

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 26, 2021

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Vice Chairman	December 31, 2023
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. Don D. Cook, Chairman	December 31, 2022
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Legal Counsel: Don Morgan

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
Eric Rivers, Operations Technician
Troy Pair, Facilities Technician
Blake Fulford, Airfield Maintenance Technician
Khalfani Walker, Landscaping Technician
Monica Stone, Human Resources Manager
Cameron Hagan, Airfield Maintenance Technician

Others present:

Ryan Wampler, Sauer; Pete Novak, Brian Thompson, RS&H; Bill Tudor, Jacob Redwine, Holt Consulting; Camaris Luis-Payne, Benchmark; Tony Chapman, B & C Aviation, Gary Kunday

BUSINESS OF THE MEETING

Mr. James Barker called the May 26, 2021, Commission Meeting by Zoom to order at 9:30 A.M., to the meeting. Mr. James Barker asked if there was a motion to accept the minutes for the April 28, 2021, meeting.

Motion by Mr. Art Guin to approve the minutes for the April 28, 2021, Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes, Jr. and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF NEW COLUMBUS AIRPORT LOGO

Mrs. Sonya Overton stated the Marketing Department has come up with a new logo to be used at the Columbus Airport. The quoted price for the design work is \$400. We are requesting the Commission consider changing the current logo and move forward with a new concept as we work toward moving Forward with Focus.

I have coordinated with the Airport Director to develop a new logo concept for the Columbus Airport. We feel the new logo is most advantageous to the Commission for the following reasons:

- The current logo was designed with the concept of two planes flying in two directions with the understanding that one plane was headed north to Atlanta (Delta), and the other plane headed west to Dallas (American). However, once American left the market in 2012 the concept no longer applied as the directions of the planes set limitations on the airport. The new logo would be designed to represent the airport itself and not the directional path of our airline partners.

- The current logo eliminates our identifier leaving only the name of the Columbus Airport. Once the “Metropolitan” was removed in 2011, the new name caused great confusion with the Columbus Airport out of Columbus, Ohio who is also known as the Columbus Airport, Columbus Regional Airport and Columbus International Airport. The new logo would reinstate our CSG identifier which would eliminate all confusion to our counterpart and reinforce our location in the state of Georgia.
- The new logo combines several elements of distinction. First, would be our CSG identifier eliminating any further confusion of the location. Second, are the colors green, sand & blue incorporating the four elements of our region: **Green:** Representing *Harris County* in reference to their trees and nature, **Sand:** Representing *Chattahoochee County (Fort Benning)* in reference to the base, uniforms & artillery and **Blue:** Representing the Chattahoochee River that connects *Muscogee & Russell Counties*. Lastly, the four stars represent the four pillars of our aviation community: Commercial, General Aviation, Corporate & Cargo

The new logo will set us apart from our peers and identify the Columbus Airport easily within our Aviation community, pilots, tenants, visitors, and regional community stakeholders.

Mrs. Overton recommended changing the Columbus Airport logo.



Motion by Mr. Art Guin to approve the new Columbus Airport Logo; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

Mrs. Michele Renfroe provided the following Flightways Columbus report.

FLIGHTWAYS COLUMBUS

- **Volume Report:**

We pumped a little over 52,000 gallons of Jet A fuel in April. Our total volume significantly increased year over year. We pumped 9,000 gallons of Avgas which increased our volume year over year significantly. We are seeing an increase in Classic Air Fuel and flights compared to the past couple of months. The current trend right now is three flights a week. The Airline uplifts had a moderate increase due to a higher volume of fuel per each uplift.

Hangars:

We have several tenants that are moving hangars as well as renting the hangars that have been vacated. There are several tenants that have sold their airplanes as well as a couple of tenants that are moving due to job relocation over the next month.

We are also calling customers on the waiting list to let them know we have several available hangars that are for lease. Also, we will be working with Sonya in the marketing department to help market open hangars soon, as we continue to have availabilities.

- **Self-Serve:**

Self-serve had a moderate increase for April. Year over year comparison in 2020 was 726 gallons sold and 2021 was 1132 gallons sold.

- **Additional News:**

Update on Auburn Airport. The runways are still closed while they continue to work on pouring back the runway. They are looking at around the beginning of July to mid-July to reopen to traffic. We are housing both the Auburn University aircraft during this time. We have seen a high traffic volume for fuel as well as handling aircraft and car rentals for customers that are diverting traffic to our airport due to the closure.

We are also excited to have 2 new staff members as part of the Columbus Airport family.

Ms. Katelynne Pease is from Lakeland Florida where she worked at Bartow Aviation before moving to the Columbus area. She is also a single engine pilot who loves aviation.

Mr. Rick Malott is our new Aviation Equipment Maintenance line technician who is from Harris County and worked previously at the Pine Mountain Airport. They have made a great addition to the Flightways Columbus staff and are both knowledgeable in the Aviation industry.

We are also sad to say goodbye to one of our CSR's Ms. Stephanie Lee. She has been with Flightways for 2 years and is moving on to travel.

Comparative Airport List:

May 19th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$4.95	\$4.25
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	\$6.38	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.45	\$5.12	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.85	\$6.70	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.72	\$6.35	`
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	\$4.27	\$4.69	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.60	\$4.45
		Average	\$5.14	\$5.61	\$4.57

PIM	Pine Mountain	3.39	4.49	4.19
EUF	Eufaula	4.75	~	4.75

HANGAR WAITING LIST

CSG Hangar Waiting List			
Updated 05/19/21			
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
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshon	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
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
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)

DOH	Employee	Job Title	Department
June 8, 2021	Pamela Knight	Finance Director	Administration
June 8, 2021	Corey Brown	Dual Certified Public Safety Officer	Public Safety

Terminations/Resignations: (3)

Time of Service	Employee	Job Title	Department
10/22/2018 - 05/07/2021	Nainiu Chisolm	Line Service Technician	Flightways
04/23/2015 - 05/14/2021	Richard Baran	Dual Certified Public Safety Officer	Public Safety
04/07/2017 - 05/28/2021	Stephanie Lee	Customer Service Representative	Flightways

Current Vacant Positions: (6)

# of vacancies	Job Title	Department	Status
2	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
1	Customer Service Representative	Flightways	Posted

Contingent Offers Extended/Pending TSA Background: None

Additional Human Resources Additional Updates

- May Employee Meeting: Department Heads provided departmental updates
 - Employees were asked to share ideas and suggestions regarding airport bucks
 - New employees Ms. Katelynne Pease and Mr. Richard Malott were introduced to the team members

Mr. James Barker asked how close are we to getting Ms. Pamela Knight to get on board as the new Finance Director?

Ms. Stone said she had checked in with CCG and they had reached out to Ms. Knight as far as screening. She also checked to see if they needed anything else additionally.

Ms. Stone stated that Ms. Knight is scheduled to be on board on June 8, 2021. Ms. Knight had some vacation planned so we pushed the date out to June 8, 2021, to accommodate Ms. Knight.

Mr. James Barker stated he understood. He knows we have had a lot of vacancies, have we reached out to our educational partners, Columbus Technical to post at job fairs since there may be a lot of people looking for employment?

Ms. Stone said yes, she has reached out to Columbus Technical College. She had made a connection to a job fair that was in Harris County. She reached out to LaGrange Technical College as well. She also reached out to a Welding School near Mobile, and she reached out to their recent graduates too.

Mr. James Barker asked Ms. Stone if she had reached out to Jordan High School for their graduates. They have a strong technical program there.

Ms. Stone stated she was not aware about Jordan High School's technical program, and she will reach out to them, she thanked Mr. Barker for bringing Jordan High School up.

Mr. Barker thanked Ms. Stone for the information.

Ms. Amber Clark stated as Ms. Stone mentioned she attended the Harris County job fair put on by Goodwill supported by the Chamber. She wanted to say an extra thanks to Ms. Stone because it was way after her shift, and she drove up there, had her booth, and made some great contacts along with getting some additional information for us to investigate our own job descriptions. Ms. Clark stated she knows it is tough in seeing the hiring signs across the country and commended Ms. Stone for her efforts in finding good applicants.

Ms. Stone said she is always open for suggestions and thanked Ms. Clark.

MAINTENANCE

Mr. Daniel Thomas, Sr. provided the following update report

Good morning everyone, I hope all is well with you.

The Maintenance Department had some big items replaced in May.

- On May 10, 2021, The Cap-Banks that went to 4-different airfield lighting constant current regulators were replaced. These were for
 - Runway 13/31
 - Taxiway Alfa and the Commercial ramp
 - Taxiway Charlie East
 - Taxiway Foxtrot

All the airfield constant current regulators in the airfield lighting vault are working at 100% now—all FAA NOTAMS were closed for these issues.

- On May 14, 2021, an old YORK AC and Heat rooftop unit (RTU) for the FAA 2nd floor office area was replaced by a new 12.5-ton Carrier AC and Heat rooftop unit (RTU). Our FAA tenants are happy and very cold with the new unit. The removal and installation were professionally completed by Brandon and his team at Holbrook Service Co.
- The Maintenance Department has rented a large CASE Backhoe and started the project to dig a ditch to drain the water that accumulated between the stockpile of dirt and other types of material at the Columbus Airport Construction Staging Area and the Aflac Hagar. This area is tough to access and provides a place for wildlife to hide in. After this project is completed, this area will remain dry and will be maintained by the maintenance department.

Mr. James Barker knows there has been a lot of concerns brought publicly. Mr. Daniel Thomas, Sr. and his Team have been really and promptly responsive to those concerns and have alleviated a lot of those issues very quickly and are in the process of dealing with the others that have not been dealt with yet. He thanked Mr. Daniel Thomas, Sr. for that and his continued work.

Mr. Daniel Thomas, Sr. thanked Mr. James Barker.

MARKETING

Ms. Sonya Overton provided the following update report.

- The RFPs for airport advertising services and Air Service Development consultant has been completed and are expected to go out on Friday, May 28th to the public for bid.
- There has been some confusion around the wearing of masks for fully vaccinated people whether masks are required or not required. We will continue to follow CDC guidelines which state that during travel wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- Seat covers to continue to encourage social distancing practices have been installed and match very well with the new construction.

- Vending & ATM machines have been installed in the terminal both pre security and post security including a coffee machine & fresh food vending options for passengers.
- We are currently working on the marketing campaign for the American Airlines new route service from CSG to Charlotte and Dallas. We are meeting with several different companies and receiving presentations and proposals as we work on strategies and budget for marketing. Campaigns should begin next month with a combination of media platforms.
- We are planning the inaugural flight celebration and are currently working with American Airlines for more information on arrivals of the flights. More information to follow.
- We will be attending our first Air Service Development conference since 2019 next month and are currently scheduled to talk to 7 different airlines about new air service in our market.

Mr. James Barker thanked Ms. Sonya Hollis for this exciting information.

PUBLIC SAFETY

Chief Andre' Parker provided the following update report.

Good morning! Hi, hope that everyone is doing well and are just as excited as I am about the return of American Airlines.

Equipment/Facilities

- I am excited to say that with the help of Georgia Forestry, we have obtained a 3,300 Gallon eight-wheel ARFF truck from the United States Airforce. We have experienced a mechanical problem with the vehicle that is likely a result of the vehicle sitting for seven months before acquiring it. Once resolved it will be a valuable asset to the airport. We will be able to provide ARFF firefighting support for all large frame aircraft that we host here at CSG.

Staff

- We are excited and proud to announce that Public Safety Officers Marion Anderson, Benny Barrios, Steve Cato, and Norman Russ have completed the Airport Firefighters Course.
- Sadly, Officer Richard Baran has moved on and will be relocating to Arizona. He was an invaluable member of our team and will be missed. We wish him much luck in his new endeavors.
- We have filled one vacancy and screening applicants for the remaining vacancy to fill since Officer Baran's departure.

Training

- Earlier this month we conducted our Triennial exercise with our local first responder partners. Our exercise consisted of a simulated aircraft explosion with casualties, a secondary explosive device that was evaluated and mitigated by the bomb squad. Participation of other partners was limited due to President Biden's visit to Ft. Benning which took place on the same day.
- We will hold another exercise with the full participation of our partners this fall.

TERMINAL CONSTRUCTION UPDATE

Ms. Amber Clark provided the following update report on behalf of Ms. Adrian Sellers absence.

A1 (Hold room and New Restrooms)

1. Demo complete in remaining section of hold room
2. In slab floor boxes and electrical complete – concrete poured back
3. Soffit and wall framing complete
4. Electrical and lighting rough-in in progress
5. Scheduled to hang and finish sheetrock walls beginning last week of May

A2 (TSA, Maintenance Shop and Locker Rooms)

1. No work performed

B1-Waiting Room

1. Waiting room high tops installed
2. Final ticket counter installed

B2 –Former TSA Space

1. ATOs

- a. Wall framing, finishing, and painting complete
- b. Doors and hardware installed
- c. ceiling framing complete
- d. Millwork complete

2. Terminal

- a. Serpentine wall complete and painted
- b. Sloped ceiling complete and painted
- c. Cloud ceilings scheduled to complete next week
- d. Terrazzo floors scheduled to begin early June

Former TSA Space

1. RAC moved into temporary space until Phase C is complete

Exterior

1. PBB#3 installed, tested and staff trained
2. PBB#1 scheduled to deliver Mid-June
3. Front exterior metal ceilings ongoing – approx. 90% complete
4. Roof replacement complete – final inspection passed
5. RAC parking canopies complete – lighting scheduled to be installed late May
6. Baggage Handling Canopy Complete
7. Standing Seam Metal Roof Coating Scheduled to begin early June

2nd FL Restrooms

1. Turned over and in use

Phase C (Baggage Return and Rental Car Counters) -

1. Bathroom plumbing and walls complete
2. Tile ongoing – scheduled to complete by end of May
3. Framing of serpentine complete – hanging sheetrock scheduled to finish early June
4. Baggage return systems being installed
5. Electrical and Communications rooms on-going

Ms. Clark reported on May 11, 2021, the Columbus Airport was awarded the 2020 Air Carrier Airport Safety Award within the FAA Southern Region. The Southern Region consists of eight states including, Kentucky (6), Tennessee (5), North Carolina (11), South Carolina (6), Georgia (8), Alabama (6), Mississippi (8), and Florida (20) with a total of seventy commercial service airports. Thirty airports within the Southern region are considered core airports accommodating some of the busiest air routes in the nation.

In 2019 we recorded one operational incident (OI), five pilot deviations (PD), and five vehicle/ pedestrian deviations (VPD) for a total of eleven runway incursions for the year.

During 2020 our team implemented several initiatives to improve the safety of our airfield for all users. The first initiative was hosting a meeting with our airport staff that drive on the airfield and air traffic control to discuss phraseology, movement boundaries, and develop location quadrants to help set clear expectations and formulate a consistent understanding of the airfield and its boundaries.

The second initiative was to implement a practical driving test after the computerized driver training was completed to ensure the driver could properly execute the training.

The third initiative was designating two intersections on the airfield with histories of runway incursions as hot spots. Displaying these hot spots on our airport diagram has cautioned pilots to take greater care when traveling through these intersections reducing potential incursions.

The final initiative was installing additional directional and location signs on the reverse side of the current airfield signs providing greater taxiway/intersection awareness. After all these initiatives were implemented, our total incursions were reduced to two pilot deviations in 2020.

I would like to sincerely recognize and congratulate everyone involved in this endeavor to make our airport safer! Thank you, Mr. Daniel Thomas, Sr. and the airfield team (who worked with ATC on the airfield quadrants and proper phraseology, installed the new signage, and provide practical driver training and escorts) Chief Andre' Parker, Ms. Shaundra Goodwin, and the Public Safety Officers (who went through the process of executing the hot spots official designation, assisted in developing the practical driver training, and monitors phraseology of radio calls) Ms. Michele Renfro, Mr. Darryl Graham, and the Line Operations Team (who trained with ATC to get a perspective from the Tower of the visualization of the airfield to reiterate the appropriate movement/non-movement areas as well as correct phraseology and understanding of typical movements). Great work team!

Ms. Amber Clark thanked everyone as it took all of us to work together to get this done. She is super proud of everyone thanking them again for their committed dedication to this airport and their safety.

Mr. Art Guin thanked everyone that Ms. Clark mentioned stating safety must be one of our top priorities! Everyone has done an awesome job, and this is great to hear!

Mr. James Barker agreed and second those remarks adding this is an amazing accomplishment and kudos to everybody involved. He asked if we were going to make this an additional selling point on our social media and advertising?

Ms. Amber Clark stated she wanted to tell the Commissioner's first and after the meeting today Ms. Sonya Overton will be posting a press release.

Ms. Amber Clark reported that Mr. Steve Brian, our representative from GDOT had contacted her as he was super excited! Obviously, it is a very big deal to win this award out of eight states and for a Georgia Airport like ours to win an award like this. Mr. Brian was going to be briefing the Governor on this matter and Ms. Clark sent him all the information on this award. This award is awesome to receive, Ms. Clark is immensely proud on receiving this award!

Mr. Art Guin said kudos to all on all that is going on with the rehab terminal project. With the building in the terminal, materials, is there any budget overloads, delays, or have a timeline for the project.

Ms. Amber Clark stated these are good questions, we are incredibly lucky we had planned right before covid, and a lot of the contractors had already purchased or negotiated prices of the materials needed for the project. This has prevented significant cost overrun or delays. The few we are running into are more related to minimal change orders.

Mr. Ryan Wampler from Sauer Construction reported the staff is good to work with, and challenges can happen. He stated they could not have done this project as quickly or as smoothly as this has been a very collective team project and he really appreciates everyone jumping in and helping. He thanked the Commission for their team being able to support this project has made everything flow proficiently.

OTHER MATTERS

Mr. James Barker asked if there were any other matters?

With no other matters he asked for a motion to go into closed session.

Mr. James Barker announced with no further business the meeting was adjourned to closed session to discuss personnel matters at 10:00 A.M.

Motion to go into closed session by Mr. Art Guin was made: seconded by Mr. Carl Rhodes, Jr. and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion to return to open session Ms. Tana McHale was made: seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

Action was taken by the Commission on the items presented.

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 10.23 A. M.

APPROVED:

Mary Scarbrough, Secretary

Mr. James Barker, Vice Chairman