

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, June 21, 2023**

The following commission members were present for the entire meeting:

NAME

EXPIRES

Mr. Art Guin, Chairman	December 31, 2025
Mr. James Barker, Treasurer	December 31, 2023
Mrs. Dannell Marks, Vice Chairwoman	December 31, 2026
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, Interim Hospitality Supervisor
Shaundra Goodwin, Security Coordinator
Pamela Knight, Finance Director
Eric Rivers, Operations Supervisor
Anna Phillips, Marketing Associate
Daniel Thomas, Maintenance Manager
Wendy Kelly, Receptionist
Marion Anderson, Public Safety Officer
Cody Davenport, FBO Manager
Danyell Barboa, HR Manager
Timothy Davis, Public Safety Officer
Jarred Hubbard, Public Safety Officer
Jerome Turner, Chief of Public Safety
Tyler Starr, Operations Technician

Others Present:

Jacob Redwine, Holt
Justin Vest, Mainscape Inc.
William Newman, Mainscape Inc.
Ben Crockett, Mainscape Inc.
Tony Villegas, Outdoor Solutions

Cham Watkins, Airport Hangar Tenant

Philip Thayer, Airport Hangar Tenant

Madelyn Renfroe, Premier Lawn Care

BUSINESS OF THE MEETING

Mr. Art Guin called the June 21, 2023, Regular Commission Meeting to order at 9:33 a.m.

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON APRIL 27, 2023

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on April 27, 2023.

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

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON May 22, 2023

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on May 22, 2023.

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

SWEARING IN OF THE NEW CHIEF OF PUBLIC SAFETY, JEROME TURNER

CONSIDER APPROVAL OF THE SUCCESSFUL LANDSCAPING SERVICE BIDDER

Mr. Guin asked to consider adoption of the successful landscaping service bidder.

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

CONSIDER APPROVAL OF THE SUCCESSFUL TAXIWAY "F" CONSTRUCTION SERVICE BIDDER

Mr. Guin asked to consider adoption of the successful Taxiway "F" Construction service bidder.

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

CONSIDER APPROVAL OF THE DIRECTORS AUTHORITY IN LENGTH OF CONTRACT TERMS

This agenda item was tabled for a future Commission meeting following further discussion from all Commissioners.

CONSIDER APPROVAL OF AN EXTENSION FOR HANGAR 20

This agenda item was tabled for a future Commission meeting following concerns from Chairman Art Guin that there was need for additional discussion to review the terms of the lease as the Airport's goal of being self-supporting is not supported by the lease's below-market terms from 2018.

CONSIDER APPROVAL OF THE FY2024 AIRPORT BUDGET

Mr. Guin asked to consider approval of the FY2024 Airport Budget.

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

DIRECTOR'S UPDATES

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.

Human Resources

Mrs. Danyell Barboa gave the human resources report, wherein she discussed vacant positions, employee transitions, employee resignations/terminations, retirements, and an upcoming job fair. The Open Requisition Report is attached hereto.

Open Requisition Report							
JOB TITLE	Pay Range	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS
Customer Service Rep.	\$14.42 - \$20.19	FBO/Flightways	23-12	6/12/2023	6/18/2023	0-days	Pending - Job vacancy posted, accepting resumes.
Finance Director	\$76,000 - \$115,000	Finance	23-13	6/12/2023	7/12/2023	0-days	Pending - Job vacancy posted for 30 days on several job boards, accepting resumes.
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	Pending - Accepting external applications
Hospitality Team Member (2 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	75-days	Pending - Interview
Hospitality Team Member (3 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	75-days	Pending - Interview
Facilities Technician I	\$16.35 - \$23.56	Maintenance	23-03	2/21/2023	3/3/2023	75-days	Pending - Interviewing
Airfield Operations Tech (2 of 2 positions)	\$16.35 - \$23.56	Maintenance	23-05	3/8/2023	3/23/2023	55-days	Pending - Interviewing
Hospitality Team Member (1 of 3 positions)	\$10.10 - \$11.50	Hospitality	23-02	2/21/2023	3/3/2023	75-days	Pending - Recommendation for hire received. Background check on Arthur Scott returned as cleared on 6/12/2023.
Total Active Employees*	41	(as of June 25, 2023)					
Total Job Holds	0						
Total Job Vacancies	8						
Total Positions	49						
Total Termination	1	(as of June 25, 2023)					
							White: Pending
							Yellow: Recommendation for hire received
							Blue: Position has been filled
							Tan: Temporary filled position.
							Green: Hold

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, and hangar repair updates, and yearly hangar inspections.

Marketing

Ms. Anna Phillips gave the marketing report, wherein she discussed the opening of Propeller's Sky Bar, the bids for the Taxiway "F" construction project, the finalization of the evacuation plan for the Airport Emergency Plan, and an upcoming Newcomer's orientation at Ft. Moore.

Public Safety

Mr. Jerome Turner 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 adjourn the meeting.

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

The meeting was adjourned at 10:25 a.m.

APPROVED:

Maggie Turnham, Executive Assistant

Art Guin, Chairman