

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, September 27, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mrs. Dannell Marks, Vice Chairwoman	December 31, 2026
Mr. James Barker, Treasurer	December 31, 2023
Mr. Carl Rhodes, Jr., Secretary	December 31, 2025
Mrs. Delois Marsh, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Maggie Turnham, Executive Assistant
Daniel Thomas, Maintenance Manager
Amanda Vickers, Facilities Technician Supervisor
Omar Jacobs, Operations Technician
Cody Davenport, FBO Manager
Timothy Strickland, Finance Director
Sonya Overton, Director of Marketing & Air Service Development

Others Present:

Phillip Thayer, Airport Tenant
Jacob Redwine, Holt Consulting
Justin Vest, Mainscapes
Ben Crockett, Mainscapes

BUSINESS OF THE MEETING

Mrs. Dannell Marks called the September 27, 2023, Regular Commission Meeting to order at 9:32 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON AUGUST 23, 2023**

Mrs. Marks asked to consider adoption of the minutes for the regularly scheduled commission meeting on August 23, 2023.

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

**CONSIDER APPROVAL OF THE UPDATED TRAVEL REIMBURSEMENT
POLICY**

Mrs. Marks asked to consider the approval of the updated travel reimbursement policy.

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

**CONSIDER APPROVAL TO REMOVE PAMELA KNIGHT AND
BERNADETTE ZUBER FROM OUR BANK ACCOUNTS AND ADD**

TIMOTHY STRICKLAND, AS WELL AS MAKE SOME CHANGES TO THE CREDIT CARD ACCOUNTS.

Mrs. Marks asked to consider the approval of the changes to the bank account.

Motion by Mr. Barker to approve the changes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 3 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he talked about the audit process and updates on the closing of the months.

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: 09/18/2023
Airport Identifier	Name	Jet A + Premixed	AVGas	SS100L FBO COMPANY NAME
CSG		\$7.11	\$7.26	\$6.38 Flightways Columbus
MCN (478) 788-3491	Macon	N/A	N/A	N/A Lowe Aviation
GVL (678) 989-2395	Gainesville	~	\$8.05	\$7.05 Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.76	\$6.58	~ Signature
DHN (334) 983-4541	Dothan	\$7.00	\$7.11	~ Aero One Aviation
ECP (850) 233-4717	Panama City	\$8.24	\$7.99	~ Sheltair
CHA (423) 855-2299	Chattanooga	\$7.26	\$7.51	~ Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.49	\$6.24	~ Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.95	\$6.49	~ Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.39	\$6.10	~ Atlanta Regional Airport
AVERAGE		\$7.01	\$7.01	\$7.05
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.30	\$5.15
EUF (334) 687-2051	Eufaula	\$5.84	~	\$6.08
LGC (706) 884-2121	Lagrange	\$5.25	\$5.75	\$5.40

Human Resources

Mrs. Maggie Turnham 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	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS
Beverage Cart Attendant - (2 of 2 positions)	Hospitality	23-01	12/8/2022 2/21/2023	1/2/2023 3/9/2023	55-days	Pending - Interviewing
Hospitality Team Member (3 of 3 positions)	Hospitality	23-02	2/21/2023	3/9/2023	75-days	Pending - Interviewing
Customer Service Rep.	ROC/Flightways	23-12	6/12/2023	6/18/2023	6-days	Pending - Interviewing
Facilities Technician I	Maintenance	23-03	2/21/2023	3/9/2023	75-days	Pending - Interviewing
Airfield Operations Tech (1 of 2 positions)	Maintenance	23-05	3/8/2023	3/23/2023	55-days	Pending - Interviewing
Human Resources Manager	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 September 19, 2023)
 Total Job Holds 3
 Total Job Vacancies 8
 Total Positions 47

Total Terminatory/Resignation 8 (as of September 19, 2023)

*Does not include employees in temp. positions, interns, or incumbents whose positions are currently posted. Includes employees hired (completed in-processing, start date).
 Formula: 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.

White - Pending
Yellow - Recommendation for hire received
Blue - Position has been filled
Tan - Temporary filled position
Green - Hold

Maintenance

Mrs. Maggie Turnham gave the maintenance report, wherein she discussed maintenance items repaired or in the process of being repaired, landscaping updates, staffing updates, hangar repair updates, and yearly hangar inspections.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed the new feedback surveys, Fort Moore's Newcomer's Orientation, the Tri-City Latino Festival, the Career Exploration Tour with Lighthouse Brigade Army JROTC, and the new Just Baked vending machines in the terminal.

Public Safety

Mrs. Maggie Turnham gave the public safety report, wherein she discussed updates on the department's operations, employee training updates and status, and staffing updates.

Other Matters

Mrs. Marks asked if there were any other matters. There were none.
 Mrs. Marks asked for a motion to adjourn the meeting.
 Motion by Mr. Barker to adjourn, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 9:48 a.m.

APPROVED:

Maggie Turnham Art Guin

Maggie Turnham, Executive Assistant Art Guin, Chairman