



701 East Broadway, Columbia, Missouri 65201

Council Memo

Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: May 18, 2026

Re: Amending Chapter 2 of the City Code to create an Airport Department; amending Chapter 19 of the City Code relating to unclassified service; amending the FY 2026 Annual Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary; amending the FY 2026 Classification and Pay Plan

Impacted Ward: Citywide

Executive Summary

The City Manager proposes creating an Airport Department. As a result, it is requested that Chapters 2 and 19 of the City Code be amended to establish the department and remove classifications from unclassified service. Amendments to the FY 2026 Classification and Pay Plan and Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary will add classifications, eliminate one position, reassign classifications, change titles and transition classifications from unclassified to classified status. In addition, Chapter 19-4 is also amended to change two classifications in the Communications Department from unclassified to classified status.

Discussion

The Columbia Regional Airport has grown significantly over the last several years with increased flights with American Airlines, the return of United Airlines, and the addition of Allegiant Airlines. Currently, there are multiple capital improvement projects that are either in the design and/or construction phase at the Airport totaling over \$23,000,000. These projects include: Snow Removal Equipment Building, Glycol Recovery System, Terminal Building Loop Road, Terminal Building Board bridge, Powered Outbound Baggage Conveyor System, Exit Lane Technology, Secure Area additional seating, Airport Drive Improvement project, South Parking Lot Improvement, North Parking Lot Improvement and the Terminal Production Kitchen project. In addition to this, there are over \$100 million in planned capital projects over the next five years. All of these projects, as well as supervising Airport maintenance staff and Safety officers is accomplished by the Airport Manager. The Airport Manager is also responsible for the oversight of regulatory requirements for the commercial airport and daily oversight of both commercial and general aviation operations.

This proposed restructure of the airport would align the airport administration and titles to be consistent with aviation industry standards. This will allow the airport to recruit and retain qualified staff. This proposed change would be consistent with other regional airports both in the Midwest and across the country.



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Staff proposes the following changes to the FY 2026 Classification and Pay Plan and Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary:

- Eliminate 1.0 FTE Airport Manager
- Add 1.0 FTE Airport Director
- Add 1.0 FTE Deputy Airport Director
- Reassign 1.0 FTE Airport Safety Officer to Airport Maintenance Supervisor

Title Changes include:
 Airport Safety Officer to Airport Operations Specialist
 Airport Safety Supervisor to Airport Operations Supervisor
 Assistant to the Airport Manager to Assistant to the Airport Director

The requested changes result in the addition of 1.0 FTE.

Attached are the amendments to the classification and pay plan, the amendment to Sec 2-177 of the City Code creating the Columbia Regional Airport Department, and the amendment to Sec 19- 4 revising the definition of unclassified service to add and remove classifications assigned to the Airport and Communications Departments.

Fiscal Impact

Short-Term Impact: The estimated budget impact for the FY 2027 and the remainder of FY 2026 is \$456,000

Long-Term Impact: The estimated cost is \$406,000 per year subject change based on future increases in pay and benefit costs.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
	None

Suggested Council Action

Passage of the ordinance.