

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, August 23, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Art Guin, Chairman	December 31, 2025
Mrs. Dannel Marks, Vice Chairwoman	December 31, 2026
Mr. James Barker, Treasurer	December 31, 2023
Mrs. Delois Marsh, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, C.M., Airport Director
Maggie Turnham, Executive Assistant
Mona Mitchell, Hospitality Supervisor
Shaundra Goodwin, Security Coordinator
Anna Phillips, Marketing Associate
Daniel Thomas, Maintenance Manager
Wendy Kelly, Receptionist
Amanda Vickers, Facilities Technician Supervisor
Omar Jacobs, Operations Technician
Kelvin Mullins, Public Safety Officer
Cody Davenport, FBO Manager

Others Present:

Cham Watkins

Charlie Sikes

BUSINESS OF THE MEETING

Mr. Art Guin called the August 23, 2023, Regular Commission Meeting to order at 9:33 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON AUGUST 3, 2023**

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on August 3, 2023.

Motion by Mrs. Marks to approve the minutes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

**CONSIDER APPROVAL OF GDOT GRANT FOR TAXIWAY "F" SCHEDULE
A AND FAA GRANT TAXIWAY "F" SCHEDULE A & B**

Mr. Guin asked to consider the approval of GDOT Grant for Taxiway "F" Schedule A and FAA Grant Taxiway "F" Schedule A& B.

Motion by Mrs. Marks to approve the grants, seconded by Mr. Barker and unanimously approved by the Commission. Ayes: 4 No: 0

CONSIDER APPROVAL FOR FEDERAL AND STATE GRANT FOR RWY 6-24 DESIGN

Mr. Guin asked to consider the approval of federal and state grant for RWY 6-24 design.

Motion by Mr. Barker to approve the grant, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

CONSIDER APPROVAL OF THE SENIOR ACCOUNTANT POSITION

Mr. Guin asked to consider the approval of the senior accounting position.

Motion by Mr. Barker to approve the grant, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

DIRECTOR'S UPDATES

Finance

Ms. Amber Clark gave the finance report, wherein she announced that our new finance director, Timothy Strickland, will be starting September 5, 2023. Ms. Clark talked about the FBO closing process and the audit.

Flightways

Mr. Cody Davenport gave the Flightways report, wherein he discussed hangar repairs, new hangar tenants and leases, employee updates, fuel price comparisons, and fuel sales.

Fuel Price Comparison				DATE: 08/14/2023	
Airport Identifier	Name	Jet A + Premixed	AVGas	SS100L	FBO COMPANY NAME
CSG		\$6.99	\$7.27	\$6.39	Flightways Columbus
MCN (478) 788-3491	Macon	\$6.12	\$6.55	\$6.05	Lowe Aviation
GVL (678) 989-2395	Gainesville	~	\$8.05	\$7.05	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.63	\$6.19	~	Signature
DHN (334) 983-4541	Dothan	\$6.83	\$6.93	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$8.03	\$8.49	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$7.17	\$7.45	~	Wilson Air Center
MDDQ (256) 828-1403	Dwightwn Huntsville	\$6.49	\$6.24	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.45	\$6.49	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$5.90	\$6.10	~	Atlanta Regional Airport
AVERAGE		\$6.70	\$6.94	\$6.55	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.30	\$5.15	
EUF (334) 687-2051	Eufaula	\$5.10	~	\$6.32	
LGC (706) 884-2121	Lagrange	\$5.25	\$5.75	\$5.40	

Human Resources

Ms. Amber Clark gave the human resources report, wherein she discussed vacant positions and employee resignations/terminations. The Open Requisition Report is attached hereto.

Open Requisition Report								
JOB TITLE	Pay Range	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS	
Finance Director	\$76,000 - \$115,000	Finance	23-13	6/12/2023	7/12/2023	36-days	Position filled - Start date 9/4/2023	
Beverage Cart Attendant (2 of 2 positions)	\$9.00 - \$13.00	Hospitality	23-01	12/8/2022 2/21/2023	1/2/2023 3/3/2023	55-days	Position filled - Pending Background Check	
Hospitality Team Member (2 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/5/2023	75-days	Pending - Interviewing	
Customer Service Rep.	\$14.42 - \$20.19	PRO/Flightways	23-12	6/12/2023	6/18/2023	6-days	Pending - Interviewing	
Facilities Technician I	\$16.35 - \$23.56	Maintenance	23-03	2/21/2023	3/3/2023	75-days	Position filled - Pending Background Check	
Airfield Operations Tech (1 of 2 positions)	\$16.35 - \$23.56	Maintenance	23-05	3/8/2023	3/23/2023	55-days	Pending - Interviewing	
Human Resources Manager	\$55,000-\$92,000	Human Resources	23-17	8/22/2023	Until Filled	1-day	Job Posted	
Airfield Operations Supervisor		Maintenance	23-16			0-days	Status - Position placed on hold.	
Accountant		Finance	23-15			0-days	Status - Position placed on hold. Redclassification.	
Finance Analyst		Finance	23-14			0-days	Status - Position placed on hold. Redclassification.	
Total Active Employees*							36 (as of August 15, 2023)	
Total Job Holds							4	
Total Job Vacancies							8	
Total Positions							48	
Total Termination/Resignation							8 (as of August 15, 2023)	

*Does not include employees in temp. positions, interns, or incumbents whose positions are currently posted; includes employees hired (completed in-processing, start date).
 †omulu: 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, landscaping contract, staffing updates, hangar repair updates, and yearly hangar inspections.

Marketing

Ms. Anna Phillips gave the marketing report, wherein she discussed the new feedback surveys, partnering with a local barber to give school supplies and haircuts to students, a meeting with Columbus State University to discuss a possible partnership, an upcoming orientation at Fort Moore, the Tri-City Latino festival, and interviews for open positions.

Public Safety

Mr. Kelvin Mullins gave the public safety report, wherein he 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 move to a closed session.

Motion by Mr. Barker to move to a closed session, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Guin asked for a motion to come out of the closed session.

Motion by Mrs. Marks to come out of the closed session, seconded by Mr. Barker. Ayes: 4 / No: 0

CONSIDERED APPROVAL TO CATCH UP HOURLY EMPLOYEE PAYROLL FROM ONE WEEK TO REAL TIME

Motion by Mrs. Marsh to catch up hourly employee payroll from one week to real time, seconded by Mr. Barker and unanimously approved by the Commission. Ayes: 4 / No: 0

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

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

The meeting was adjourned at 11:30 a.m.

APPROVED:

Maggie Turnham

Maggie Turnham, Executive Assistant

Art Guin

Art Guin, Chairman