

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, AUGUST 22, 2018 AT 9:30 AM**

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. Carl Rhodes, Jr., Vice Chairman	December 31, 2019
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Donald D. Cook	December 31, 2022

The following Commission members were absent:

Richard Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Ben Kiger, Restaurant Manager
Sonya Overton, Marketing Manager
Amber Clark, C.M., Flightways Columbus
Andre' Parker, Chief Public Safety
Lorrie Brewer, Chief Accountant
Eric Trivett, C.M., Maintenance Manager
Jody Holland, Public Safety
Marion Anderson, Public Safety

Others present:

Brian Thompson, Pete Novak, RS&H; Robert Boehnlein, Columbus Aero Service; Gary Johannes, WBL/Intern Coordinator, Bill Buck

BUSINESS OF THE MEETING

Mr. Thomas Forsberg acknowledged everyone welcoming them to the Columbus Airport Commission Meeting to order.

APPROVAL OF MINUTES

Motion by Mr. Carl Rhodes to approve the minutes for the July 27, 2018 Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL FOR THE AIR SERVICE INCENTIVE PLAN

Mr. Richard Howell reported the Commission has been actively pursuing the recruitment of new air service to the Columbus Market.

In 2015 the Commission approved three air service goals for the market:

- 1) Daily service to Charlotte, NC or some other Northeast hub.
- 2) Daily Service to any other major hub other than Atlanta, GA.
- 3) Less than daily service to a Florida destination.

The FAA has provided guidance on the proper use of incentives based on FAA's *Policy and Procedures Concerning Use of Airport Revenue, Revenue Use Policy* and the Federal Grants Assurances. The Commission and staff have frequently discussed incentives for carriers to provide additional service to the market. However, to ensure the Commission meets all the

standards it is a best practice to formalize any incentive package to ensure they 1) are fair to all airlines and 2) set established time lines for use per FAA policy.

In cooperation with Volaire Aviation, our Air Service Consultant the attached incentive plan is submitted to the Commission for approval. The plan consists of two Service Development Incentives that can be used by a New Entrant or our incumbent Airline for qualifying flights.

The Columbus Airport (CSG) Air Service Incentives information is attached hereto and made a part of these records.

Staff recommended approval.

Motion by Mr. Carl Rhodes to approve the Air Service Incentive Plan; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes 5 / No: 0

CONSIDER APPROVAL FOR THE RS&H WORK ORDER 28 FOR THE COLUMBUS AIRPORT PRIMETER ROAD DESIGN AND BIDDING SERVICES

Mr. Howell stated since the completion of the new perimeter fence, there has been a follow-on project to build a perimeter service road to ease the effort to inspect and maintain the perimeter fence as well as meeting our TSA perimeter security inspection requirements. Environmental planning for this project is being completed this year. The next step in the process is to design of the project and then bid the work to meet FAA timing for a construction grant in the future.

RS&H has submitted a work order to perform the necessary work. The lump sum fee is \$349,787 and was verified by an Independent Fee Estimate. The cost will be allocated between the FAA, Georgia Department of Transportation and the Commission in a 90%/5%/5% split, or \$34,979/\$17,489/\$17,489. The local share was funded in our Capital Improvement section of the current budget.

Staff recommended approval.

Motion by Mr. Winfield Flanagan to approve the RS&H Work Order 28 for the Columbus Airport Perimeter Road Design and Bidding Services; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes 5 / No: 0

Mr. Forsberg inquired about the bidding process and if the bid comes back to the Commission to be approved?

Mr. Howell stated yes, this work order will have RS&H design the work, put together the bid package, they will do the bidding, the successful contractor will come back to the Commission. Also, there will be an AIP Grant to do the construction that will come back to the Commission too.

CONSIDER APPROVAL FOR THE MAINTENCE SUPRVISOR POSITION

Mr. Howell introduced Mr. Eric Trivett to provide the following information.

Mr. Trivett was asking the Commission to please consider new position for the Maintenance Department titled Airport Maintenance Supervisor (Job Description in Attachment 1).

Justification:

I accepted my position of Airport Maintenance Manager in July 2015. The Director tasked me with completing a consolidation of three individual departments, Facilities, Maintenance, and Grounds into a single entity. This task was completed in early 2017. The result was a flat organizational chart with eight people reporting directly to me.

At any given time I will have staff working on the airfield, terminal, landside parking area and any of our many buildings on the property. As you might expect to be able to complete work on-time, supervise staff as well as completing the other responsibilities as the Maintenance Manager has become a challenge. To address these issues, I propose the creation of an additional level of supervision in the department. This position would be used to directly supervise five employees

to ensure staff is properly supervised and tasks are accomplished in a timely manner. The Maintenance Supervisor would report directly to the Maintenance Manager.

Creation of an Airport Maintenance Supervisor position will provide for better management of staff allowing them to be more productive; it will allow me to be able to pay more attention to higher level projects such as the HVAC issues and upcoming terminal renovation. It will also provide career guidance to staff wishing to progress through the department. Finally, it will also provide a qualified individual to act in my capacity in my absence.

Salary:

The recommended base salary below came from reviewing positions at three other airports in our region with similar positions:

Macon Regional – Maintenance Supervisor	\$35,013 – \$41,600
Valdosta – Maintenance Supervisor	\$38,052 – \$46,000
Montgomery, AL – Maintenance Supervisor	\$37,800 – \$45,300

The salary was then modified to make provision for the Supervisor earning at least 5% more than the highest paid subordinate.

Recommended Salary: **\$37,440 - \$45,760 annually**

The new departmental organization chart including the new position job description and the proposed Airport Maintenance Organization Chart is attached hereto and made a part of these records.

Staff recommended approval.

Ms. McHale, asked Mr. Trivett if there is already a Housekeeping Supervisor in place?

Mr. Trivett stated yes.

Mr. Cook asked Mr. Trivett what other job duties other than supervising are included with the new position?

Mr. Trivett said the maintenance supervisor basically will be supervising staff, keeping up with the staff's time, working on various jobs so that he can handle other job duties.

Mr. Cook said he is not convinced this position make sense the way it has been presented at this time. We hire people so they can do the job, not to sit around and supervise people, we should be able to move someone up instead of creating another position. Mr. Cook said he is not in agreement as he does not see the need for this position, and is not in favor and will not vote for this position.

Mr. Trivett said current employees will be available to apply for the position.

Mr. Cook thinks the current employees now in the department should be able to pick up these additional duties.

Ms. McHale asked Mr. Cook if he was suggesting maybe a Team Lead or consideration of an employee out of the existing staff?

Mr. Cook stated yes.

Mr. Forsberg stated if I am understanding the request? You are asking to be freed up time, have someone reporting to you, to manage all the maintenance staff that currently report to you. So, you need this time framed because you have lots of other projects that are getting in the way of your managing people? Give us some detail of what is taking up so much of your time?

Mr. Trivett said for example with the Storm Water Pollution Prevention Plan, there are areas that I have been tasked to provide, such as training for the Tenants as mandated by that plan, which was not part of my original job duties, along with organizing staff. Taking care of the outflows and testing for the storm water system, includes sending samples to the lab, and so forth.

Mr. Forsberg asked Mr. Trivett if he is exclusively handling these procedures? If so, you do not have someone on your staff currently that you could delegate the additional job duties to?

Mr. Trivett said no sir.

Mr. Forsberg asked why is that?

Mr. Trivett said he currently has no one trained, and he has been the only one person that could do it.

Mr. Cook told Mr. Trivett, you have employees you could have trained, that's a choice you made. How long does it take you to do this, is it twelve months every day thing, or is there a particular time period in which you have to handle this?

Mr. Trivett, we have different reporting time frame, one is annual, one is monthly, and we have to do ninety-day inspections to the hangars.

Mr. Cook stated so this is not eight hours a day job duty?

Mr. Trivett said no it is not.

Mr. Rhodes in looking at the organizational chart, I see you have three maintenance technician positions. Is the Maintenance Tech III position the more experienced Tech position?

Mr. Trivett said, that is correct.

Mr. Rhodes asked the Maintenance Tech III with the right amount of training they will need over the next six months, is there a reason that person will not have time and could not fill both job goals in this position, so it is not an extra additional position, someone moving roles, increasing salary along with increasing responsibility?

Mr. Trivett stated the Maintenance Tech III could assume the responsibility now. The problem is the current job description does not include Maintenance Supervisor duties. The current Maintenance Tech III position pay will not be an increase, the employee's salaries reporting to him/her will be the same, which will be a problem.

Mr. Rhodes suggested this may be a promotion or bump in salary or more significant, maybe we should consider tabling this matter at this time until more information is provided.

Mr. Forsberg stated with additional head count with the lack of detail of what is actually taking up your time is difficult for this Commission. If you need to create some seniority among your staff, be creative and do that. If you are looking for a role like taking a Maintenance Technician III and giving them the ability to continue to perform their duties but also, have some Supervisory rolls, be creative and do that. If you are looking like taking a Maintenance Technician III, giving them the ability to continue to perform their duties and add a supervisory role, be creative and look at that. Simply creating a new position and going out and hire an additional employee, the voice we have heard this far, has not convinced the Commission. Maybe with more detail, if you are so over committed that you cannot complete the supervisory portion, or rethink how you are doing this that doesn't necessarily require adding another position.

Motion by Mr. Carl Rhodes to table the Airport Maintenance Supervisor Position; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes 5 / No: 0

Mr. Rhodes added he would be much more supportive with a plan to hire someone that has working knowledge of how to do the work. As Mr. Forsberg has said, be creative with this position and we welcome you to share your ideas.

Mr. Forsberg stated this would allow you the opportunity to show your work force/team the ability to progress in their careers. It will allow someone to gain additional responsibilities in their role, that could land someone else in the department a new roll in their career.

Mr. Cook said he would like to see once someone gets in that position, if their work load becomes too heavy for them to complete all the job duties, then come back with more details at

that time because you can prove through the work load it is too much for one person to handle and it does not work without a supervisor. He does not want someone to not have an actual fiscal job other than supervising. Everyone needs to have job duties along even those with supervising roles.

DIRECTORS REPORT

Mr. Howell began the monthly update reports with Ms. Brewer.

FINANCE

Ms. Lorrie Brewer provided the following update.

The Airport made a profit of \$58,492.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$185,758.00 in July. Year over year this amounts to an increase of almost 103% in comparison to July of last year in which the adjusted net profit was \$91,544.00 (see Summary of Airport Revenues & Expenses).

Increases in hangar and other rents of approximately \$15,000.00 and increases in Flightways sales of about \$13,000.00 contributed to the airports revenue stream in July.

Parking lot revenue has again increased by over \$2,600.00 this month in comparison to revenue received this month last year. This month last year our revenue from was \$22,029.00, while this month our revenue was \$24,703.00 from the new parking lot.

Labor expenses are undetermined for July as the invoice from the CCG has not been received as of this date. Insurance expenses remained fairly stable, utilities and other services were up by over \$2,000.00, and repairs and maintenance expenses were down by over \$4,500.00 in comparison to July of last year.

Enplanements and deplanements both showed increases compared to July of last year. The differences were 731 in enplanements and 703 in deplanements.

Propellers and Flightways will present their own reports. I have also included a fiscal year 2018 year-to-year comparison of Flightways and Propellers sales and expenses on the last page of the financial report.

Tenants Past Due 60 Days or More: See report with financials.

Update on Airport Improvement Project 40: The project is complete.

AIP 40—Grant Total: \$960,422.00; Runway 6-24 Project & Terminal Assessment
Grant Balance: \$0.00.

Update on Airport Improvement Project 41:

AIP 41—Grant Total: \$1,619,802.00; Runway 6 Safety Area Improvements, 6-24 Construction Mitigation, & Perimeter Security Road

Grant Balance: \$1,393,760.00.

Cash flow for the operating account was negative for the month. This was mainly due to the payment of four payroll invoices and insurance premiums which were due this month. (See the Cash Flow Summary for more information.)

The PFC account had a balance of \$689,340.00 and cash reserves account had a balance of \$1,342,721.00 at the end of July.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 51,000 gallons of fuel this July. Our total volume increased by 17%, year over year. We had a moderate decrease in Avgas, Justice, & Government uplifts this year. The decrease in Avgas uplifts can be attributed to the poor weather we incurred during

the month, we experienced about 18 days of rain. The decrease in Justice Flights can be attributed to a new contractor operating the flights and routing the trips in a different way. The decrease in Government uplifts can be attributed to varying types of aircraft year over year which required smaller fuel uplifts. We had a significant increase in Airline uplifts, this continues to be due to the new operator of the airlines vs. Express Jet. The increase in Retail Jet can be attributed to a Citation operating out of our facility within the month. This aircraft is looking to base its operations here in Columbus. The increase in Contract Jet can be attributed to a rise in charter flights within the month.

- **Revenue & Profit Report:**

Our profits for the month were over \$31,500.00. Compared to last year, our revenue increased moderately and our profits increased by over 103%. Our profit margin was up by 85% for the month. This increase in profitability was due to a significant decrease in our expense accounts.

- **Employees of the Month:**

We are pleased to announce that we have awarded BJ Garcia with the employee of the month award for July. BJ saw a gentleman in the lobby who had come to watch his son solo, BJ offered the gentleman the use of our ground radio so that he could listen to his son talk to tower while he was making his first solo! BJ truly embodied the above and beyond service we strive to provide to our customers!

- **Tenant Socials:**

We had our spread your “wings” and fly tenant social this past Friday. B. Merrell’s catered the wings, veggies, and potato wedges. We had a lighter than normal turn out, but the based tenants and transient customers who attended really enjoyed the food and fellowship

MAINTENANCE

Mr. Eric Trivett provided the following update.

- In the month of July 2018 Maintenance closed 34 of 40 work orders opened. The remaining six are awaiting parts.
- Georgia Power will be sending out some painters to paint all our poles in the parking lots before the end of the month.
- The A/C in the upstairs holding area is working. Holbrook is scheduled to come back out today to check up on it.

New Maintenance Supervisor Position

- I accepted my newly created position of Maintenance Manager in July 2015. At the outset, the Director tasked me with consolidating four individual departments, Facilities, Maintenance, Grounds, and Housekeeping into a single department. This task was completed in early 2017. The result has eight people reporting directly to me.
- To continue offering the best service to our stakeholders, I would like the Commission to consider a new position for the Maintenance Department titled Airport Maintenance Supervisor.
- At any given time I will have staff working on the airfield, terminal, landside parking area and any of our many buildings on the property. As you might expect to be able to complete our work on-time, supervise staff as well as completing my other responsibilities as Maintenance Manager.
- Creation of a Maintenance Supervisor position will allow for better supervision of staff allowing them to be more productive; it will allow me to be able to pay more attention to higher level projects such as the HVAC issues and upcoming terminal renovation. It will also provide career guidance to staff wishing to progress through the department. Finally, it will also provide a qualified individual to act in my capacity in my absence.

Mr. Forsberg thanked Mr. Trivett and the Maintenance Department for their hard work realizing it was a busy month in July 2018.

MARKETING

Ms. Sonya Overton provided the following update.

- Annual surveys are now closed and are in house to be calculated. I will be putting the results together and should have all four survey reports completed by the next commission meeting.
- Lorrie, Amber, Michelle and I attended the Conference for Women in Atlanta on August 16 where we had a chance to attend leadership courses on communication, leadership, conflict management & growth development. The course info provided will definitely help us in our day to day skills at CSG.
- We are continuously focusing on non-aeronautical revenue in sales and just closed our third contract. We will continue to create advertising awareness through networking and sales calls.

PROPELLERS

Mr. Ben Kiger provided the following update.

- Sales for the month of July were just over \$6,700.00, compared to \$5,200.00 in 2017.
- The total cost of goods sold for the month was 41%, with a 40% food cost.
- Compared to July of last year, food sales increased by 12%, beverages by 29%, alcohol by 26%, and vending by 25%, with a 22% total increase in sales.
- As mentioned by Mr. Howell last month, I'm happy to announce we scored a 100% A on our health inspection, which took place on July 20th.

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

I'd like to give a brief overview of our Public Safety Department's activities over past few months. We have successfully completed our triennial FAA Part 139 Full Scale Exercise. The exercise included a downed aircraft and an Improvised Explosive Device (IED) response. The IED response also satisfied out TSA triennial emergency response requirements. We have also conducted several joint training exercises with the local bomb squad and K-9 units involving bomb, IED threats and drug detection. On the ARFF side we have increased the frequency of or training with the Columbus Fire & EMS. We are developing a response strategy involving an incident at our control tower and main terminal. These exercises have helped to improve our response procedures and working relationships with our local counterparts. We are planning more training events for the very near future.

As you know we took Crash 2 out of service for two weeks last month for some much-needed maintenance. All maintenance of Crash 2 has been completed and the apparatus is now in full service. I'd also like to note that Crash was taken out of service to prevent minor issues that were identified from becoming major. During that time Crash 2 could and would have been utilized if needed.

The Public Safety Department is pleased to announce the start of a new internship that has been coordinated through the Harris County High School's Work Based Learning Program. Ms. Lillian Pavitt, a senior student will begin the program next week. We are extremely excited to be a part of the program.

The Columbus Airport and Public Safety family has a new Officer. Officer Richard Baran has been with the department for one month and is assigned to B Squad with Officer Kelvin Mullins. Officer Baran is a Navy Veteran an experienced police officer.

Mr. Cook thanked Chief Parker for the update concerning the Crash 2 Fire Truck.

Mr. Gary Johnson from Harris County High School expressed his appreciation to the Commission for the approval in allowing an Intern to train at the Columbus Airport. He helps basically by going out into the community to assist in increasing their skills as long as they are sixteen years of age and have transportation for both Juniors and Seniors with this generation step. Mr. Johnson personally thanked Mr. Howell, Officer Kris Martinez, and the Commission for their participation in making this possible. He stated the sky is the limit as far as the partnership can go and for the Internship of the Harris County High School's Work Based Learning Program!

Mr. Forsberg thanked Mr. Johnson as the airport is proud to have this internship and welcomed Ms. Pavitt.

Mr. Howell just to wrap a couple things up as Ms. Brewer mentioned in her report regarding the AIP-41, Runway Safety Area update, as there was some starts and stops with the project. Due to weather, lots of rain caused delays in starting the project, there was a minor incident with a piece of fence a week ago that has been resolved, right now the contractor is rolling on the project. We are hopeful the weather will hold and we will have the base material for the new blast pad by next week. The reason this is so important once you get that base material rain is much less of an issue because it is a level of rock and it seals the sight up and then they can pave as need be. In moving forward, Robinson Paving is the contractor as the Commission recalls, and Mr. Howell is happy with the process despite some of the issues in getting the project started.

Mr. Howell said as Ms. Brewer reported in reference to the cash flow in July 2018 and issues with the CCG payment system, as a normal roll the employees receive two paychecks per month a couple times a year we receive three payments. Usually CCG is good about providing our invoices for the paychecks, they neglected to send us one invoice therefor we had to pay four invoices last month.

Ms. McHale asked if the invoice was for June rolled into July 2018?

Ms. Brewer stated it was a July 2018 payment, paid in August 2018.

Mr. Forsberg asked Ms. Brewer if our payment was made in August why did it effect the July 2018 reporting period?

Ms. Brewer said it is a July issue, we had to pay all four invoice payments, along with insurance premiums, making cash flow looking low.

Mr. Howell said July is the first payment for insurance, usually we have a positive cash flow, we had to pay the invoices.

Mr. Forsberg stated made our reporting position strong, he understands.

OTHER MATTERS

Mr. Bill Buck, private pilot, Columbus Airport Tenant, for forty plus years at the Columbus Airport, a member of the River City Aero Club, and the EAA 677. He provided a handout to the Commission with the following proposal for consideration by the Columbus Airport Commission.

The Flightways Columbus Manager's job, in part, is to promote and encourage general aviation use of the Columbus Airport.

There is no better way to understand the needs of the general aviation community better than being directly involved in flying.

By piloting a light aircraft personally, the Flightways manager could directly see how both the Columbus and other airports support their customers. Additionally, by using an aircraft on some Flightways business trips, time and potentially one or more nights lodging and per diem expenses could be saved.

Flightways current manager, Ms. Amber Clark, is a commercial rated pilot in both single and multi-engine airplanes, and she has over three hundred and fifty flight hours.

The proposal is that the Columbus Airport Commission add a pilot membership in the River City Aero Club as a benefit to the Flightways manager's position, along with five flight hours per month for flight currency, and flight hours for Flightways Columbus related business travel.

Current River City Aero Club rates are:

\$1,000.00 Pilot Member buy in

\$125.00 Pilot Member monthly dues

\$50.00 per flight hour, dry, for the club's Cessna 172

Please review the proposal and consider approving it at the next regular Columbus Airport Commission meeting.

Mr. Forsberg is there an option where the Columbus Airport could be flexible to a trial membership?

Mr. Buck stated this is a social membership with two meetings per month with meals. The meetings are held on the first Friday of each month at 6:00 PM and the third Saturday of each month at noon.

Ms. McHale asked how many members are there currently in the River City Aero Club?

Mr. Buck stated approximately twenty.

Mr. Forsberg thanked Mr. Buck for attending the Commission Meeting and for presenting the information. He said the Commission would discuss the proposal and formerly address it at the next meeting.

Mr. Forsberg extended a thank you to all that was in attendance at the meeting.

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:28 A.M.

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

Motion to return to open session Ms. Tana McHale was made: seconded by Mr. Winfield Flanagan 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 10:57 A. M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman

Columbus Airport (CSG)
Air Service Incentives

Purpose: Establish formalized incentive program for Commercial Air Service Development at CSG. Creation of flights to new destinations by incumbent or new scheduled commercial air service providers (Airline) would achieve the following: 1) Increased use of Airport by local and transient travelers; 2) Promote commercial airline competition at Airport.

Air Service Goals:

- 1) Daily new service to Charlotte, NC or some other Northeast hub.
- 2) Daily new Service to any major hub other than Atlanta, GA. 3) Less than daily service to a Florida destination.

The Federal Aviation Administration has ruled that marketing incentives to attract new service is allowed within the scope of the Grants Assurances.

Service Development Incentives

Incentive 1: Daily service to destination described in Air Service Goals 1 & 2.

- ➔ New Service: New air service to a destination not serviced from CSG for a period of twelve (12) calendar months.
- ➔ Landing Fees: No fees collected for twenty-four (24) calendar months from service commencement on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Terminal Fees – Exclusive and Preferential Use:
 - Incumbent Airline: No change to fee structure for additional service. However, if Airline rents additional space specifically to support the implementation of qualifying service the same provisions described below will apply to the new space associated with such qualifying service only.
 - New Entrant: All exclusive and preferential use fees are waived for twenty-four (24) months from service commencement on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Terminal Fees – Joint Use:
 - Incumbent airline: All joint use fees are waived for twenty-four (24) from service commencement for passengers on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
 - New Entrant: All joint use fees are waived for twenty-four (24) from service commencement for passengers on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Into-Plane Fees:
 - Incumbent airline: No charge for twenty-four (24) calendar months from service commencement on qualifying flights.
 - New entrant: No charge for twenty-four (24) calendar months from service commencement on qualifying flights.
- ➔ Advertising incentive: Commission may participate in advertising campaign up to an amount to be determined by agreement between the Airline and Commission.
- ➔ Small Community Air Service Development Grant usage: Airline may be entitled to Grant support in the form of a minimum revenue guarantee should the route qualify under the terms of the grant application.

- ➔ Aircraft Servicing incentive: Commission may offer reduced price servicing both above and below the wing for Airline providing qualifying service. Pricing is dependent on the level of service needed.

Incentive 2: Less than daily service to destination described in Air Service Goals.

- ➔ Landing Fees: No fees for twenty-four (24) calendar months from service commencement on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Terminal Fees – Exclusive and Preferential Use:
 - Incumbent airline: See SDI1.
 - New Entrant: All exclusive, joint and common use fees are waived for twenty-four (24) from service commencement on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Terminal Fees – Joint Use:
 - Incumbent airline: All joint use fees are waived for twenty-four (24) from service commencement for passengers on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
 - New Entrant: All joint use fees are waived for twenty-four (24) from service commencement for passengers on qualifying flights. There can be no interruption in service for more than seven (7) days during the period to continue to qualify for this incentive.
- ➔ Into-Plane Fees:
 - Incumbent airline: No charge for twenty-four (24) calendar months from service commencement on qualifying flights.
 - New entrant: No charge for twenty-four (24) calendar months from service commencement on qualifying flights.
- ➔ Advertising incentive: Commission may participate in advertising campaign up to an amount to be determined by agreement between Airline and Commission.

- ➔ Small Community Air Service Development Grant usage: Not available.
- ➔ Aircraft Servicing incentive: Commission may offer reduced price servicing both above and below the wing for Airline providing qualifying service. Pricing is dependent on the level of service needed.

Department: Maintenance

Job Description: Maintenance Supervisor

Salary: \$37,440 - \$45,760 Annually

Under the direction of the Maintenance Manager, the Maintenance Supervisor manages and assists in the completion of the day-to-day activities involving the maintenance of the airfield associated airfield systems, building/facility, equipment, and machinery, including HVAC, and, building lighting systems. The Columbus Airport Maintenance Department is divided into two sections, Facilities and Housekeeping. This is a working supervisor position, and the candidate will be expected to work with staff.

Candidate will have a good understanding of the airfield lighting system and able to train other staff.

By doing so, the applicant will,

Job Duties:

1. Assist with the supervision and coordination of work for all departmental employees.
2. Assist with the execution of Airport construction projects.
3. Assist with execution of departmental responsibilities associated with the Commission's Airport Certification Manual, Airport Security Manual, Wildlife Management Plan, and Storm Water Pollution Prevention Plan to name a few.
4. Supervise the operation and repairing departmental equipment such as tractors, mowers, and weed eaters
5. Have a broad knowledge of different chemicals used for facilities cleaning and how to properly use them.
6. Prepares work schedules, assigns work and oversees the work while minimizing overtime and call-in hours.
7. Coaches counsels and manages the performance of direct reports.
8. Develops and maintains a preventative maintenance schedule program for applicable equipment and machinery, and buildings.
9. Arranges for and manages appropriate third-party contractor support as needed.
10. Enforces sound safety and housekeeping practices.
11. Have sufficient knowledge of plumbing, electrical, and HVAC and grounds maintenance to be able to diagnose and repair minor issue in these areas without assistance. Works with high voltage airfield lighting circuits.
12. Have sufficient knowledge of carpentry, custodial and grounds maintenance functions to be able execute issue in these areas without assistance.
13. Other duties as assigned.

Qualifications;

Citizen of the United States

Possess a high school or trade school diploma.

Possess a valid driver's license.

Three years' maintenance experience.

Possess basic knowledge of high voltage circuits.

Three years' experience managing staff

Possess Airport Certified Employee Airfield Lighting Certification or be able to obtain within six months of hire.

Must be EPA certified.

Preferred Education or Experience;

Successful completion of an accredited management training program.

Five years or more supervisory experience

Conditions of Employment;

Complete criminal history records check, drug screening and pass physical.

Complete six months probationary employment period.

Supervisory Responsibility;

This position will report to the Maintenance Manager for guidelines on employee issues, work order issues, recommended equipment purchase. Will assist the Maintenance Manager in preparing for the annual budget. Manages all employees in the department and is responsible for the performance management within that department. And will oversee all housekeeping staff in the absence of the housekeeping supervisor. And report back to the maintenance manager directly.

Work Environment:

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee will be exposed to a variety of extreme outside weather conditions. Moving aircraft and loud noises.

Physical Demands;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work:

The position is full-time. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand. Will be on call for after-hours emergency's.'

AAP/EEO Statement

The employer is an equal employment opportunity employer.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive

listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Maintenance Manager _____ Date _____

Airport Director _____ Date _____

Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

