



City of Columbia, Missouri

Meeting Minutes

Airport Advisory Board

Wednesday, February 22, 2023
1:00 PM

Regular

City Hall
701 E. Broadway
Conference room
1A/1B
Columbia, MO 65201

I. CALL TO ORDER

The meeting was called to order at 1:00 PM.

Present: 9 - B.J. Hunter, Matthew Jenne, Todd Culley, Gary Thompson, Thomas Richards, Randa Rawlins, Britt Smith, Jon Poses and Raman Puri

Non-Voting: 1 - Mike Parks

II. INTRODUCTIONS

Board Members, staff and guests introduced themselves.

III. APPROVAL OF AGENDA

Matt Jenne made a motion to approve the agenda as submitted with a second by Gary Thompson. Motion passed unanimously.

IV. APPROVAL OF MINUTES

Attachments: [AAB Meeting Minutes January 2023](#)

The January 10, 2023 meeting minutes were approved as submitted with a motion by Jon Poses and a second by Todd Culley. The minutes were approved unanimously.

V. OLD BUSINESS

VI. NEW BUSINESS

Mike explained that to conduct Airport Advisory Board elections, the group first gauges interest from Board members in becoming Chair. If someone is interested in assuming the role, they would motion to approve. If the motion passes, the new Chair would appoint a Vice Chair. Thomas Richards was elected Chair of the Airport Advisory Board for one year. Thomas asked the other Board members if any of them have any interest in being Vice Chair. Todd Culley expressed interest, and Thomas appointed Todd Culley as Vice Chair of the Airport Advisory Board.

Thomas Richards expressed interest and motioned to elect himself as Chair. Gary Thompson seconded the motion, and it passed unanimously.

Jim presented a chart showing budgeted amounts from 2020 to 2022, as well as projected amounts for 2023. Jim said that the Airport is up 10.9% in total revenues and they project a slight increase in 2023, although they tend to be conservative in their projections. Jim stated that the expense increase can be explained by operating expenses, explaining that increases in pay for employees and returning to full staffing are two of the driving factors. Jim said that in 2023, the Airport will revert back from CARES funding to a more traditional funding source, such as transportation sales tax, which may need to be increased in the near future. Jim displayed Airport revenue and expense breakdown. These numbers shifted dramatically from city funding to federal and state grant funding, but in 2023 they will be shifting back to City, as it was pre-COVID. Jim showed the debt schedule and explained that the only significant debt is covering the bond to fund the new terminal. He explained that the hotel tax will cover about 55.8% of debt, and that passenger facility charges can be used to cover the other 44%. This is a fee of about \$4.50 per person who flies out of the Airport that has traditionally been used to cover capital projects but can also be used to cover debt repayment. Jim discussed the new terminal project from a financial perspective, stating that \$34 million was appropriated to the project, which incurred approximately \$25 million in expenses, leaving just over \$8 million to cover the remaining expenses that haven't occurred yet.

Mike went on to discuss the Capital Improvement Plan. He stated that the last master plan was completed in 2009, and that the biggest project in Fiscal Year 2024 (FY24) will be identifying what upcoming projects will need to be completed and writing the master plan. Mike stated that the FAA has historically funded 90% of project costs in the Airport Capital Improvement Plan. Mike explained that Environmental Assessments (EA) will be necessary to conduct for the glycol recovery system, the snow removal equipment building, and for the future aircraft rescue/firefighting station. Mike said that the pavement management program will be the other part of the master plan to determine what needs to be reconstructed now and what can wait, and that this study will be provided to the FAA as well. In FY25, there will be stormwater improvements due to a new Glycol Recovery System being installed. In FY27, equipment will need to be replaced, including a 15 year old broom, a de-icer, and the Airport will most likely need to add a fourth passenger boarding bridge, depending on enplanement numbers and the timing of future flights.

Mike asked if Thomas Richards would like all meetings streamed virtually or if he would prefer to take it on a case by case basis, such as when there are consultants or guest speakers presenting or Board members out of town. Thomas said he would prefer to have it on a case by case basis.

VII. REPORTS

Mike Parks presented his report to the Board:

-He stated enplanements increased in January 2023 over 2022.

-Mike went with Stacey to the Mead and Hunt Air Conference where they met with six airlines. He said that these were more promising than last year's meetings and that the pilot shortage seems to be improving. He will continue to provide the Board with updates going forward.

-Mike stated the Request for Proposal for the Airport concessions has closed, and although he can't share information regarding the selection, he advised that the process is moving forward.

-Mike said that they are still working on the maintenance agreement for Blackhawk, and that City Council will consider approval of the agreement. He emphasized what a huge advancement this would be for the all users of the airport.

-Mike stated that they are working on final negotiations for the Automated Flight Service Station (AFSS) design, but that the covered walkway leading to the AFSS building is almost complete.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Thomas wants to continue to work on the City Charter to make the board more effective in an advisory capacity. Mike thanked BJ for his service as Chair.

IX. NEXT MEETING DATE

March 22, 2023

X. ADJOURNMENT

The meeting adjourned at 2:07 with a motion by BJ Hunter and a second by Thomas Richards. Motion passed unanimously.