

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS  
AIRPORT COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, FEBRUARY 22, 2023**

The following commission members were present for the entire meeting:

<b><u>NAME</u></b>	<b><u>EXPIRES</u></b>
Mr. Art Guin, Chairman	December 31, 2025
Mrs. Dannell Marks, Vice Chairman	December 31, 2026
Ms. Delois Carr, Commissioner	December 31, 2028

**Legal Counsel:** Alston Auten

**Staff Members Present:**

Amber Clark, C.M., Airport Director  
Maggie Turnham, Executive Assistant  
Randy Sok, Public Safety Officer  
Jarred Hubbard, Public Safety Officer  
Marion Anderson, Public Safety Officer  
Daniel Thomas, Sr., Maintenance Manager  
Anna Phillips, Marketing Associate  
Cody Davenport, FBO Manager  
Mona Mitchell, Hospitality Team Member  
Danyell Barboa, HR Manager  
Shaundra Goodwin, Security Coordinator  
Eric Rivers, Operations Supervisor

**Others Present:**

Jacob Redwine, Holt Consulting  
Reed, Aflac  
Ashley

**BUSINESS OF THE MEETING**

Mr. Art Guin called the February 22, 2023, Regular Commission Meeting to order at 9:33 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY  
SCHEDULED COMMISSION MEETING ON January 25, 2023**

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on January 25, 2023.

Motion by Ms. Carr to approve the minutes, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 3 No: 0

**SWEARING IN OF NEW PUBLIC SAFETY OFFICER, JARRED HUBBARD**

**CONSIDER APPROVAL OF THE NITEL 3-YEAR TERM LEASE**

Mr. Guin asked to approve the Nitel 3-year term lease.

Motion by Mrs. Marks to approve the lease, seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 No: 0

## **CONSIDER APPROVAL OF THE COMMUNITY SERVICE WORKER POLICY**

Mr. Guin asked to approve the Community Service Worker Policy.

Motion by Ms. Carr to approve the policy, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 3 No: 0

## **DIRECTOR'S UPDATES**

### **Finance**

Ms. Amber Clark gave the following update report:

Ms. Clark added: and again, just a reminder, how we report budget, we take a total amount of expenses and then we divide that, so sometimes you will see a little bit of an increase on one month and then you'll see a little bit of a decrease on another month, but ultimately, we stay within our budget.

Mr. Guin asked: So no longer term concerns, just a matter of timing?

Ms. Clark answered: No. Yes, just timing.

Ms. Clark asked if there were any questions?

Mrs. Marks asked: Why did we like go about half of our bank balances for operating? Was the expectation that PFC and CFC would have more money in there or is it just a matter of timing?

Ms. Clark answered: It is probably more of a matter of timing, so it is dependent on when we actually make some of the payments to some of the contractors, and so recently this past month we actually had to pay the last amount for our runway project. That is one reason you will probably see that again this next upcoming month because we had to payout the last remaining payout for our terminal project, we had one that was outstanding. We were waiting on the jet bridge company to fix the bridges and they just came and completed that, so now we can release that retainage, so you might see another large decrease like that.

Ms. Clark asked if there were any other questions? There were none.

### **Flightways**

Mr. Cody Davenport gave the following update report:

#### **FLIGHTWAYS COLUMBUS:**

- **Fuel Volume Report:**

Flightways sold 74,643 gallons of Jet A in January 2023. Our total volume decreased by 10% compared to January 2022. Some of that was most certainly caused by the bad weather we had in January of this year. We sold 6,395 Gallons of Avgas. Our Avgas sales decreased by 29% compared to last January. Bad weather contributed to that lower number as well. Classic Air had an increase of less than 1% compared to last year and Airline fuel sales rose by just over 10% in January 2023.

- **Hangars:**

The fans have been hung in hangar 12 and the hangar is currently being used for transient aircraft. We have a current tenant who would like to move into hangar 12 but we will need to renovate the bathrooms.

We currently have 8 open hangars some of which are in need of repairs before they can be leased. Maintenance has begun working on hangar 10A which has had some water leakage problems in the hangar and office area.

• **Fuel Farm:**

The fuel farm is back to full operation after having the tanks inspected and cleaned. We returned the rented fuel tank back to Avfuel.

• **Employees:**

We are still in the process of hiring for both Customer Service and Line Service.

We hired a full time CSR and she is currently being trained. We are also going to end the contract on a temp CSR as soon as the replacement is fully trained.

We have been interviewing for the open Line Service positions and we have found some good candidates. Two of the candidates are going through the hiring process now and a third will most likely start the process soon.

Fuel Price Comparison					DATE:
					02/14/2023
Airport Identifier	Name	Jet A +	AvGas	SS100LL	FBO COMPANY NAME
		Premixed			
CSG		\$6.99	\$7.39	\$6.52	Flightways Columbus
MCN (478) 788-3491	Macon	\$6.50	\$6.65	\$6.15	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$6.55	\$6.90	\$6.50	Champion Aviation
GVL (678) 989-2395	Gainesville	~	\$7.50	\$6.50	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$8.40	\$6.64	~	Signature
DHN (334) 983-4541	Dothan	\$6.97	\$7.03	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.84	\$7.86	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$7.30	\$7.55	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.99	\$5.91	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.49	\$6.49	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$7.24	\$5.93	~	Atlanta Regional Airport
AVERAGE		\$7.03	\$6.85	\$6.38	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.80	\$5.65	
EUF (334) 687-2051	Eufaula	\$5.66	~	\$6.25	
LGC (706) 884-2121	Lagrange	\$5.80	\$5.75	\$5.40	

Mr. Guin asked: Do we know how long we are anticipating for the bathroom renovation and all that?

Mr. Davenport answered: We haven’t even started that yet. We haven’t even gotten bids yet. We can move them in. The current tenant who would like to move down there, it is not contingent upon maintenance being done, so we if we can get them in there and they are happy with that, because it is a

nicer hangar than the one they’re in, but no we haven’t started the process yet.

Ms. Clark added: I think we did just get the third quote, so we are reviewing those right now.

Mr. Guin said: Okay, good. Fuel farm brings up another thing, I know we did talk a little bit about it so I may be getting a bit like a broken record, but correct me if I am wrong, but it was one of those that surprised us because all of a sudden the tank was “out of life” that’s why we had to do the work to it.

Ms. Clark answered: To clarify, typically every ten years you want to have a good visual inspection of the inside of the fuel tanks. If you think about a fuel tank, the fumes are toxic, and you have to be trained and have the proper equipment to complete this inspection. We just had that completed because we switched fuel providers and when we did the inspection, they recognized it was time to do maintenance on the tanks. For this reason, we took them out of service to ensure the proper maintenance was completed. They have been cleaned properly, repainted on the inside, to prevent any corrosion.

Mr. Guin asked: So, would you say that our normal, following our normal processes and procedures worked like a charm? If it did what it was supposed to do? Did it identify the need?

Ms. Clark answered: So, I think we learned some lessons from this experience and we will make sure that we are inspecting these tanks more often then the recommended ten years.

Mr. Guin asked: Any challenges in finding employees in general?

Mr. Davenport answered: Oh yeah. It is a challenge everywhere right now, but we don’t have a giant talent pool in Columbus, honestly. And we do not have other FBOs located nearby, so we rarely see anybody with that experience. We have gone through a lot of people and we have put some people through the process and they didn’t make it through, so we are hopeful on the two that we have going through right now.

**Human Resources**

Mrs. Danyell Barboa gave the following update report:

<b>Promotion:</b>	NONE
<b>New Hires:</b>	Sharon Brown – CSR for FBO
<b>Terminations/Resignations:</b>	Darlene Philips – Hospitality Kimberley Williams – Hospitality Blake Fulford - Maintenance
<b>Transitioned:</b>	NONE

**Vacant Positions: 14**

Vacancies	Job Title	Department	Status
1	Public Safety Chief	Public Safety	Testing
2	Public Safety Officer - Firefighter	Public Safety	Interviewing

1	Line Service Technician - PT	Flightways/FBO	Interviewing
1	Facilities Technician	Maintenance	Recruiting
2	Beverage Cart Attendant - PT	Hospitality	Interviewing
2	Hospitality	Hospitality	Recruiting
1	Airfield Operations Tech	Maintenance	Recruiting

**Recruitment**

- ❖ Public Safety Deputy Chief – HOLD - until selection of Chief
- ❖ Line Service Technician (FT) – Brandon Davis - entered into NeoGov and Advantage 360
- ❖ Beverage Cart Attendant (PT) – Kesauna Patterson – entered into NeoGov and Advantage 360

**Compliance**

- ❖ Employee Manual – going through final review with Legal for printing and distribution.

**Employee Engagement**

- ❖ Robert Knight volunteered to speak with employees February 14, 2023, about Healthy Heart during American Heart Month

**Retention**

- ❖ Celebrating employee birthdays with birthday cards and \$10 Starbucks card.
- ❖ Introducing employee to Health and Wellness.

Mrs. Barboa asked if there were any questions?

Mrs. Marks asked: So, with the manual, I know you have the mandatory meeting to review it. Do they already have a copy of it or will they have a copy in advance so they can read through it and have any questions ready for the mandatory meeting?

Ms. Clark answered: Yes, so if you remember, we already did review the new things that were put in. We did a presentation with them, and they had a chance to ask questions. The rest of the stuff they’ve had the employee manual and those are things that they should have already known, but we will issue it to them before the meeting. And this is kind of a great opportunity to go back over those things that aren’t new but we want to make sure that they understand and things that we see either questions on regularly or things that we feel like are really important that would help employees as they work here in the organization, and so we are kind of go through a deep dive of it all and make sure we are all good and understand and that there is an appropriate time for questions and if we see things that maybe need to updated, you know within the next year then we can record those as well. And as far as the career fair, you know if we still have some openings, obviously being aviation related we can maybe fill an operations tech position and/or line tech positions as well because often students will want to work in the industry in some sort of fashion before they graduate or maybe right after they graduate, so there is some opportunity for that as well.

Mrs. Marks asked: Are any of the listings here causing any problems not having these filled?

Mrs. Barboa answered: The only thing that, of course in the FBO, so our employees are overworked, and the moral is down, but like Cody said, we have been working on that to get that filled and to get positions over there filled. Of course, we have run into different complications, and it is not on the Columbus Airport. Either they didn't meet the qualifications going through the background or something came up that does not meet our policies.

Ms. Clark added: For hospitality and facilities, it is very difficult. If you think about it, we have this entire terminal, we have all the hangars and we literally only have one employee assigned to all of those areas. So, to have the second technician not here to assist has been very difficult. They're not expected to fix every single thing, but they are required to initiate the service of a contractor or service company to make repairs or make sure preventative maintenance is completed. It is difficult for one person to kind of juggle all of that and Daniel has been basically stepping in and help fill that position. Now with having an airfield operations tech gone, we really found out we needed another one to be honest with you. That is also a burden that Daniel is having to fill in addition to his own responsibilities. So, we have had some conversations around what we are going to do in the meantime and work to get those positions filled as quickly as possible.

Mrs. Marks asked: Do you have leeway to offer a bonus payment to anyone who recommends someone who ends up getting hired? You know people know other people who are capable of doing the jobs. I know sometimes we do that in my company when we have "hot jobs" as we call them. You know if you recommend someone then you can get a bonus for that. A few hundred dollars, not anything big. Whatever fits within the scale of pay that you guys have.

Ms. Clark answered: We will take that into consideration.

Mr. Guin asked: Like an employee referral?

Mrs. Marks answered: Yeah, exactly.

Mr. Guin answered: That's a good idea.

Mrs. Marks added: It's a way to get the ones who know the job to get other people who do the job or have good qualifications and maybe asking them to consider the position.

Ms. Carr asked: With the three terminations, are any of those on the pending?

Mrs. Barboa answered: The one that is pending for the terminations, we have a hospitality team member.

Ms. Clark added: So, one of them. One is still open.

Ms. Carr asked: But they're posted on the site as an open position?

Ms. Clark answered: Yeah.

Ms. Carr asked: And explain to me the whole process? How does that work? So, it is saying it is on hold so the police chief can select his deputy chief. How does that process go? Is it a transparent process or how does that work?

Ms. Clark answered: We were originally going to hire a deputy chief, and we currently have a public safety interim chief. His recommendation was to allow the new chief that came in to hire their deputy chief. And so that kind of made sense to me, so we have just put that on hold. So, CCG is aware of the position, it is an allocated position, we just do not have it actively out and hiring. Once our chief is selected, then we can open that up for people to apply for that.

Ms. Carr asked: So, it will still be an application process?

Ms. Clark answered: Correct. So, it will be the same process as it always is. We are just going to allow that chief to have input as they normally would.

Ms. Carr added: Okay.

Mr. Guin added: First of all, I was going to say, and I will ask one of my questions, but I think this report is great by the way. This gives great visibility.

Ms. Clark added: That was all Mrs. Barboa.

Mrs. Barboa said: Thank you.

Ms. Clark added: James we will get you a copy of that report. I do not think that was in the packet.

Mr. Barker asked: Great. And I do have a follow up question for Danyell. Earlier whenever you came on, there was talk of you partnering with Benning for soldiers that were getting ready to out process and giving them an opportunity to work for us and see if they would like to work for us as they out process and become civilians. Have we made any headway with that?

Mrs. Barboa answered: Yes, Alston and I went over the MOU. The MOU is completed, I just have to put in the updates and changes that Alston suggested and once that is completed it will be sent forward to them.

Mr. Barker answered: That is great news. Thank you.

Mrs. Barboa answered: You're welcome.

Ms. Carr asked: And what office is it exactly going to in Fort Benning? Is it just the headquarters, the General?

Mrs. Barboa answered: It is going to the SFLT.

Ms. Carr added: Soldiers for Life

Mrs. Barboa added: I have been talking with the Director there, Mr. Javier. He will be assisting me with moving on with the process once I complete everything and they will pour employees over to us for internships. And it is at no cost.

Ms. Carr asked: Do you plan on doing any presentations to them? Because most times employers come in and do a presentation just to let them know what is coming up.

Mrs. Barboa answered: Yes, we will be doing presentations with them. They actually hold job fairs every Wednesday, so that will be an opportunity for us to go in and present what we have to offer to them.

Ms. Carr answered: Yes ma'am. Awesome. Thank you.

Mrs. Barboa asked if there were anymore questions? There were none.

## **Maintenance**

Mr. Daniel Thomas gave the following update report:

- Hangar 5-Delta now has 4 - 20,000 Lumen LED lights, and 4 – electrical outlets. 3 – LED lights installed in the Hangar Bay along with one updated outlet and two newly installed outlets. The office in Hangar 5 Delta houses the 4<sup>th</sup> LED light installed and the electrical outlet has been updated. The Hangar floor is now being prepped to prime and paint.
- Hangar 4 Charlie now has 3 – 20,000 Lumen LED lights, two newly installed electrical outlets, and one updated outlet.
- Hangar Bays 5 Bravo and 5 Charlie will be the next to receive the rewiring updates and LED light installations.
- Hangar 12 received new brushes and seals on the Airside hangar doors and the Landside hangar doors with work being completed by Macon Mobile Welding.
- Hangar 57 Landside also received new brushes and Hangar door seals which were adjusted, 3 casters were replaced, and all casters were lubricated. It was determined that the lack of use of the hangar landside doors caused them to become gummed up with months of oils and oxidations making them hard to move. The necessary quotes have been received for the repositioning of the gas line located within the movement area of the Hangar doors.
- Hangar 10 Alpha and the adjoining office are now under construction and will receive the Electrical rewiring and updates. As for the outside of the hangar the first phase will be to install a sump – pump to remedy the water intrusion issue ailing all of Hangar 10 bays.
- The necessary quotes have been received to repair the upper exit road for the fuel farm which has a large pothole present.
- Operations Division has begun the necessary FAA Part 139 annual inspection corrections.

Mr. Thomas asked if there were any questions?

Ms. Carr asked: Is the hangar 12 that we spoke about earlier apart of this as well?

Mr. Thomas answered: Yes ma'am.

Ms. Carr answered: Okay, that's awesome.

## **Marketing**

Ms. Anna Phillips gave the following update report:



- Our efforts to collect the community share for the SCASD grant continue. We met with Mayor Skip Henderson with our air service consultant Jeremiah Gerald to discuss the grant and future goals of air service within the community.
- American Airlines announced their decision to discontinue service due to the pilot shortage beginning February 28<sup>th</sup> for the Dallas/Ft. Worth route and the end of service for Charlotte service scheduled for April 3<sup>rd</sup>. With this departure, our goal for air service is to educate the community on the importance of air service to this region and the importance of using Columbus Airport while continuing to support our mission to meet the air service needs of our community for economic growth and development of our region. We will also focus on educating the community on the Columbus Airport as we are more than a commercial service hub. More to follow.
- Staff reviewed the Airport Emergency Plan and updated the information within. As the PIO (Public Information Officer) of the airport, marketing will work to develop a Media Procedures Manual as well as an evacuation plan and map. We have met with the Fire Marshall and have identified tornado evacuation areas. We are working to get the appropriate signage and plan to install them in the assigned areas.
- Hospitality started a new schedule on February 11<sup>th</sup> that is based around the needs of our passengers and the current flight schedule. Checklists have been reimplemented and are being updated based on the areas of the facility. We are reviewing our inventory and assessing what is needed to address the needs of the team to keep the facility clean and sanitized. Uniforms have been ordered for a unified team appearance.
- We have received the all the necessary documentation from the city and are working to acquire the licensing from the state for the Propeller's Sky Bar. We are currently reviewing resumes and conducting interviews for Beverage Cart Attendants, work and operating schedules, cash register systems to operate and plan to have it open for sales by March 2023.

## **Public Safety**

Ms. Amber Clark gave the following update report:

### **Department Operations**

- Seven CAPS officers have been fitted for fire suppression gear from Bennet Fire Products in Woodstock, GA. With a quote of \$25,991.00. Per the AP Director, 4 sets will be ordered immediately and the remaining 3 will be ordered in July due to budget constraints. This equipment has a 10-year lifespan and must be replaced under Federal Standards every 10 years regardless of use or condition. Updating equipment is a requirement for FAA inspections.
- 13 Applications for the Chief's position are being reviewed by the Ga. Association of Chiefs of Police for recommendations.

- All staff are waiting for the name change from Crash to ARFF. We currently have a mixture of uniforms issued and two new staff members who do not have any uniforms other than T-Shirts. Existing inventory (new and used) does not fit the new hires. This will be a priority once the name change is approved.
- Officer candidate Henderson has completed his application uploads and will be scheduled for the EOT (Equivalency of Training) (16 hrs.) to complete his transfer of Florida Peace Officer Certification.
- An estimate on repairing the known problems with ARFF 1 was reported as \$52,000 (rounded up). This does not include parts that MAY be identified as being needed once repairs are underway. This also does not take into consideration that the parts may not even be available due to the age of the truck (30 years). Consideration should also be given to the age of the truck and potential breakdowns of current working parts that may stop working once disturbed for the new repair and/or evaluation. It also does not include the \$4,000.00 transportation fee to haul the ARFF truck to the repair facility.

### Training

- Tower training was completed for each shift Feb. 13, 14, & 15 at the suggestion of the ATC. This is to reiterate proper communications with the tower as well as an orientation for CAPS as to the different tasks the ATC must perform.
- Officer Hubbard is currently in the Firefighter 1 certification attending 2 nights/week. Anticipated completion is middle of March.
- New hires Hubbard & Henderson will be qualified at the firing range by Interim Chief Mixon before the end of the month.
- Foam cart training will be completed 02-16-2023.
- Shift supervisor Brown will begin basic firefighter training on February 27 with the Columbus Fire Department. There will be no costs associated with this attendance at the Columbus Fire Department other than equipment that can be used at the ARFF station.

### Staff

- Interviews for 2 firefighter positions are ongoing with the last being held on 02-17-2023. As of today (14<sup>th</sup>), one viable candidate has been identified.
- Shift supervisor structure and chain of command seem to be in good working order. Chain of command.
  - Officer – Shift Supervisor – Chief – Airport Director

Ms. Clark asked if there were any questions?

Mrs. Marks asked: I did have a question on the truck. So, I think you said \$52,000 in repairs. Would we hold off on doing that until we find out if we are going to get a new truck or not, so we don't waste that money?

Ms. Clark answered: Absolutely, yes. Like Chief Mixon said, that is just the bare minimum, there is probably a lot more to it if we really wanted to repair the truck. The cost of a new truck is about \$4-600,000, so we would have a share that we would need to put in which would be that 5% that we discussed. So, it's not that we aren't sure that we cannot get the truck, we know that we will be able to do that with the funding. We are having conversations right now as to which size truck. So, there are different indexes. Unfortunately, with the amount of departures that we have, especially with American leaving, we no longer qualify for the larger truck. We do have other flights that we consider as viable candidates to make up for those that we lack, so our ICE flights that we have regularly the aircraft used are 737s, that's a large aircraft. It is not like we just hope that these

planes come here, it is a regular occurrence and a need for that larger truck and so we are getting clarification on that process and seeing what options we have. If they will just not accept that then we can get a smaller truck and then when we get back up to the required amounts, then we can ask for a new truck again and get a larger truck and replace both trucks. The truck that we do have right now is a 2006, so it is not super new either and it will eventually need to be replaced. We are discussing all the options before we move forward with any expenses.

Mrs. Marks added: It still sounds like the 5% that you would owe for even a largest truck size price would still be less than the cost of repairing the one that you currently have.

Ms. Clark asked if there were any other questions? There were none.

### **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 the meeting; seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 / No: 0

The meeting was adjourned at 10:20 a.m.

APPROVED:

---

Maggie Turnham, Executive Assistant

---

Art Guin, Chairman