

**MINUTES AT THE WORK SESSION MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
FRIDAY, APRIL 20, 2018 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. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019
Ms. Tana McHale	December 31, 2021
Mr. Donald D. Cook	December 31, 2022

Staff members present:

Richard Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Sonya Overton, Marketing Manager
Amber Clark, C.M., Flightways Columbus Manager

Others present:

Brian Thompson, RS&H; Pete Novak RS&H

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed everyone and called the April 20, 2018 Columbus Airport Commission Work Session Meeting to order.

FLIGHTWAYS UPDATE

Ms. Amber Clark, Flightways Manager presented a briefing on the newly developed Flightways website. This website is part of the Flightways branding initiative started in FY2017. The site offers the ability to make aircraft reservations, contact staff, view things to do in Columbus as well as linking to the primary Commission website for the rest of the airport. Site will be maintained by Ms. Clark.

All the Commissioners and the Director expressed their satisfaction with the appearance and functionality of the site.

Ms. Clark also presented a Departmental plan for the remaining year. This included:

- Exploring additional exterior Marketing Opportunities
- Creating an upsell program for staff
- Explore benefits of purchasing an aircraft to rent
 - FBO has seen potential untapped demand from flying club members as well as general interest in a rental aircraft

Mr. Forsberg thanked Ms. Clark for her efforts and expressed that he would be interested in seeing the proposal for an aircraft that was liquid in nature, namely that if the initiative did not develop the asset could be quickly sold.

AIRPORT 75TH ANNIVERSARY CELEBRATION TIMELINE

Ms. Overton presented a briefing on the upcoming Airport 75th Anniversary on August 1, 2019. She offered that a viable instrument to promote this historical event would be the creation of an airport timeline somewhere in the facility. The goals of the timeline would be:

- Telling the story
- Educational aspect for community
- 75 years- 1944 through 2018 and beyond....
- Where to begin?

Ms. Overton presented a number of possible locations to begin the process. Based on the wealth of information she has gathered she suggested the line be broken into decades and spread through the building. The Commission was receptive and tentatively agreed with the recommendation the line start somewhere on the second floor. The primary reason is this area is not due to be touched as part of the Terminal Renovation Project planned in 2019-2020.

Ms. Overton was directed to begin putting together a graphic of what the timeline would look like and return it to the Commission.

CONSIDER FY2019 BUDGET

Mr. Howell presented the completed FY 2019 Airport Commission budget for approval. He reported that revenues are forecasted up approximately 2%, expenses forecasted up 50% and overall performance will decrease by 87%. The primary change was due to errors made in FY2018 to the fuel Cost of Goods Sold (COGS). The COGS did not take into consideration the substantial changes in price during the year. The Commission amended the budget in March and the amended numbers were used as comparison to FY2019.

Mr. Howell stated that the Commission had discussed the Depreciation Expense at the last meeting. While steps are being taken to review the Depreciation List, that evaluation was not available for this budget. Mr. Howell further stated that while the budget numbers are not as good as in year's past, there is a forecast of a positive cash flow for the year.

Motion by Mr. Winfield Flannagan to adopt the FY2019 Budget was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER LONGEVITY PAY INITIATIVE FOR COMMISSION EMPLOYEES

Mr. Howell stated that in the October Commission work session, he had made a proposal to a longevity pay system for all airport employees. The Commission had instructed him to research and make a recommendation.

Mr. Howell reminded the Commission the rationale for the initiative was:

- Commission has abandoned "across the board" salary increases
- Commission has placed limits on merit raises as we adjust budget for CPE issue
- The Annual Bonus program is in place for performance recognition
- There is no recognition or reward for commitment to organization
- Only the automatic raise is upon completion of Probation (6 months)
- Strategic Objective to Focus on Customer – employees customers

Mr. Howell's goals in developing the initiative were:

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

Mr. Howell performed research and offered the following proposal.

- Service Credit earned for full-time equivalent months of service.
 - Full time employees earn one credit for one month
 - Part time employees earn 75% of credit for one month (29-hour week)
- Employees receive \$20.00 in their gross monthly pay for every 36 months service credit
- After completion of three years' service, longevity pay commences on first day of month at the specified rate until completion of another three-year increment
- Caps out at 432 months of credit (30 years)
- Program would take effect July 1, 2019 to allow for budget planning next year
- Impact based on existing staff:
 - 28 of 48 members eligible for some increase
 - Financial impact just under \$20,000 on July 1, 2019
- Policy letter will be developed for Commission review later this year
- Program will be reviewed as part of the annual budgeting process

Ms. McHale asked how the increases will be tracked and implemented. Mr. Howell indicated that the final details will be outlined in the policy letter but it is expected to fall to the Department Heads to ensure appropriate increase are made at the correct time.

Motion by Mr. Don Cook to approve the Longevity Pay Initiative for Commission Staff was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission.
Ayes: 5 / No: 0

TERMINAL DESIGN INITIATIVE

Mr. Howell stated that he wanted to update the Commission on the status of the Terminal Renovation project. As the Commission recalls, it accepted a design concept during the October work session. We had a minor setback when the Federal Aviation Administration directed that due to the nature of the language in the Master General Consulting Agreement with RS&H, the Commission needed to go out for proposals to design, bid and perform construction management for the terminal renovation project. That effort was completed and a contract will be on the May Meeting Agenda accepting RS&H as the consultant to perform that work.

Mr. Brian Thompson and Mr. Pete Novack were present to give an overview of next steps in the project.

Mr. Thompson recapped from the fall work session:

- Good structure to build off of
- Many systems outdated
- Lots of opportunities to improve efficiencies
- Lots of opportunities to improve the customer experience.

Mr. Thompson further stated the Commission had approved a general conceptual design for both the inside and outside of the facility. The Assessment project also developed a conceptual budget of \$15,950,000 that is expected to be split 83%/8%/9% Airport Improvement Program, Passenger Facility Charges and Commission funds. This number will be refined as the design proceeds.

Mr. Thompson indicated that the next steps will be to validate the concept. This will include meetings with stakeholders to finalize the design concept for the project. After the concept has been validated, RS&H will initiate the design effort.

Mr. Howell gave a review of completed projects and initiatives for the last 6-12 months and an overview of anticipated work in the next 6-12 months.

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

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

There were no actions taken by the Commission on the items presented.

There being no further business the meeting adjourned at 3:35 P.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman