

**RICHLAND-LEXINGTON AIRPORT DISTRICT**  
**Commission Meeting**  
**August 15, 2022 @ 4:00 p.m. Carolina Room**  
**Draft Minutes**

**Attendance**

Carol Fowler, Chair; Dan Bell; Duane Cooper (Zoom); Breon Walker (Zoom); Pat Smith; Hank Jibaja; Jim Wellman; LaJoia Broughton; Sarah Johnson; John Folsom; Anton Gunn

**Absent**

Hazel Bennett

**Staff**

Mike Gula; Gregg Hornsby; Frank Murray; Eddie Martin; Ryan Kreulen; Joel Livingston; Kim Crafton; Tamie Head; Lindsay Copelan; Jessica Foster; John Fisher (Attorney); Lynne Douglas (Secretary)

**Guests**

John Gregory, Bill Lamar (NAI); Ron Harvey (Global Core); Terry Macaluso (WK Dickson); Twana Hudson-Willis, Michelle Wagar (Paradies); Herbert and Sandra Sims (Carolina Concessions)

**1. Approval of Agenda**

The agenda was approved as submitted.

**2. Approval of Commission Minutes of July 18, 2022**

Commissioner Folsom made a motion to approve the minutes. Commissioner Bell seconded the motion. Motion carried.

**3. Committee Reports**

**a. Finance Committee – Dan Bell**

Committee Chair Bell reported that the committee met prior to the Commission meeting but was not able to cover the entire agenda prior to the start of the Commission meeting.

**i. Letters of Intent Site 11A and 11C**

Commissioner Bell reported that staff will conduct an updated appraisal on the property and then resume communication with the buyer.

**ii. Uber and Lyft Amendment**

Commissioner Bell put forth the committee's recommendation to implement a \$2.00 drop-off fee for Uber and Lyft. The agreement currently includes a \$2.00 pick-up fee. Motion carried.

**iii. NAI Land Marketing Packet**

John Gregory and Bill Lamar, with NAI Columbia, provided a PowerPoint highlighting CAE's property development opportunities (copy provided in Commission packet). They explained they have been working with CAE for some time to market the sale of excess land parcels. Mr. Gregory suggested they provide updates to the Commission either quarterly or semi-annually to include leads they may have on the sites.

iv. **Ground Transportation/Valet Parking**

Commissioner Bell reported that Reef Parking, the parking vendor, is on a month to month basis. He said the committee agreed with staff's recommendation to discuss a shorter term agreement with Reef to allow for the re-opening of Valet Parking and replacement of the parking control equipment. Staff will provide an update to the committee once they discuss with Reef.

v. **Concession Discussion**

This discussion was rescheduled to the September committee meeting.

4. **July 2022 Financial Report – Gregg Hornsby, CPA**

Mr. Hornsby reported a cash decrease this month due to capital project expenditures. Total capital expenditures out of pocket this month were \$1.5 million. \$1.3 million of that was for the west ticketing and in-line baggage project. He reminded that AIP and TSA funds are being used for this project. TSA funding is about 60 days out on receivable. Mr. Hornsby pointed out the addition of Line 2 on the Dashboard, Airline Cost Per Enplanement (CPE) per Mr. Cooper's inquiry about the CPE at last month's meeting. Enplanements are up YTD by 40% over last year. Parking continues to stand out in Revenues for the month at \$194,000 over budget and is the highest monthly revenue since November 2019. The biggest variance in Expenses is with Airport Operations and covers several items to include HVAC replacement and Air National Guard-related expenses. Mr. Hornsby went on to advise that staff worked with NAI to locate space for one of their clients in the old Post Office space located at west cargo. This tenant is on a month to month basis. Mr. Hornsby concluded his report by saying that at the end of January, we were at 65.09% YTD compared to 2019 in enplanements. We are now at 78.57% YTD to 2019.

5. **Staff Reports**

a. **Chairman's Report – Commission Chair, Carol Fowler**

Chair Fowler advised that staff has requested that Commissioners park in the Premier Parking Lot on the lower level outside of baggage claim rather than the upper parking lot when traveling for an extended period of time. She also reminded that only Commissioners should park in the upper parking lot. When loaning out their personal parking pass or the extra pass, she reminded Commissioners to have their guests park in the Premier Lot downstairs. After some discussion about Commissioner parking locations, Commissioner Broughton suggested that a walk-through for the parking locations be included in the new Commissioner Orientation process.

Chair Fowler asked if there was any objection to rescheduling the September Commission meeting from September 19<sup>th</sup> to September 12<sup>th</sup> due to a personal schedule conflict. There was some discussion to move it to September 26<sup>th</sup> but due to time sensitivity surrounding upcoming contracts, it was suggested that was too much of a delay. After some discussion to include checking the availability of the Vice Chairman, Commissioner Smith made the motion to move the September Commission meeting from September 19<sup>th</sup> to September 12<sup>th</sup>. Commissioner Wellman seconded the motion. Motion carried. Commissioners Cooper and Gunn voted no.

Chair Fowler continued by saying she has asked Commissioners, who attend conferences, to provide brief reports upon their return. She commended Commissioner Cooper for his

great report on the AMAC Conference which he emailed to Commissioners and staff. Commissioner Broughton gave a verbal report on her attendance at the AMAC and ACI-NA Conferences. She stated her appreciation with the opportunity to attend and of the valuable time spent networking with Commissioners and attendees from other airports.

Commissioner Gunn asked how he, as a new Commissioner, could best be educated regarding the aviation industry and the various acronyms. He also asked about regional conferences to attend with airports that may have similar challenges and opportunities as CAE. He stated that he is very familiar with the industry as a consumer but not from the service delivery standpoint. He went on to say that he wants to be the best ambassador he can be for CAE. Mr. Gula said that staff will work on compiling a list of aviation industry acronyms and a list of upcoming conferences that may be helpful for Commissioners.

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

Mr. Gula reported that he plans to put together an in-depth presentation prioritizing the various projects and reviewing all the funding aspects. Along with making this presentation to Commissioners and staff, he proposed inviting tenants and members of the public to attend. He will begin working on scheduling this event.

Chris Davis, our HR Manager, recently resigned to relocate to Raleigh to be near family. Mr. Gula said he was a great employee and was hired through the DOD SkillBridge Program. The program provides internships with civilian partners to assist retiring military service members with entering civilian careers.

Mr. Gula congratulated Mr. Murray on completing the public speaking course with the Buckley School of Public Speaking.

CAE's partnership with McEntire has been a huge success. Mr. Gula said we are fortunate to have them here for the duration of their runway rehab program.

Mr. Gula advised that he, Mr. Hornsby, and Mr. Murray are working on prioritizing future projects in the budget process as well as working on the 2023 budget overall.

American Airlines is reducing their Philadelphia service from two daily flights to one and reducing their Dallas flights from three to two daily. They advised this change in frequency will only be through November. October and November tend to be slower months. Airfares are up about 30%. YTD, jet fuel is up 125% over last year. Mr. Gula said our enplanement numbers are down slightly but we've rallied hard since 2019 and are doing better than many other airports across the country. He went on to say we are on course for a good year. For an airport in a community our size, we have good air service and it can always improve. Air service is always going to be a top priority for CAE. Mr. Gula said we have to figure out how to stop the leakage to Charlotte.

Commissioner Broughton asked if there is a strategy here in Columbia to prepare to counter the changes/improvements being made in Charlotte. Mr. Gula stated that it is his hope that everyone in the room would continue to be an ambassador for CAE. He went on to say that if folks will start flying from their hometown airport, our airfares will come down and our air service will improve. Commissioner Gunn said that the key to getting

people to fly out of Columbia is to get them to fly into Columbia first. He agreed that we have to be ambassadors for CAE. He continued by saying that we have to work together with our city, municipalities and businesses to provide reasons to attract travelers to Columbia.

**6. Discussion & Suggestions**

**a. Comments from Public**

Mrs. Sims, Carolina Concessions, stated that she has been working since March to bring a national brand to CAE. She and Mr. Sims have met with Dunkin Donuts, Jimmy John's, and Applebee's. After studies with Applebee's, it became evident they were cost-prohibitive but determined that service by Dunkin' and Jimmy John's is possible. They have also met with Samuel Adams Brewery regarding changes to the bar. Mrs. Sims went on to say they have been working on this for months and have presented designs to staff. Thousands of dollars have been spent and her concern is knowing how to proceed due to her concessionaire agreement timelines and the delay with the Concession Discussion agenda item. She has until mid-September as a deadline until she will have to begin over the process with Dunkin' Donuts and Jimmy John's.

Commissioner Cooper asked that an October Air Service Committee meeting be scheduled to discuss relative items for marketing and air service as reflected in past minutes.

**7. Next Meeting is September 12, 2022**

**8. Adjournment**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lynne Douglas".

Lynne Douglas, Commission Secretary