

**Richland-Lexington Airport District
Commission Meeting
Draft Minutes
August 14, 2021 @ 4 p.m. Carolina Room**

Commissioner Attendance

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

Commissioners Absent

Staff Attendance

Mike Gula, Ryan Kreulen, Frank Murray, Joel Livingston, Kim Jamieson, Chappelle Stevenson, Eddie Martin, Nicole Huffman, Bri Ferguson, Josh Davis, Malia Ropel, Chris Davis, John Fisher (Attorney)

Other Attendees

Ron Harvey (GCS Consulting), Robert Moore (Mead & Hunt), Lee Thomas (Eagle Aviation), Dave Carpenter (FOTH), Mark Waller (AVCON)

1. Invocation

Mr. Whitmire provided the invocation.

2. Approval of Agenda

Mr. Jordan made the motion to approve the agenda. Mr. Whitmire seconded the motion. Motion passed unanimously.

3. Approval of Commission Minutes of July 19, 2021

Originally, Mr. Jordan made a motion to approve the minutes, and Mr. Smith seconded. A vote occurred, and the motion was passed. However, due to technical difficulties, the in-person meeting could not hear some Commissioners attending via Zoom, who wanted to discuss the minutes. It was unanimous that the vote be reconsidered, so that discussion could occur.

Ms. Bennett directed the Commissioners to Agenda Item #7, 9 paragraphs in. She asserted that she did not say any of the things recorded in the minutes, and therefore wanted them redacted. Ms. Bennett made a motion to redact those 4 paragraphs from the July minutes.

Mr. Cooper stated that the minutes were thorough, and raised a few questions. He wanted to know if all of this information should be recorded, if Ms. Lynne Douglas recorded in such a narrative, and how the minutes were previously kept. Ms. Bennett stated that Nicole [Sic] needs guidance, and Mr. Cooper suggested that Ms. Douglas

come back to train the new Commission Secretary. Ms. Bennett stated that the new secretary may not be able to differentiate voices over the zoom platform.

Mr. Cooper suggested that the meetings be recorded. Vice Chair Fowler and Mr. Wellman agreed. Mr. Wellman stated that this was an unfair position for the Commission Secretary, and made a motion to audio record all future meetings. Chair Bell stated that there is already a motion being considered, but that he would come back around to this.

Mr. Cooper asked if amendments can be made after the vote, and Mr. Fisher confirmed. Mr. Whitmire seconded Ms. Bennett's motion to amend the minutes. The motion passed unanimously.

Mr. Wellman made a motion that all future Commission and Committee meetings requiring minutes also be recorded via audio device. Mr. Whitmire seconded the motion.

Ms. Bennett asked what the purpose of the recordings would be. Mr. Wellman said that these would be for the Secretary, but also to be used as historical record/documents. Vice Chair Fowler stated that the printed minutes would not have to be so detailed if the meetings are recorded.

Mr. Cooper suggested that Zoom could be used to record the meetings. Chair Bell stated that he would prefer not to use Zoom specifically named in the motion, but that this would be an appropriate platform to use for the time being. Mr. Wellman said that he preferred the keep the motion verbiage as originally stated, with "audio" rather than a specific platform. The commission voted, and passed the motion unanimously.

4. Proposed Increase of Surface Lot Parking Lot in Conjunction with the Approved Rate Increase of the Parking Garage—Mike Gula, AAE

Mr. Gula presented that MAG and Reef Parking have recommended to increase the Surface Lot rate by \$2 at the same time as the Garage rate increases by \$2. They also recommend to remove the fast lane after January 1, 2022. Staff presents this to the Commission, with the intent of moving forward as MAG and Reef propose.

Mr. Jordan made a motion to follow the recommendations presented by MAG and Reef. Mr. Smith seconded the motion.

Ms. Bennett asked about handicap parking, and was curious if we are still moving forward with one day free. Mr. Gula explained that this is the plan going forward, and presented information about the online booking system/discounts. Ms. Bennett asked how much money the airport is losing on handicapped parking spots being free. Mr. Gula stated that annually, it would be \$300K-400K, and that we are currently the only airport in South Carolina offering an entirely free stay.

Mr. Whitmire asked if there is a record of fast-lane users, and Vice Chair Fowler asked how many users there are annually. Mr. Gula responded ~2500. The Commission voted, and unanimously passed the motion to increase surface lot prices by \$2 and remove the fast-lane at the end of the 2021 calendar year.

5. July 2021 Financial Report—Gregg Hornsby, CPA

Mr. Hornsby is out of the office celebrating the birth of his grandson, so Ms. Ropel gave the financial report.

She explained that the available funds have decreased by \$430K, which related to construction expenditures. Furthermore, our capital expenditures are at \$1.2M. Ms. Ropel presented that enplanements are up 27% from 2020.

She went on to say that there is approximately half of the CARE's money left in the account after this month's draws of \$497K. This does not include the other federal aid that was provided during the pandemic.

Ms. Ropel pointed out a correction: Debt Service Coverage line should read 1.54. There was nothing significant to report in regards to the balance sheet. She presented that Car Rental Commissions and Concessionaires are all over budget. Expenses in Line 24 include Outside Professional Services (lawyer for the July land sale). Ms. Ropel also showed 2019, 2020, and 2021 budget comparisons, as Mr. Dukes requested at the previous meeting.

Mr. Gula told the commission that a one-time bonus was provided for those who had not received a salary increase within the last 18 months. Mr. Whitmire asked if there was a set amount per department that was allocated for this. Mr. Gula explained that it was a 5% bonus for exempt employees and 6% for non-exempt. Ms. Bennett asked for a confirmation of bonuses being awarded, and Mr. Gula confirmed.

There was some discussion about the various federal grants we received during the pandemic, how those funds are logistically handled, and what those funds can be used for.

6. Staff Reports

a. Chairman's Report—Commission Chairman Dan Bell

Chair Bell reported that he met with the President/CEO of Experience Columbia, and found that they cannot spend any money advertising within the Columbia region.

Chair Bell also met with Ellen Hill, his counterpart at the Charleston Airport. They discussed the fact that air service opportunities are purely a numbers game, and to get new service, we will need to show that the service is here. She will be visiting Columbia next month, so stay tuned for that.

Chair Bell visited Fort Jackson graduation ceremony with some Executive Staff members, and they discussed opportunities surrounding military enplanements in Columbia.

There was a meeting today with some Executive Staff members and the State Chamber of Commerce that was open to all Commission members. Their new employee is getting familiar with Columbia, and had many ideas involving CAE after his experiences in Charlotte.

Chair Bell closed by reminding the Commission that we are expecting to see a drop in enplanements due to lack of leisure travel into the fall, and the delta variant of COVID-19.

b. Director's Report—Mike Gula, AAE

Mr. Gula started by stating that Ms. Jamieson is working with DHEC, and a COVID-19 Testing site will be located in the Cell Phone Lot starting on 8/31/2021. This site will be a 24-hour test site, open for the public, conducting saliva and nasal swab tests.

He stated that Mr. Murray gave a presentation earlier today that the Commissioners were invited to attend. He discussed Project Horizon and gave a tour of the CBIS Construction site. Mr. Gula said that the airport is pleased with Boyer Commercial Construction.

He presented that the Site 3 Borrow Pit Project is still underway, and that he/Mr. Murray would be meeting with Richardson Construction to resume negotiations.

Mr. Gula shared that the airport currently has an RFP out for Common Use Systems, and explained what technology that is.

An employee with DGS had to have his badge revoked. He brought a pistol and 21 rounds into the secure area. He has lost his security access multiple times in the past.

Mr. Gula presented on the Air National Guard from McEntire AFB. They will be staged at CAE beginning in January 2022 while the airfield is being repaired at the base.

There is an area leased to Amazon for trailer staging that will need ~\$80K of landscape buffering to continue to be eligible for lease, per Lexington County Council. We are looking into our options, along with Mr. Fisher.

Ms. Stevenson introduced Mr. Chris Davis, who has joined the CAE Team as the HR Manager. He served 22 years in the Air Force and has a Master's Degree in HR. He has already proven to be an asset to the team.

7. Consideration of Executive Committee Recommendations re: Attorney General

Opinion Request

The Executive Committee met and makes the following recommendation(s):

1. Regardless of the Attorney General's opinion, the RLAC takes no further action
2. RLAD legal counsel should be ready to discuss and handle this issue with the counsel for appointing bodies

Mr. Cooper asked what prompted this, given that the body has already voted upon this. Vice Chair Fowler explained that the Executive Committee is asking that Commissioner's take no further action regardless of the opinion provided by the Attorney General. She also stated that some Commissioners have asked in the past for Mr. Fisher to discuss with the various delegation's counsel(s), and that this is a request for him to have those discussions if they are prompted.

Mr. Cooper asked what could Commissioners do at this point, and Vice Chair Fowler replied nothing. Mr. Cooper asked if the Executive Committee is asking the Commissioners to do nothing and say nothing. He then motioned to move into Executive Session. Ms. Walker seconded the motion. The motion was approved to move into Executive Session, but was not unanimous with 3 Commissioners against.

Upon returning from Executive Session, there was a motion and a second to adjourn the meeting. Chair Bell adjourned the meeting. The recommendation from the Executive Committee was not voted upon.

8. Discussion and Suggestion

a. Comments from Public

The meeting was adjourned before the public comments—the public dissipated during Executive Session and were not present for the adjournment.

9. Next Meeting is September 20, 2021 @ 4 p.m.

10. Adjournment

Chair Bell adjourned the meeting at the end of Executive Session, above.

Respectfully Submitted,



Brianna Ferguson, Commission Secretary