with the City of Columbus's Insurance and Bonding Requirements.

The Columbus Airport Commission requests a minimum of 14 business days to process each request. However, larger and more complex requests may take up to 45 business days to complete the entire process. Projects may require technical scouts and planning meetings to determine the feasibility of each production request. Columbus Airport does charge applicable production rates depending on the size and scope of the project.

Columbus Airport reserves the right to decline filming and photography requests that are not aligned with the Airport's vision and mission. All projects must operate in accordance with the facility's Policies and Procedures and Insurance and Bonding Requirements.

Commercial Film and Photography projects are governed by the **Department of Aviation's Guidelines** .

Production Rates

Below are the Airport's rates for photography and filming, location and procedure schedule required for all promotional or commercial photo and video sessions. Also, same-day event changes and other restrictions may occur due to irregular operations events (e.g., inclement weather). The Department of Aviation will not be held liable for any unforeseen changes in Airport operations that may halt production.

Application Processing Schedule	14 business days minimum* *Additional time may be needed depending upon the size, location and scope of the project.
Application Processing Fee	\$100 (non-refundable; must be submitted with application)
Rush Application Processing Fee for requests submitted 48 hours or less before the start of the shoot	\$150 (non-refundable; must be submitted with application)
Scouting Trips	\$100/hour
CSG Personnel Fee	\$30/hour per person
Pre-Shoot Meetings, Tech Scouts	\$250/hour
Filming or Photography inside of the Airport, Rental car Center, Airfield Operations Area and Hangars	\$500/hour

Filming or Photography at curbside, parking lots and roadways	\$350/hour
Cancellation Fee	\$500 (without the required 24-hour notice)
Overnight storage of equipment for upcoming filming	\$500 flat rate per location / daily
Parking in Long Term Lot (up to four spaces)	\$250 flat rate / daily
Student Rates with valid Student ID: Application Processing Fee	\$50 (non-refundable; must be submitted with application)
Student Rush Application Processing Fee for requests submitted 48 hours or less before the start of the shoot	\$100 (non-refundable; must be submitted with application)
Student Rates with valid Student ID: Filming or Photography	\$250 flat rate (up to five hours) \$500 flat rate (six hours or more)
Engagement, Wedding and Family portraits, Non-profit Organization Rates must show 501-C status: Application Processing Fee	\$100 (non-refundable; must be submitted with application)
Engagement, Wedding and Family portraits, Non-profit Organization Rush Application Processing Fee for requests submitted 48 or less hours before the start of the shoot	\$100 (non-refundable; must be submitted with application)
Engagement, Wedding and Family portraits, Non-profit Organization Rates must show 501-C Status: Filming or Photography	\$400 flat rate (up to eight hours) \$750 flat rate (eight hours or more)

The expense for each Department of Aviation employee whose assistance is required is \$30 per hour with a four-hour minimum. Separate charges will apply for certain groups, including (but not limited to) Airport personnel, airline partners, Airport tenants, Columbus Fire Rescue, parking, contractors, electricians, etc.

Additional fees may apply according to the complexity of the project. The published rates are not meant to be an exhaustive list of the total cost to film at the facility.

For administrative reasons, technical scouts and planning meetings are typically conducted Tuesday through Thursday during normal business hours. Final technical scouts must be conducted at least one (1) week prior to filming date.

Effective Date: 04/29/2021

1. Columbus Airport Commission
2. COMMERCIAL PHOTOGRAPHY & FILMING POLICY

SUBJECT: Commercial Photography or Video, Motion Picture, and Television Filming at Columbus Airport (CSG), Columbus, Georgia.

1. PURPOSE

This Commercial Photography & Filming Policy (the “Policy”) establishes policy, fees, and procedures for commercial photography and video, motion pictures, and television filming at Columbus Airport (“CSG” or “Airport”).

This Policy shall not apply to news media photography and videography or personal photography and videography but shall apply to requests for permission to film documentaries and/or “reality” programming. The procedures outlined in this Policy shall also apply to student projects and non-commercial projects for not-for-profit organizations; however, these types of projects will be reviewed on a case-by-case basis to determine fees and insurance requirements.

Requests for student and/or not-for-profit photography, motion picture or television filming are handled by the Director of Marketing & Air Service Development at 706-324-2449 Ext. 1422.

2. DISTRIBUTION

This Policy shall be distributed to Columbus Airport Department Managers, air carriers, tenants, concessionaires, the Transportation Security Administration, and companies doing business at the Airport. For production companies and others to review and download an application form, visit our website at www.flycolumbusga.com

3. CANCELLATION

Any Commercial Photography or Video, Motion Picture Policy issued prior to 4/29/2021 is hereby cancelled.

4. REFERENCE

Columbus Airport is operated by the Columbus Airport Commission (the “Commission”).

5. POLICY

The Commission has established this Policy for the use of Airport facilities as a location or background for commercial photography and video, motion picture, and television filming. The Commission has also established fees for these activities, including a basic location

fee and additional fees for staff time and other expenses. The Commission's policies related to insurance, "hold harmless" agreements, and security are also outlined in this Policy, along with the procedures for obtaining permission for commercial filming and photography activities at the Airport.

The function of the Commission is to serve the traveling public. Any other use of airport facilities must be subordinated to this primary purpose. The Airport Director may designate a representative to review commercial filming requests and uphold the policies set forth in this Policy. No filming or photography shall be undertaken without permission from the Airport Director or his/her designated representative ("Airport Director's Representative"). All requests for permission to film still photography, video, or motion pictures will be reviewed in this context, except for news being filmed by members of news organizations.

- a. All filming operations must be conducted at such time and under such conditions as may be acceptable to the Airport Director's Representative to avoid interference with traffic or inconvenience to Airport patrons and tenants. In many cases, especially in public areas of the Airport terminal, filming/photography must be restricted to times when activity is at a minimum.
- b. Compliance with the Airport Security Program, Federal Aviation Regulations, Transportation Security Administration ("TSA") Regulations and Directives, and Airport Directives is mandatory for all cast and crew members. Details of requirements may be obtained through the Airport Director's representative, and include the following:
 - (1) No equipment or baggage may be left unattended at any time. Unattended items are subject to search and may be removed or destroyed.
 - (2) Filming is not permitted in the area of the TSA security checkpoint unless the crew has express permission from the TSA and is escorted by a TSA representative.
 - (3) Filming is not permitted past the security checkpoints or in any secure areas of the airport terminal without prior written approval from the Airport Director's Representative. All persons permitted to film beyond security checkpoints must be under an authorized escort and are subject to standard security screening measures.
- c. A production company filming on Airport property shall promptly follow all orders, requests, and directions from the Commission. The Commission reserves the right to halt production at any time and/or deny the use of its facilities. Certain Airport events, such as Airport emergencies, will take immediate priority, and may prompt the Commission to cease production immediately if public safety or other operational concerns warrant. In the event it halts production, the Commission shall not be responsible for any damages or losses that may be incurred by the production company.
- d. No modifications or alterations – even if temporary in nature – may be made to Commission's property without prior approval, in writing, by the Commission. Such

approval may be granted or denied at the Commission's discretion. The production company, at its sole expense, shall restore all location areas to the original condition, including removing all trash from Airport property. The production company shall promptly pay all costs of repair or replacement of any Airport property damaged by production operations and/or trash removal and cleaning if necessary. Failure to comply with these requirements may also result in additional charges.

- e. Any film or photography project which identifies or uses the equipment, premises, or personnel of any tenant, or would disrupt any tenant's operations in any way, shall not be conducted without the express written consent of that tenant.
- f. Filming procedures must not interrupt normal operating procedures of the Airport. Production companies must understand they are filming in an active Airport environment and will be subject to public address announcements, aircraft operations, and other routine Airport functions. All electrical wires, cables, etc., must be covered or taped down in a manner acceptable to the Airport Director's representative so they do not pose a trip hazard.
- g. All crew vehicles, equipment vehicles, and personal vehicles must park in the public parking facilities subject to applicable parking fees or other designated areas and shall not be allowed to park curbside in the terminal areas without written permission from the Airport Director's Representative.
- h. Equipment and personnel shall not block fire exits, fire lanes, or other fixed or portable fire equipment. The Georgia Statewide Fire Prevention Code will be enforced at all times. Any explosive type charges or open flame devices require a permit from the Commission's Fire and Rescue Department. A Public Safety representative may be required to inspect the site prior to the start of filming and may be required on site during filming.
- i. Filming or photography of certain types of fictional scenes or actions, such as gun play, breaches of security, aircraft crashes, etc., are not permitted. No weapons or ammunition of any kind, either functional or non-functional, may be brought on Commission property.
- j. If the project requires catering services, the Commission requests that the services be obtained through the current concession's management contractor so long as the charges it is able to offer are reasonable, if available.
- k. Smoking is prohibited inside Airport facilities except in designated areas.
- l. The production company shall list "Columbus Airport Commission" in the film credits.
- m. The Commission reserves the right to photograph, film, or videotape production activity taking place on Airport property.

6. PROCEDURES

- a. Fees: The Commission has established location fees for organizations that have been granted permission for commercial filming or photography. In addition to this basic charge, the Commission shall be reimbursed for all expenses incurred in connection with the filming, including security and staff time. Projects requiring the assignment of Airport personnel, including but not limited to, Airport Operations, Airport Police, Airport Fire and Rescue, and/or Airport Engineering and Maintenance personnel, shall be subject to fees. The Airport Director's Representative shall determine the Airport personnel needed based upon the size and scope of the filming request.

A fee schedule, subject to change without prior notice, is posted on our website at www.flycolumbusga.com.

Additional fees include, but are not limited to, fees for parking, building modifications, and cleaning. An estimate of fees due to the Commission shall be provided prior to the beginning of the project, and payment in full is required within thirty (30) days of the last day on site. A payment bond or other security acceptable to the Commission shall be required prior to the start of production.

If the production company cancels or changes the production starting time within 48 hours of the scheduled production start, the company will be charged for all Airport personnel assigned for the day of production in question. When filming outdoor locations, the production company assumes all risks relating to weather. These terms shall not be extended, nor shall the location of the authorized premises be changed due to inclement weather except at the sole discretion and decision of the Airport Director's Representative, which may result in additional fees being due to the Commission.

- b. Insurance Requirements: The Commission shall require the execution of its "hold harmless" agreement and proof of adequate insurance on the Commission Insured Endorsement forms. The insurance must include commercial general liability, comprehensive automobile liability, Workers' Compensation, and employers' liability with coverage and limits as set forth in Attachment 2 of this Policy. The Commission must be named as an additional insured on the automobile liability and general liability insurance policies.

The Airport Director's Representative shall forward all insurance documentation to the Airports Authority's Risk Management Office for verification that the insurance certificates are in order.

- c. Documentation: Before approval for a production is given, an application form with required insurance documentation and description or treatment of the production must be submitted to the Airport Director's Representative. The Commission requires a minimum of fifteen (15) working days to review all applications, treatments, scripts, and insurance documentation. For scripted productions, the script with dialogue for the scenes pertaining to the Airport also must be submitted with the application.

The production company shall submit a complete script with the scenes to be filmed at the Airport highlighted. The Airport Director's Representative shall forward the script to the Office of General Counsel for review. In the event the filming project does not require a script, such as a documentary or "reality" programming, the production company must submit a treatment for the Office of General Counsel to review. The treatment must include an explanation of the scenes to be filmed at the Airport and how these scenes relate to the overall content of the program.

If the application is approved, the Airport Director's Representative will determine the appropriate fees and will work with the production company to coordinate the filming.

Once permission is granted, all events and actions related to the film production must be cleared through the Airport Director's Representative. At that time, one full day's fee for the project shall be submitted to the Commission. Any changes to the agreed upon start time or to the approved script and location must be made in writing to the Airport Director's Representative at least 48 hours prior to filming.

7. GUIDELINES

Any questions should be directed to the departments listed below: Columbus Airport

Commission

Marketing: 706 324-2449 ext. 1422

8. ATTACHMENTS

Attachment 1: Required Insurance for Filming Permit

Attachment 2: Permission For

Attachment 1

Required Insurance For Filming Permits

The requestor shall provide and maintain at his/her expense during the period of filming or photographing at the Airport the following insurance coverage from an insurance company or companies possessing a rating of A VII or higher from the A.M. Best Company or an equivalent rating.

The Commission shall be named as an additional insured on the automobile liability and general liability insurance policies. The policy must provide for thirty (30) days written advance notice to the Commission of cancellation of the coverage, or any material change in the policy. The Certificate(s) of Insurance shall be provided on the industry standard form (Accord 25) to the Airport Director's Representative in advance of the performance of any work, exhibiting coverage as required for permission to film or photograph.

1. Commercial Automobile Liability

(Required whenever the requestor's activities or operations include the use of an owned, non-owned or hired motor vehicle on Airport property.)

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence for owned, non-owned and hired vehicles; however, if any portion of the filming will occur on the Airport Operations Area (AOA/airfield), the insurance requirement shall be \$2,000,000.

2. Commercial General Liability

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence; however, if any portion of the Contractor's work will occur on the Airport Operations Area (AOA/airfield), the insurance requirement shall be \$5,000,000.

Coverage must include Broad Form Contractual, Broad Form Property Damage, Premises-Operations, Personal Injury, Products-Completed Operations, Independent Contractors and Subcontractors, and Fire Legal Liability.

3. Property. All Risk Coverage (For the Requestor's Property)

Whenever the requestor's property remains on site continuously over 24 hours, whether attended or not, the Personal Property must be covered for 100 percent replacement cost under an all-risk policy.

4. Workers' Compensation and Employers' Liability

Georgia's Statutory Limits with an All-States Endorsement for Workers' Compensation and \$1,000,000 for Employer's Liability.

PERMISSION FORM

For commercial photography, or video, motion picture and television filming at
Columbus Airport

In accordance with the Commercial Photography and Filming Policy in effect at the Columbus
Airport, the Columbus Airport Commission hereby grants permission to _____
(production company name and address)

for the filming or photography of scenes concerning _____
(describe still shots or title of movie)

on_at _____
(dates and times) (airport and specific location)

subject to the following conditions:

1. Total charges shall be \$_____ (Charges are itemized on next page.)

Basic daily fees are required prior to the beginning of the project, and payment in full is required within 30 days of the last day on site. A payment bond or other security acceptable to the Commission will be required prior to the start of production. Make check payable to Columbus Airport Commission.

2. Additional charges may be incurred in the event the Commission must repair or replace any Airport property damaged by production operations, and/or if the Commission deems trash removal and cleaning is necessary after production operations are complete.
3. The above-identified company agrees to comply with and be bound by the provisions of Columbus Airport Commission's Commercial Photography and Filming Policy. The above-identified company's representative further states it has the authorization to bind the company to the Commercial Photography and Filing Policy's provisions.
4. As stated in the Commercial Photography and Filming Policy, the aforementioned company understands that the Commission reserves the right to revoke permission and cease filming immediately if public safety or other operational concerns warrant.

I have read and agree to the above.

(Signature)

Date

Print Name and Title: _____

Phone Number:

After-Hours Phone Number:

____ Print Name and Title: _____
(Signature of Airport Director's Representative) Date

Breakdown of Airport charges to _____
(production company)

for filming/photography _____
(project description)

at/on _____
(airport)
me)

(date/ti

BASIC LOCATION CHARGE _____

\$ _____ per day X _____ days = \$

VEHICLES

\$ _____ per vehicle X _____ days = \$

STAFF TIME

_____ Airport Operations Officer(s) X _____ hours \$

_____ Airport Police Officer(s) X _____ hours \$

_____ Airport Fire Marshal(s) X _____ hours \$

_____ Electrician(s) X _____ hours \$

_____ Engineer(s) X _____ hours \$

_____ Maintenance Worker(s) X _____ hours \$

_____ Other Airport Personnel X _____ hours \$

PARKING \$

OTHER COSTS (Building modifications, etc.) Describe: \$

TOTAL: \$ _____