

RICHLAND-LEXINGTON AIRPORT DISTRICT
Draft Minutes
Commission Meeting
October 18, 2021 @ 4 p.m. Carolina Room

Attendance

Dan Bell, Chair; Carol Fowler, Vice Chair; James Whitmire; Hazel Bennett (Zoom); David Jordan; Duane Cooper; Breon Walker (Zoom); Pat Smith; Hank Jibaja; Jim Wellman; LaJoia Broughton

Staff

Mike Gula; Gregg Hornsby; Chappelle Stevenson; Frank Murray; Eddie Martin; Kim Jamieson; Ryan Kreulen; Joel Livingston; Josh Davis; Nicole Huffman; Malia Ropel; Bri Ferguson; John Fisher (Attorney); Lynne Douglas (Secretary)

Guests

Ryan Hounshell (Holt Consulting); Johnny Dickerson (Columbia Aviation); Lee Thomas (Eagle Aviation); Dave Carpenter (Foth); Terry Macaluso (WK Dickson); Ron Harvey (GCS Consulting)

1. **Invocation**

Mr. Jordan offered the Invocation.

2. **Approval of Agenda**

Due to the meetings being recorded, Chair Bell asked that no one speak until recognized by the Chair. He then asked for a roll call of Commission members. Following roll call, Mr. Jordan made a motion to approve the minutes. Mr. Whitmire seconded the motion. Motion carried.

3. **Approval of Commission Minutes of August 16, 2021**

Mr. Jordan made a motion to approve the minutes. Mr. Smith seconded the motion. Motion carried.

4. **Approval of Commission Secretary**

Chair Bell stated that Ms. Ferguson has asked to be relieved of Commission Secretary duties. He went on to say that she has done a very good job and that the Commission thanks her for the work she has put into this. Chair Bell said that Lynne Douglas has agreed to return on a contract basis as Commission Secretary. He called for a motion to accept Ms. Douglas as Commission Secretary. Mr. Jordan made the motion to accept Ms. Douglas as Commission Secretary. Mr. Wellman seconded the motion. Motion carried. Chair Bell welcomed Ms. Douglas back.

5. **September 2021 Financial Report – Gregg Hornsby, CPA**

Mr. Hornsby reported that Year to Date Enplanements are at 302,692. Funds available increased by \$688,610 with the majority of that being the CARES funding that was drawn down. Days cash on hand improved from 413 to 437. Mr. Hornsby pointed out that the CARES Grant Summary reflects the award and the draw down amount. So far, we have drawn down \$6,052,490 with \$5 million of that drawn down this year. He went on to say that our first draw down was November of last year. The majority of the draw has been for payroll reimbursement.

Mr. Hornsby continued by pointing out the Enplanements graph – from about June 2021 on, this year bears some resemblance to 2017. He said it will be interesting to see how closely 2021 tracks to 2017's enplanements. He also said that if we continue to average 41,000 – 42,000 for the last three months of the year, we should easily hit 412,000 for the year in enplanements.

Mr. Hornsby reported that Revenues for the month are over budget with the largest one being parking. Total Operating Expenses are nothing remarkable and are spot on.

In concluding his report, Mr. Hornsby said that it was a good month. He also said that Mr. Dukes had asked a couple of months ago about doing a summarized comparison to 2019 and how we compared with our last decent year. Mr. Hornsby pointed out the variance percentage of 2021 as compared with 2019 in the comparison chart he created at the bottom of the **For the Nine Months Ending September 30, 2021** page in his report.

6. **Committee Reports**

a. **Operations Committee Report – Pat Smith**

i. **Wildlife Mitigation Procedures**

Mr. Smith reported that the committee met last Thursday to review the Wildlife Mitigation Policies and Procedures document. The committee has recommended the document as information to the Executive Director and staff.

b. **Finance Committee Report – David Jordan**

i. **Sale of Site 15**

Mr. Jordan reported that this committee met prior to the Commission meeting. They discussed the sale of Site 15, which is about 70 acres, at a price of \$1,400,000. Mr. Murray continued by reporting that this offer was provided by Magnus Development Properties and reflected an appraisal of the property. Because of questions raised by the committee to ensure we are receiving a fair price for the property and to also inquire as to whether there is an option to lease instead of sell, Mr. Murray will talk further with Magnus to inquire about these questions.

ii. **FY Year 2022 Budget Proposal**

Mr. Jordan reported that Mr. Hornsby had presented the 2022 budget and that it is a conservative budget. He put forth the committee's recommendation to approve the budget. Mr. Cooper asked if there were any highlights based on the new budget versus last year's budget. Mr. Hornsby responded by saying the biggest highlight is the enplanements projection. Last year's budget was based on 235,000 and the 2022 budget is based on 501,000 enplanements. Mr. Cooper also asked where we were in comparison with the 2019 and 2018 budgets. Mr. Hornsby said that he would provide that information in the minutes. Below is the requested information:

Budget	2022	2019	2018
Total Revenue	\$ 26,031,928	\$ 22,928,528	\$ 21,634,422
Total Expenses	22,603,881	22,687,374	21,627,108
Net Income	\$ 3,428,047	\$ 241,154	\$ 7,314
Enplanements	501,895	560,000	525,000

The motion carried to accept the committee's recommendation to accept the 2022 budget.

7. Staff Reports

a. **Chairman's Report – Commission Chairman Dan Bell**

Chair Bell reported that enplanements are increasing and that Sunday was the best day this year with over 2100 people. International travel is slowly opening with U.S. borders opening to vaccinated travelers. He went on to report that the drive-through COVID testing site at CAE is receiving good support. CAE is supporting Breast Cancer Awareness Month with pink lighting on the escalator handrails. A pink pumpkin contest was held last Friday and a chili cook-off is scheduled for October 28.

b. **Director's Report – Mike Gula, AAE**

Mr. Gula reported that travel is returning quicker than anyone in the industry anticipated. The Delta nonstop flight to LaGuardia returns on November 5; however, the nonstop to LaGuardia on American has not yet returned.

8. Executive Session

a. **Executive Director Review**

b. **Commission General Counsel Contract Review**

Mr. Jordan made the motion to enter Executive Session. Mr. Whitmire seconded the motion. Motion carried.

Upon coming out of Executive Session, Mr. Jordan made the motion to accept the changes for Mike Gula as recommended by the Executive Committee. Mr. Whitmire seconded the motion. Motion carried.

Ms. Fowler made the motion to revise the General Counsel's contract to reflect a salary of \$400 per hour going forward. Mr. Smith seconded the motion. Motion carried.

9. Discussion & Suggestions

a. **Comments from Public**

There was no additional discussion.

10. **Next Meeting is December 6, 2021**

11. **Adjournment**

Chair Bell adjourned the meeting.

Respectfully Submitted,

A handwritten signature in black ink that reads "Lynne Douglas". The signature is written in a cursive, flowing style.

Lynne Douglas, Commission Secretary