

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JANUARY 27, 2021

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Donald D. Cook, Chairman	December 31, 2022
Mr. James Barker, Vice Chairman	December 31, 2023
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin	December 31, 2025

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfro, Flightways Columbus Manager
Monica Stone, Human Resources Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Airfield Operations Supervisor
Roy Hightower, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Andre Parker, Chief of Public Safety
Adrian Sellers, Project Coordinator
Karl Lynn Spivey, CSR Flightways Columbus
Eric Rivers, Operations Tech. Maintenance
Shaundra Goodwin, Security Specialist Public Safety

Others present:

Alston Lyle, Legal Counsel, Bill Tudor, Jacob Redwine, Holt Consulting; Brian Thompson, Pete Novak, RS&H; Girard Sampson, Camaris Luis-Payne, Benchmark; Gary Kunday, Adam Nichols

BUSINESS OF THE MEETING

Mr. Don Cook welcomed everyone and called the January 27, 2021 Commission Meeting by Zoom to order at 9:30 A.M.

Mr. Don Cook asked the Commissioner's to review the agenda to see if there were any adjustments to make at this time.

Mr. Tana McHale stated she thinks they need to add a closed session at the end of the meeting.

Mr. Don Cook stated with the consideration of adding a closed session at the end of the meeting, is there a motion?

Motion by Ms. Tana McHale to add a closed session to the end of this Commission Meeting; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 5 / No: 0

Mr. Don Cook reported with the motion carried there will be a closed session at the end of the meeting for further discussion.

Mr. Don Cook asked if there were any more discussions on the agenda or any other items from the Commission. With no further discussions, we will continue on with the agenda as scheduled.

Mr. Don Cook stated that first of all Mr. Thomas Forsberg has completed his terms on the Columbus Airport Commission, his work was superior, it really changed how we did business here over his ten years of service. His work was superior on the first day I met him, and he was still all fired up on his last day serving. He personally thanked Mr. Thomas Forsberg for his

years of serving on the Commission and in the community.

Ms. Tana McHale echoed what Mr. Don Cook said, she had told Mr. Thomas Forsberg that he was probably the most passionate person about the airport that she has come across. He did a terrific job and she really appreciates all the efforts that he put forth in the ten years he was on the Commission.

Ms. Clark added there will be a proclamation held at the city for Mr. Thomas Forsberg for his ten years of service, we will make sure that he is aware of that date and he will receive that as he should.

Mr. Don Cook stated as change happens there is always someone new, he asked Mr. James Barker to tell us a little about Mr. Art Guin.

Mr. James Barker said that Mr. Thomas Forsberg has been a great friend, mentor and has really guided his process through the Commission. As sad as it is to see Mr. Thomas Forsberg go, at the same time he is excited to see Mr. Art Guin come on the Commission. Mr. Art Guin has an accounting background, has many many years at multiple businesses, his last ten years at Aflac, giving leadership on finance, technical accounting and new technology litigation to help track finances at Aflac both here and abroad, he also, is a business traveler, goes to Japan quite often when COVID-19 was not a factor, one of the intentions of bringing him on was not only to have some representation from Aflac but, to have someone with a strong financial background and that is also passionate about aviation and travel. He thanked Mr. Art Guin for joining the team, they are excited to work with him into the future!

Mr. Art Guin thanked Mr. James Barker as he was expecting more of his initial introduction when Mr. James Barker's complete silence earlier when his audio went silent. He does not know where to go with Mr. James Barker's kind words, he knows Mr. Thomas Forsberg as well, what a great guy, his introductory comments of his excitement on day one until his last day on the Commission. Mr. Art Guin is hoping he can live up to that and can fill the big shoes that Mr. Thomas Forsberg led with, he is looking forward to serve. He has met the Commissioners virtually, he knows Ms. Amber Clark is the Airport Director, and so far everyone has been really good and he is looking forward to serve and to working with everyone, thanking them for the introduction.

Mr. Don Cook welcome Mr. Art Guin and told him they have some exciting times for him, so just hang on and wear your seatbelt and we will be just fine. Mr. Don Cook reported that Ms. Amber Clark has got us set for a great year.

Mr. Don Cook asked if there was a motion to accept the minutes for the December 2, 2020 Commission Meeting.

Motion by Ms. Tana McHale to approve the minutes for the December 2, 2020 Columbus Airport Commission Meeting; seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 5 / No: 0

Mr. Don Cook asked for a motion to accept the minutes from the special called meeting on December 23, 2020.

Motion by Mr. James Barker to approve the minutes for the December 23, 2020 Columbus Airport Commission Special Called Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF RECOMMENDED HOSPITALITY DEPARTMENT STAFFING ADJUSTMENTS

Ms. Clark reported due to additional requirements needed to open and operate the acquired food truck the decision was made to delay opening the restaurant until 2022 when the terminal project is completed. The Restaurant positions were eliminated, and alternate employment performing custodial responsibilities were offered to the Restaurant employees.

Upon our previous Custodial Supervisor's retirement, her position was eliminated, and the Custodial Department was included within the Restaurant Department to form the Hospitality Department. However, with the elimination of the Restaurant Manager position, oversight of the Hospitality Department is deficient.

Only one of the Restaurant employees opted to continue employment with the Columbus Airport Commission within the Hospitality Department performing custodial responsibilities. We currently have two full-time and one part-time custodial positions approved.

I recommend the approval of four full-time Custodians, One Custodial Supervisor and three full-time Custodians as this arrangement will allow for proper leadership, enhance our COVID-19 cleaning procedures, and allow for greater flexibility when vacation and sick time is requested. With the elimination of the Restaurant and adding these additional custodial full-time positions our salary and benefit expenses will decrease by 31%. I recommend approval of the presented Hospitality staffing adjustments.

Mr. James Barker asked where does that leave us in 2022 will we need to rehire someone for the restaurant when we will reopen back up and also, their staff? Will we transition one of the Custodial workers over there or how will that work?

Ms. Amber Clark stated as far as that goes we are going to continue with the plan of having a Hospitality Department. If the restaurant is opened back up, leadership will be necessary and there would be a possibility of transferring the current Hospitality leadership over depending on their qualifications. However, having a supervisory level position under a restaurant manager is something we could reassess at that time. There may be an opportunity where outside concessions come in to run the restaurant. We can Upon closer to the completion of the terminal project we assess the situation with the restaurant and staffing needs.

Motion by Ms. Tana McHale the approval of recommended hospitality department staffing adjustments: seconded by Ms. Tana McHale and unanimously approved by the Commission.
Ayes: 5 / No: 0

CONSIDER APPROVAL TO LEASE PROPERTY TO OUTFRONT MEDIA FOR USE OF A BILLBOARD

Ms. Clark stated the Columbus Airport Commission was gifted a piece of property referred to as Parcel 114. This parcel is located between the North ramp of I185 and Armour Road. A billboard is located on the parcel and is owned and operated by OutFront Media. Upon the change in ownership of the parcel OutFront Media was contacted to negotiate a new lease to for the property.

An agreement has been finalized. The terms are as follows: OutFront will lease the property for \$4,000.00 dollars for the first lease year and for the second and third lease year OutFront will pay \$5,000.00 per lease year or an amount equal to (25%) of the annual net revenue, whichever is greater.

OutFront Media has also agreed to allow the Commission to advertise on one billboard for 365 days a year for all three years of the initial property lease term. A pool of 10 billboards have been selected and are within our air service catchment area, along the highway, or other high traffic locations.

Ms. Clark recommend the approval of the presented property and advertisement lease with OutFront Media.

Motion by Ms. Tana McHale the approval to lease property to OutFront Media for use of a billboard; seconded by Mr. James Barker and unanimously approved by the Commission.
Ayes: 5 / No: 0

DIRECTORS REPORT

Ms. Clark began with the following monthly updates.

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe provided the following Flightways Columbus report.

- Volume Report:

We pumped a little under 31,000 gallons of Jet A fuel in December and a little over 32,000 in November. Our total volume decreased minimally year over year. We had a slight decrease in Avgas year over year. There was a 31% decrease in retail and CAC Jet A fuel and a 23% increase in contract as well as a significant increase government fuel. The Airline uplifts were the same year over year but increased month over month.

- Self-Serve:

Self-serve had a significant increase month over month as well as year over year. Year over year comparison increased by 83%.

- Flightways hours:

Our hours of operation are 5 am to 7 pm 7 days a week with on call services available. We were closed on Christmas Eve and Christmas day and serviced the airlines as well as gave support to a few customers on Christmas Eve.

- Hangars:

We are in the process of working on a few hangars to get them ready for customers who are on the hangar lease waiting list. These hangars were vacated over the past month due to sales of the customer's aircraft. We also have a few customers in the process of prebuy sales with their aircraft due to not flying anymore caused by health or medical issues. We have added a few customers to the waiting list that will be called as soon as the hangars are ready for lease.

- Additional News:

I would like to thank all the staff in my department for their hard work and dedication during the time of our Nations elections. We had Vice President Pence hold a rally on our ramp during a day it was 27 degrees outside and I have to say the employees did a GREAT job working with secret service staff as well as the set up crew the week of the rally. Chief Andre' Parker and staff in public safety, Ms. Sonya Overton in Marketing and Mr. Daniel Thomas and his staff in the Maintenance Department did a wonderful job as well. We also had several other dignitaries visit our facility during this time. THANK YOU to all airport staff for a great job well done!!!! Thank you Commissioner Don Cook for coming out to represent the Airport Commission.

Fuel Price Comparison

January 19th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$4.90	\$4.50	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.85	\$5.72	\$5.08
HSV	Huntsville International	Signature	\$6.06	\$5.65	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.02	\$4.88	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.55	\$6.20	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.66	\$5.80	\$4.94
MDQ	Huntsville Executive	Executive Flight Center	\$4.25	\$4.78	-
VPC	Cartersville Airport	Phoenix Air	\$3.65	\$4.69	-
FFC	Atlanta Regional Airport	Falcon Field	\$3.70	\$4.02	-
CSG	Columbus Airport	Flightways Columbus	\$4.85	\$5.20	\$4.20
Average			\$4.85	\$5.14	\$5.01

PIM	Pine Mountain	2.99	3.79	3.59
EUFA	Eufaula	4.3	~	4.98

Hangar Waiting List

CSG Hangar Waiting List			
Updated 01/01/21			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshton	6/15/2020	Single	Bonanza
Bailey Mills	7/15/2020	Twin	310
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Rudy Otwell	7/30/2020	Single	Comanche
Brian Parker	10/23/2020	Single	Grumman
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Twin Hangar Requested			
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Omar McCants	4/30/2018		Single
Reed Hovie	11/19/2018		Single
David Lewis	3/25/2019		Single
Elijah Figueroa	10/28/2019		Single
Daniel Holley	1/10/2020		Single
Glenn Eller	2/11/2020		Single
Thomas Henegar	2/19/2020		Single
Michael Knautz	5/20/2020		Single
John McLemore	6/16/2020		Single
Tim Villegas/Shroff	6/22/2020		Twin
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update report.

Terminations/Resignations: (2)

- Benjamin Kiger, Restaurant Manager: Voluntarily
- Nelson Ward, Restaurant Crew Member: Voluntarily

New Hires (1)

- Madison Grapp, Customer Service Representative (PT)/ Flightways – FBO: DOH
01/11/2021

Vacant Positions by Department

# of vacancies	Job Title	Department	Status
1	Custodial Supervisor	Hospitality	Posted Internally
1	Line Service Technician (Part-Time)	Flightways /FBO	Screening resumes to schedule interviews
1	Equipment Maintenance and Line Service Tech	Flightways /FBO	Screening resumes to schedule interviews
1	Maintenance Manager	Maintenance	Posted - Internally, Indeed, AAAE, and LinkedIn

Contingent Offers Extended/ Pending TSA Background:

- Line Technician Part-Time / Flightways

Promotion: None

Additional Human Resources Additional Updates

- 2.5% pay increase approved for airport employees
- January Employee Meeting: Departmental Updates and “Employee Manual Trivia” game
- Developing a partnership with Goodwill to provide custodial training
- The Harris County High School intern started with Public Safety on 01/13/2021
- December Employee Meeting: Departmental Updates, Ugly Sweater Contest, and Games
- Developing a partnership with Columbus Technical College to provide training

Ms. Tana McHale asked who won the ugly sweater contest?

Ms. Monica Stone stated Officer Marion Carlos Anderson won the ugly sweater contest.

MAINTENANCE

Mr. Daniel Thomas provided the following update report.

Good morning to everybody, and I hope everyone had a good New Year.

Landscaping Division:

- Maintain the front of the airport by removing the fallen leaves, pulling up weeds in the flower beds, pruning up the lower tree limbs, and pruning back the bushes.
- The Crape Myrtle Trees are about to be pruned to reshape them and remove any dead limbs on the Armour Rd side of the airport.
- All airport out lots is being maintained.

Facility Division:

- 28 work orders for the facility division have been completed since the last airport commission meeting. 7- work orders were done for the hangars, and 21- work orders were done for the airport terminal building, parking lots, and the FAA areas.
- Hangar 57 has new door seals on the airside and landside of the hangar. There is a brighter LED light that was installed on the top outside part of the hangar. All the hanger door wheels were greased. The two hangar bay ceiling heaters are being worked on and

hopefully have been completed and working by this Columbus Airport Commission Meeting.

- Hangar 15-B seals are being worked on now.
- Hangar 14 door seal will be worked on and completed after Hangar 15-B door seal gets completed.
- On January 9, 2021, the main fire sprinkler/ fireplug water line broke open in the new rental car parking lot. This water line was shut down and repaired by Whitfield Contractors Company. After the repair work was completed, the water line was turned back on January 13, 2021.

Airfield Operations Division:

- The Columbus Airport yearly FAA part 139 inspection with are FAA inspector Nick Lemay started in December and is still ongoing today. This year's inspection is different because of the COVID-19 virus. FAA inspector Nick could not be with us in-person to perform the inspection because of the virus this year. All the paper documents had to be scanned and digitized and sent by email.
- On December 27, 2020, FAA ATCT called me up and told me that they had no control and locked them out of the airfield lighting system. After responding to the call. I found the UPS computer system that controls the whole lighting vault system had shut down. Both internal close cell batteries and a 100-amp fuse had to be replaced, and all the PLC had to be reset to bring the airfield light systems back online and working on December 30, 2021.

Mr. James Barker thanked Mr. Daniel Thomas for his fast response on the airfield lighting. What part of the light system was down or was it the whole thing?

Mr. Daniel Thomas said it was the whole lighting system, basically UPS system in the cabinet that controls all the PLC's had critical failure with the battery, so it locked everything out even the whole airfield even the FAA control lighting was down so that was bypassed to bring the lights back online mainly because the failsafe was down. We had to manually do everything until the main system came back on.

Mr. James Barker responded awesome as he expressed his appreciation again as this could have been a major issue for nighttime operations. Thank you for getting this all handled during holiday times and for your work.

Ms. Amber Clark echoed what Mr. James Barker has said, she personally thanked Mr. Daniel Thomas, Chief Andre' Parker and Mr. Jose Aviles. As you heard there was a couple incidents that were outside of normal operating hours with a couple of pipes that burst along with the airfield lighting system. Our team is just amazing, they do not question what time or day it is even if it is a holiday they just jump right on repairing the problem in a very timely manner. She is very proud of the employees, thank you for continuing to provide dependable service to all of our customers! She is very appreciative to all of Team!

MARKETING

Ms. Sonya Overton provided the following update report.

- On behalf of the Airport Commission and Staff, Christmas Cards were sent out to vendors and contractors. 2021 pocket calendars are in and are being distributed to tenants and guests. Calendars are available at the Admin office and Flightways.
- An RFP for vending concessions went out on December 23, 2020. We have received 12 inquires thus far. Proposals are due on February 26th.
- An RFP for ATM concessions went out on January 14, 2021. We have received 2 inquires thus far. Proposals are due on March 5th.
- Our Small Community Air Service Development grant was approved for an extension with an expiration date of January 8, 2022. This grant is used to help us obtain Air Service Development as it provides a revenue guarantee for potential airline Service.

PUBLIC SAFETY

Chief Andre' Parker provided the following update report.

Happy New Year! With 2020 now behind us, let us pray that 2021 is much more pleasant.

Events

- December was a busy month for Public Safety. We supported several Presidential and Senate election events. Our staff helped the Secret Service with visits from Vice Presidents Harris and a Vice President Pence rally at our airport.
- We housed the Presidential motorcade vehicles for both VPs at the ARFF station.
- The Secret Service expressed their gratitude for the support and hospitality received from our airport staff.
- Senator Kelly Loeffler and other local and state political figures have visited and used CSG as a venue.

Training

- January 1st is the beginning of our 2021 training cycle, and we are looking forward to what the new year brings. Public Safety Staff had a total of 1,432 training hours for 2020. As always, we are still proud of our Public Safety officers and staff's work and efforts. It's not an easy task to keep up with training hours along with professional and personal responsibilities. None the less they continue to get the job done.
- This year we will hold our full-scale terannual exercise here at CSG in coordination with our local agency partners. The training exercise will take place in April, with the date and time to be determined.
- I have been appointed to represent the Georgia Association Chiefs of Police training committee as the District 3 representative for 2021.

Ms. Amber Clark congratulated Chief Andre' Parker for that nomination, it was very well deserved! so we appreciate you stepping up in that capacity in representing our community and our airport.

TERMINAL CONSTRUCTION UPDATE

Ms. Sellers provided the following update report.

- I. A1 (Hold room and New Restrooms)–
 1. Passenger boarding bridges in fabrication
 2. Foundations laid out and being installed later this month
 3. Will transition Hold room to SIDA only after 2nd floor Restrooms completed
- ii. A2 (TSA, Maintenance Shop and Locker Rooms) –
 1. TSA, Maintenance, Airfield Operations and Restaurant departments moved in
- iii. B1-Waiting Room – On schedule for a December turn-over and move in:
 1. Temp walls removed early January
 2. Delta in process of relocating to new ticket counter and ATO
 3. LEO office complete ready for LEO relocation
 4. Furniture delivered last week
 5. Punch/completion in progress
- iv. B2 – Former TSA Space
 1. Walls complete and painted
 2. Overhead Utility work in progress
 3. Waiting on Delta move to begin demolition of remainder of B2
 4. Baggage Handling System scheduled to deliver early February and begin Installation
- v. Exterior –
 1. Canopy ceilings ongoing
 2. Roof replacement 95% complete – trim metal being installed now
 3. Exterior painting near complete

4. Walkway Pavers installed at main entrance
- vi. 2nd Floor Restrooms
1. Demolition began mid-January
 2. Plumbing installation in progress
 3. Anticipate completion and turnover by mid-February
- vii. Phase C (Baggage Return and Rental Car Counters)
1. Working with Rental Car Companies to develop a temporary relocation plan and then will install temporary walls and begin demolition.
 2. Goal is to begin demolition by mid-February.
- viii. Phase D (Central / Main Terminal Corridor)
1. Demolition in progress to prepare for TSA screening equipment relocation (tentatively scheduled for late March)
 2. Overhead security door in fabrication – scheduled to install late February

Ms. Clark provided the following thank you letters were received in January 2021, that are adhere to these records as follow.

Good Morning Ms. Clark,

I specifically asked Mr. Daniel Thomas for your contact information, because I wanted to reach out and let you know how helpful and accommodating both Mr. Daniel Thomas and the entire Operations team was during our recent visit to Columbus. I just wanted to reach out and express my gratitude for all of the Airport's help and support! The efforts from individuals like Mr. Daniel Thomas and your entire crew does not go unnoticed. Mr. Daniel Thomas went above and beyond, and as a result aided tremendously in a successful visit! Please share my (our) thanks and appreciate!

Thank you! Happy Holidays and Happy New Year!

I had heard our visit coincided with a 139 inspection; my previous career was airport management, so I am painfully aware of those inspections! I hope they went well!

Sincerely,

Tabatha L. Ialacci

Special Agent

United States Secret Service

Vice Presidential Protective Division

Good Morning Chief,

I just wanted to take a quick moment to reach out and express my gratitude for all your help and support during our most recent visit to the Columbus Airport! The efforts from you and your entire crew does not go unnoticed, and it helped me tremendously. Please share my (our) thanks!

Thank you! Happy Holidays and Happy New Year!

Sincerely,

Tabatha L. Ialacci

Special Agent

United States Secret Service

Vice Presidential Protective Division

Ms. Amber Clark especially thanked the Operations Team, Mr. Daniel Thomas, Mr. Jose Aviles, Mr. Eric Rivers, Mr. Blake Fulford, Mr. Cameron Hagan, Mr. Troy Pair, who were all great! Being here in the parking lot, directing traffic, coordinating with tenants on the field if there were any concerns ramp closures or ramp movement. It was a really great experience, and everyone really stepped up, and echoed again what was said in the two previous letters she had read. Keep up the good work! She loves receiving the letters and wants to keep them coming as she would like to have one to present each month at each Commission Meeting.

Mr. Don Cook wanted to share two things consistently and high performance of this Team. Every time they make the mark and meet it, even when they are out there, and we don't know they are out there. That says a lot about the Leadership and this Team, as they are all highly qualified! He shared that the Secret Service had went to him for both Vice President Pence and Ms. Kamala Harris visits to our area, and how well each of our employees, with their professionalism of each and every one of them. It makes us shine with pride and happiness with these great compliments. He also, wanted to share something virtually, the employees are all doing a great job! You can tell your doing a great job in how well the Columbus Airport runs. Last week his son came into the Columbus Airport from Turkey and he will fly out of here going to Japan. His granddaughter flew into the Columbus Airport from California. Mr. Don Cook flies once a week out of the Columbus Airport. Flying from the Columbus Airport, everything is on time with the tremendous great service! In proves those that use the Columbus Airport are receiving this level of service that goes behind all these great comments that have been said today.

Mr. Art Guin thanked Mr. Don Cook for speaking up. He had drifted off the agenda and started looking at videos during the meeting trying to get more familiar, getting to know everybody, and putting faces with their names. With the great Kudos from everyone, while people were giving their reports and seeing this recognition you couldn't have snatched or erased the smile off of Ms. Amber Clark's face, you could just see her pride in how all of this is going here at the Columbus Airport. That really stood out to me and he looks very forward to working with this group.

Mr. Don Cook asked for any other discussion under other matters at this time.

Mr. Don Cook announced with no further business the meeting was adjourned to closed session to discuss personnel matters at 10:24 A.M.

Motion to go into closed session by Ms. Tana McHale was made: seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion to return to open session Ms. Tana McHale was made: seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 4 / No: 0

Action was taken by the Commission on the items presented.

Motion to adjourn the meeting by Ms. Tana McHale was made; seconded by Mr. James Barker unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting was adjourned at 10.49 A. M.

APPROVED:

Mar Scarbrough, Secretary

Mr. Don Cook, Chairman