# MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT COMMISSION HELD AT THE COLUMBUS AIRPORT WEDNESDAY, OCTOBER 25, 2023

The following commission members were present for the entire meeting:

NAME EXPIRES

Mr. Art Guin, Chairman Mrs. Dannell Marks, Vice Chairwoman Mr. James Barker, Treasurer Mrs. Delois Marsh, Commissioner December 31, 2025 December 31, 2026 December 31, 2023 December 31, 2028

Legal Counsel: Alston Auten

#### **Staff Members Present:**

Amber Clark, Airport Director
Maggie Turnham, Executive Assistant
Amanda Vickers, Facilities Technician Supervisor
Cody Davenport, FBO Manager
Timothy Strickland, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Eric Rivers, Airfield Operations Supervisor
Anna Phillips, Marketing Associate
Mona Mitchell, Hospitality Supervisor
Dan Owen, Facilities Technician
Jerome Turner, Chief of Public Safety
Wendy Kelly, Receptionist
Shaundra Goodwin, Security Coordinator

#### **Others Present:**

Jacob Redwine, Holt Consulting Marc Ellerbee, FAA Josh Rawlinson Cham Watkins, Airport Tenant Reed, Aflac Jared Butler Charlie Sikes, Airport Tenant

#### **BUSINESS OF THE MEETING**

Mr. Art Guin called the October 25, 2023, Regular Commission Meeting to order at 9:32 a.m.

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

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

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

## **CONSIDER APPROVAL OF THE EXTENSION FOR HANGAR 20**

Mr. Guin made a comment regarding the extension of hangar 20. He stated that as an airport, we cannot continue to do leases this way because it is not financially responsible for the Airport. We have a goal to be a self-sustaining airport and this lease does not coincide with our goals.

Mr. Guin asked to consider the approval of the extension for hangar 20.

Motion by Mr. Barker to approve the extension of hangar 20, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 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 Pr                   | DATE: 10/13/2023  |               |               |               |                          |
|---------------------------|-------------------|---------------|---------------|---------------|--------------------------|
|                           |                   |               |               |               |                          |
| Airport Identifier        | Name              | Jet A +       | AvGas         | SS100L        | FBO COMPANY NAME         |
|                           |                   | Premixed      |               |               |                          |
| CSG                       |                   | \$6.94        | \$6.99        | \$6.12        | Flightways Columbus      |
|                           |                   |               |               |               |                          |
| MCN (478) 788-3491        | Macon             | N/A           | N/A           | N/A           | Lowe Aviation            |
| <b>GVL</b> (678) 989-2395 | Gainesville       | ~             | \$8.05        | \$7.05        | Lanier Flight Center     |
| HSV (256) 772-9341        | Huntsville        | \$7.64        | \$6.58        | ~             | Signature                |
| DHN (334) 983-4541        | Dothan            | \$6.88        | \$7.11        | ~             | Aero One Aviation        |
| ECP (850) 233-4717        | Panama City       | \$8.02        | \$7.56        | ~             | Sheltair                 |
| CHA (423) 855-2299        | Chattanooga       | \$7.18        | \$7.20        | ~             | 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                   |                   | <u>\$6.94</u> | <u>\$6.92</u> | <u>\$7.05</u> |                          |
|                           |                   |               |               |               |                          |
| PIM (706) 663-2083        | Pine Mountain     | \$5.99        | \$5.30        | \$5.15        |                          |
| EUF (334) 687-2051        | Eufaula           | \$5.69        | ~             | \$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.

| JOB TITLE  | Pay Range         | DEPT            | 10B#  | POSTED                 | DATE                 | # DAYS<br>OPEN | COMMENTS                                      |
|--|-------------------|-----------------|-------|------------------------|----------------------|----------------|---|
| Geverage Cart Attendant - ( <b>Z</b> of 2 positions) | \$9.00 - \$13.00  | Hospitality     | 23-01 | 12/8/2022<br>2/21/2023 | 1/2/2023<br>3/3/2023 | 55-days        | Positions Filled. One is pending drug test.   |
| Hospitality Team Member (3 of 3 positions)           | \$10.10 - \$11.50 | Hospitality     | 23-02 | 2/21/2023              | 3/3/2023             | 75-days        | Pending - Interviewing, Filled 2/3 positions. |
| Customer Service Rep.                                | \$14,42 - \$20.19 | FBO/Flightways  | 23-12 | 6/12/2023              | 6/18/2023            | 6-days         | Positions Filled. Pending Background Check.   |
| Facilities Technician I                              | \$16.35 - \$23.56 | Maintenance     | 23-03 | 2/21/2023              | 3/3/2023             | 75-days        | Pending - Interviewing                        |
| Airfield Operations Tech (1 of 2 positions)          | \$16.35 - \$23.56 | Maintenance     | 23-05 | 3/8/2023               | 3/23/2023            | 55-days        | Position Filled                               |
| Airfield and Facilities Manager                      | \$65,000-\$75,000 | Maintenance     | 23-18 | 9/22/2023              | Until Filled         | 24-days        | Pending - Interviewing                        |
| Human Resources Manager                              | \$55,000-\$62,000 | Human Resources | 23-17 | 8/22/2023              | Until Filled         | 1-day          | Pending - Interviewing                        |
| Airfield Operations Supervisor                       | \$22.00-33.00     | Maintenance     | 23-16 |                        |                      | 0-days         | Position Filled                               |
| Accountant   |                   | Finance         | 23-15 |                        |                      | 0-days         | Position Filled                               |

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|-------------------------------|----|--------------------------|--|--|
| Total Active Employees*       | 39 | (as of October 17, 2023) |  | <br>   |
| Total Job Holds               | 0. |                          |  |  |
| Total Job Vacancies           | 4: |                          |  | <br>White: Pending   |
| Total Positions               | 43 |                          |  | <br>Yellow: Recommendation for hire received   |
|                               |    |                          |  | <br>Blue: Position has been filled   |
|                               |    | · ·                      | i  | <br>Tan: Temporary filled position.  |
| Total Termination/Resignation |    | (as of October 17, 2023) |  | <br>Green: Hold  |
|                               |    |                          |  |  |

#### **Maintenance**

Ms. Amber Clark 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 weekly Fort Moore Newcomer Orientation, the 2023 Women in Business Luncheon, the 2023 Collaborate Summit, and the Airport Tour that we gave to the Lighthouse Brigade Army JROTC.

# **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 Mrs. Marks to adjourn, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 9:03 a.m.

APPROVED:

Maggie Turnham, Executive Assistant Art Guin, Chairman