

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
FRIDAY, OCTOBER 6, 2017 AT 1:00 PM**

The following Commission members were present for the entire meeting.

| <u>NAME</u> | <u>EXPIRES</u> |
|-------------------------------------|-------------------|
| Mr. Thomas G. O. Forsberg, Chairman | December 31, 2020 |
| Mr. Kerry W. Hand, Vice Chairman | December 31, 2017 |
| Mr. Winfield G. Flanagan, Secretary | December 31, 2018 |
| Mr. Carl Rhodes, Jr., Treasurer | December 31, 2019 |
| Ms. Tana McHale | December 31, 2021 |

Staff members present:

Richard C. Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel

BUSINESS OF THE MEETING

Mr. Thomas Forsberg called the October 6, 2017 Columbus Airport Commission Special Called Meeting to order at 1:05 PM.

BUSINESS UPDATE FOR FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided a presentation regarding Flightways Columbus (FBO) accomplishments.

- Cultivate Flightways Columbus brand
- Made Improvements to FBO appearance
- Established forms of auxiliary revenue
- Engaged based tenants
- Engaged local community
- Increased hangar sales due dedicated hangar for FBO

Ms. Clark stated the following for the FBO Departmental Plan.

- Continue to cultivate our brand
- Continue to improve FBO appearance
- Continue to engage based tenants
- Continue to engage local community
- Develop initiatives to attract additional GA traffic
- Create an upsell program
- Create a independent website for Flightways
- Implement a tier discount pricing structure for tenants: new/asking for better discount
- Explore benefits of Commission purchasing an aircraft to rent through FBO

The Airport Commission thanked Ms. Clark for the updated accomplishments and departmental plan for Flightways Columbus.

AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE

Mr. Howell provided information and began a discussion on the Airport Concession Disadvantaged Business Enterprise (ACDBE) policy statement. Mr. Howell explained this program was similar to the DBE program for construction and is required to meet our FAA grants assurances. The Program is complete and the Commission needs to adopt the policy statement, again similar to that adopted last year as part of the DBE program

Motion by Mr. Kerry Hand to adopt the Airport Concession Disadvantaged Business Enterprise policy statement for the Columbus Airport made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

LONGEVITY PAY INITIATIVE

Mr. Howell briefed on the previously discussed longevity pay initiative the Commission has been interested in adopting.

Goals for such a program are:

- Create program of automatic longevity salary increases
- Create policy statement for application of program
- Salary adjustments for applicable employees
- Automatic implementation and budgeting

The reason for the initiative was:

- Commission has abandoned across the board salary increases
- We have limits on merit raises as we adjust budget for CPE issue
- Bonus program was put in place to recognize annual performance
- However, there is no recognition or reward for commitment to organization
- Only automatic raise is upon completion of Probation (6 months period)
- Part of Vision to provide “personal touch”
 - Impact of turn over
- Strategic Objective to Focus on Customer – employees’ are customers

Mr. Howell had research how this initiative was handled elsewhere.

Findings were:

- Designation of Service Credit
- Service Credit accrues toward bonus level
- Annual Payment based on Service Credit
 - Appears to be most common practice
 - Percentage multiplier against salary or
 - Flat rate times # of years
 - Lump sum
 - Percentage increases as longevity increases
 - Saw 5-year increments beginning at 10 yrs.
- Monthly Payments based on Service Credit
 - Fixed amount added to salary
 - Amount increases as longevity increases
 - Generally, saw 2-year increments in research

The Commission directed Mr. Howell to put together a program for later approval.

TERMINAL ASSESSMENT

The Commission’s Aviation Consultant RS&H gave a presentation regarding the results of the Terminal Assessment project. Presented were two options of concept for the building and requested was guidance on which option to pursue moving forward in the Design Phase once the FAA issues a grant for such a project. The Commission’s guidance to the Director and Consultant were to pursue a hybrid of the two options presented.

COMMISSION BUSINESS

- November and December Meeting Schedule.
The Commission discussed the upcoming meeting schedule. It was found there was a schedule conflict for October 25, 2017. The Commission elected to move the October 25, 2017 Meeting to November 1, 2017, and will use that meeting for both October and November due to the Thanksgiving holiday. A December meeting will be scheduled if there are agenda items to support one.
- 2018 Officers: Mr. Howell reminded the Commission they needed to present a slate of officer’s for 2018 no later than the January 2018 meeting. Mr. Forsberg will appoint a Nominating Committee.

- Replacement Commissioner: Mr. Howell reminded the Commission that with Mr. Hand's departure at the end of the year, the Commission will need to submit three names to the Columbus Council for a replacement. Mr. Howell indicated Ms. Scarbrough had received some interest. Upon discussion the Commission decided to submit the following:
 - Don Cook
 - Larry Derby
 - Dianne Preston
- Anniversary: Mr. Howell pointed out the Commission has a 50th anniversary in 2018 and the Airport has a 75th Anniversary in 2019. Guidance was needed as to how and to what degree we would observe these two events. General guidance was the Airport Anniversary would receive focus with possibly a month observance of the Commission Anniversary in 2018. An event that invited all previous Commissioners was raised. Planning for both anniversaries will be turned over to Marketing Manager Sonya Hollis.
- General Aviation Committee. The Commission requested the Director to reach out to the immediate past GA Committee to determine if they were interested in serving in 2018 to review the upcoming Minimum Standards for Aeronautical Services at the Columbus Airport.

Mr. Forsberg with no further business the meeting was adjourned to closed session to discuss personnel matters at 3:05 P. M.

Motion to go into closed session by Mr. Winfield Flanagan was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion to return to open session by Mr. Kerry Hand was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 4:00 P.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman