



City of Columbia, Missouri

Meeting Minutes

Airport Advisory Board

Friday, December 8, 2023
3:00 PM

Regular

Columbia Regional
Airport Conference
Room
11350 S Airport Dr
Columbia, MO 65201

I. CALL TO ORDER

The meeting was called to order at 3:16 PM.

Present: 7 - Matthew Jenne, Todd Culley, Gary Thompson, Thomas Richards, Randa Rawlins, Britt Smith and Jon Poses

Excused: 2 - B.J. Hunter and Raman Puri

Non-Voting: 1 - Mike Parks

II. INTRODUCTIONS

Board members, staff (Stacey Button, Lauren Weber), and guest (Eric Morrison, Shane Messenger [Columbia Jet Center], Bishop Kaminsky [ABC17]) introductions.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

AAB Meeting Minutes October 2023

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

The October 25, 2023 meeting minutes were approved as submitted with a motion by Gary Thompson and a second by Randa Rawlins. The minutes were approved unanimously.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

AAB Chair Appointment

Tom Richards indicated that he would be willing to serve another term as Chair of the Airport Advisory Board. Randa Rawlins motioned to nominate Tom to continue serving as Chair for another term. Jon Poses seconded the motion. The motion passed unanimously.

Mike indicated that Tom could appoint a Vice Chair, and Tom asked if there was

anyone present who had interest in serving as Vice Chair. Nobody present expressed interest in serving as Vice Chair, so Tom Richards stated that he would appoint BJ Hunter as Vice Chair of the Airport Advisory Board.

Air Service Discussion

Eric Morrison, Chair of the Columbia Chamber of Commerce Board, emphasized the importance of the Airport to members of the Chamber, particularly heading west from Columbia. He noted that some members still find traveling through COU cost-prohibitive. Eric stated that the Chamber of Commerce and its members have great appreciation for the efforts Mike Parks and his team put in to improving and expanding air service options through COU. Matt Jenne inquired about the Small Community Air Service Development Program (SCASDP) grant and if there has been any progress made on it. Mike indicated that the goal is to use the grant wherever they can and in the best way that they can. Matt further inquired on whether there was a comparable airport that's getting service that COU is not, and if so, why. Mike stated that while they would announce an update to their air service, COU staff is not privy to what it took to get them to that point. Mike noted that flights from American Airlines, United, and Delta are all down from pre-pandemic levels. Tom Richards stated that COU has community support and has the potential to put down the capital required or take the necessary steps to support garnering more airlines flying out of Columbia, but that COU cannot do that if they don't know what it is that they need. Stacey indicated that not all communities release that information. Tom stated that he would hope that the consultants hired by the Airport would be able to obtain that information for us, and asked if the Board could have one of them present at a future meeting via Zoom, to which Mike said he would arrange.

Airport Master Plan Update

Mike Parks indicated that the planning process is underway and that the first two parts of the updated Master Plan are currently in draft form. He stated that the Steering Committee will meet on the 13th, and that Justin Aldred, John Bowders, Matt Jenne, Todd Martin, Matt McCormick, Shane Messenger, Kyle Michel, Tom Richards, Amy Schneider, and Don Waterman are on the Steering Committee, with himself, Stacey Button, and Shane Creech on the Executive Committee. Randa Rawlins asked for an outline of the process. Mike stated it's about a two year process, and that they are currently getting a lot of feedback, which they will continue to do until early spring 2024 in open houses and such. He explained that the first six months goes very quick, with lots of information shared, and that the remainder of the project involves putting all of the information together and bringing it forward for approval. He stated that priorities include identifying places for future growth, where to put future hangars, safety areas, and runways. Randa asked about the scope of feedback that they're requesting. Mike indicated there is a survey available that should have been sent out to members of the Board, which was also made available to

the public and anyone who connects to the Airport's Wi-Fi. Stacey indicated the website, FlyCOU.com, is very informational and user friendly. She said any interested parties can also visit BeHeard.gov. Matt asked whether a project not included in the Master Plan could still occur, such as replacing a runway. Mike stated that the Plan guides the Capital Improvement Projects. Randa asked when the last Master Plan was implemented, and Mike responded that it was in 2009.

VII. REPORTS

Report from Mike Parks

Mike Parks presented his report to the Board:

- Enplanements continue to be strong: 8,279 for November, an increase over September numbers, as October had additional flight so enplanements were higher. Mike had previously estimated that COU would hit approximately 90,000 enplanements in 2023, but now he estimates it will probably reach 95,000-96,000.
- With the upcoming football game, Mike stated that the Columbia Jet Center and COU is preparing for parking and getting passengers in the hangar for the charter flights.
- Mike stated that on February 1st, COU will host the Chamber of Commerce's Leadership Columbia class for Growth and Economy Day.
- The building design for the AFSS Building is completed and has been reviewed, suggested changes have been received, and is being prepared for resubmission. Construction of the project will go out to bid in early 2024.
- Regarding the preparation for concessions at the Airport, Mike stated that a contract has been signed with Jackson Brothers of the North LLC, indicating that all parties involved were satisfied with the final agreement. He noted that it will take approximately 90 to 120 days for construction, at which time Jackson Brothers of the North LLC. can install their equipment. Mike said he will have "coming soon" signage put up in the terminal.
- Mike said that Columbia College's corner wall is expected to be completed in February.
- Mike provided an update on signage at the Airport, stating Airport staff took the signage off of the old terminal. Mike reached out to BJ Hunter with FastSigns who suggested rather than signs on the new terminal reading "Columbia Regional Airport," that they should say "Terminal" or "Commercial Terminal." Mike stated he is looking for feedback and is open to suggestions from the Board. Randa stated she likes the idea of having the sign lit, particularly with it getting dark so early this time of year. She also indicated there's a need for a "rental car return" sign. Mike suggested that it may be best left to the professional sign-makers, as they are more experienced with designing appropriate and functional signs. Tom added that the sign on the road is not reflective, which makes it difficult to see and read in the dark.
- Mike stated that Zimmer Marketing, who currently handles marketing for COU, is holding a Creative Marketing Workshop from 11:30 AM to 1:00

PM on December 15 where they will ask for feedback on the Airport and how it's perceived. Tom asked how long until COU has a permanent marketing agency. Mike explained that staff is working now to extend their contract until the end of May, as there has been no headway in signing a company to a five-year contract. Randa asked what is preventing them from making progress on the contract. Stacey Button indicated that the issue resides with the Procurement Office and that they have kept the City Manager apprised of the lack of movement. Randa stated she has considered writing to the City Manager to find out what's going on, to which Stacey responded that she is welcome to do so. Mike asked for a volunteer from the board to participate in the information sharing with Zimmer and all board members had conflicts with the proposed date.

- Mike said that T-Mobile's cell tower agreement should be brought to City Council for approval soon, and that AT&T's agreement will be taken to Council shortly after.
- Mike noted that beginning in January 2024, Enterprise Rent-a-Car's lease will be updated. There will be changes to the terms and the added customer facility charges in the update.
- Mike asked whether the Board would prefer paper copies of the minutes, agendas, enplanement sheets, and any other documents provided at each meeting or if they would like to have it presented on screen. Randa stated she keeps each printout provided but said that she is happy to carry on in a way that easiest for Mike, and Gary Thompson said he is indifferent. Mike said he will continue to print them for everyone each meeting.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Tom Richards asked if there are any upcoming plans to improve the pavement in the parking lots. Mike stated that as construction starts on the AFSS Building, the parking lot across the street will be paved. He noted that there is an environmental study planned in the near future, which will cover pavement as well.

IX. NEXT MEETING DATE

January 24, 2024

X. ADJOURNMENT

The meeting adjourned at 4:14 PM with a motion by Jon Poses and a second by Randa Rawlins. Motion passed unanimously.

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-CITY (573-874-2489) or email CITY@CoMo.gov. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.