

**RICHLAND LEXINGTON AIRPORT DISTRICT**  
**Commission Meeting**  
**January 23, 2023 @ 4:00 p.m. Carolina Room**  
**Draft Minutes**

**Attendance**

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

**Staff**

Mike Gula; Gregg Hornsby; Ryan Kreulen; Lindsay Copelan; Jessica Foster; John Fisher (Attorney); Lynne Douglas (Secretary)

**Guests**

Amanda Sheridan (McFarland Johnson); Dave Carpenter (Foth); Charleston Laffin, Ben Homeyer (1101 Public Affairs); Robert Moore (Mead & Hunt); Gary Siegfried (S.C. Aeronautics); Terry Macaluso (WK Dickson); Sandra Sims (Carolina Concessions); Ron Harvey (Global Core)

**A. Call to Order and Introductions**

**1. Determination of a Quorum**

Chair Fowler called the meeting to order and confirmed that a quorum was present.

**2. Approve Order and Contents of the Overall Agenda**

Chair Fowler proposed amending the agenda, without objection, to allow for two guests to speak at the beginning of the meeting as they had other commitments to attend to. Hearing no objections, she introduced Ben Homeyer (President, 1101 Public Affairs) and Gary Siegfried (Executive Director, S.C. Aeronautics Commission) who shared background on the efforts to request state funding for the state's six commercial air service airports. Mr. Siegfried explained his Commission's formula on how the \$40 million, that was awarded, was allocated among the airports. CAE received \$6.7 million. He went on to say that he is working on a policy to formalize this process for next year. He has requested \$50 million, for this legislative session, for commercial air service airports and \$50 million for general aviation airports. Mr. Siegfried and Mr. Homeyer recognized and thanked Commissioners for their continued efforts in talking with legislators regarding funding.

**B. Consent Agenda**

**1. Approval of the November 21, 2022 Commission Meeting Minutes**

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

**C. Committee Reports**

**1. Executive Committee**

**a. Airline Agreement Extension**

Chair Fowler reported that this committee met the last week of December 2022 to approve a one-year extension to the current airline agreement. Mr. Hornsby provided background on the nature of airline agreements in the past versus current agreements. He went on to report that three of CAE's signatory airlines have signed the new agreement – American, Delta, and UPS. United and FedEx will proceed with signing

soon. This extension changes the termination date from December 31, 2022 to December 31, 2023.

## **2. Finance Committee**

### **a. Carolina Concessions Agreement**

Mr. Hornsby reported that staff, Herbert and Sandra Sims, and their respective attorneys had met over the past couple of weeks to discuss changes to the negotiated agreement. Those changes were summarized and included in the committee meeting package. Following the meetings, Mr. and Mrs. Sims requested additional changes to the negotiated agreement. Commissioner Wellman put forth the committee's motion to revise the Carolina Concessions Agreement to provide that, with regard to liquidated damages, violations must be credibly documented and multiple violations reported by a third party invitee will only be counted as one (1) violation towards the five (5) violation threshold. Motion carried.

### **b. Reef Contract**

Mr. Hornsby provided a status update by reporting that an amendment to the contract has been sent to Reef with a two-year extension to August 31, 2024. A review of the contract is underway.

### **c. Proposed Sale of Site 1**

Ms. Copelan reported that Site 1 is located on the north side of Old Barnwell Road. The site is a little over 33 acres with only 13 acres suitable for development. She went on to report that staff had received a contract of sale from Executive Construction Homes as they have selected the site for residential development. They are offering the full market value price of \$234,000 which is \$18,000 per usable acre. Committee Chair Bell reported that the committee voted to approve staff recommendation for the sale. With no additional discussion, the Commission voted to approve.

## **D. Information/Announcements/Staff Reports/Correspondences**

### **1. December 2022 Financial Report**

Mr. Hornsby reported that the main item, as stated on his summary sheet in the meeting packet, was the decrease in available funds. He went on to explain that when there are funds in excess of the Commission's directive of 365 days of operating expenses, money is moved over to prepare for debt defeasance for early pay down of debt. Money has been moved over to debt service account in preparation to make a defeasance payment during calendar year 2023. To back that money up, the last of the CRSSA funds was drawn down, which was a little over \$2.4 million. Mr. Hornsby went on to highlight other areas of his report as included in the Commission meeting packet. Enplanements were 78.58% YTD December 2022 over 2019.

### **2. DBE Quarterly Report**

Mr. Hornsby shared the Quarterly DBE report as relates to operations and maintenance expenses and reported that we had five new DBEs in the last quarter. He went on to respond to some questions. Commissioner Broughton stated that she sees and appreciates staff's commitment and work on this. She pointed out the 50.43% spend for Non-Minority Female and said she would like to see additional work spread to ethnic minority representation. Commissioner Cooper commended staff on the report and on

their work and said this report is an impressive tracking tool. He asked Mr. Hornsby if he was aware of any similar reports like this generated at other airports. Mr. Hornsby said he would check with his counterparts and that he would also check with Ms. Head to see if she knows of any airports using such a measuring tool.

### **3. Commission Chair's Report**

Chair Fowler reported that she and Mr. Gula have discussed that it has been some time since the Commission has had an Airport Commission retreat. She went on to say that she would like to schedule a retreat in late spring and will send out a survey of suggested dates. She welcomed suggestions, for consideration, regarding topics of discussion or any ideas related to the retreat and asked that they be emailed to Ms. Foster.

Chair Fowler went on to say, that at the last meeting, the Commission voted to establish a special committee to review CAE's salary structure and comparison with other airports. She has asked Commissioner Gunn to chair the committee and has asked Commissioner Johnson and Commissioner Smith to serve on the committee. She thanked them for their work on this.

### **4. Executive Director's Report**

Mr. Gula reported on several items: staff is working to bring back Valet parking - RFPs are due on February 16; the west ticketing/baggage project is nearing completion with the airlines going live beginning February 6 – testing has been on-going internally by our staff and by TSA; the checkpoint expansion project is in the design phase, \$500,000 has been received in state funding for the project, we'll also be competing for discretionary grant money from the FAA, portions of the project are AIP eligible and some are not, we'll be looking at using some of the funding from the state for this project; there are on-going issues with the garage escalators not working, they were not designed to operate outside, the escalators were first installed and the garage was built around them so it's challenging to replace them, staff has tasked Boyer Construction Group to investigate a solution, will most likely have to install elevators; apron project is on-going, will soon be moving the work over to the east side.

Mr. Gula continued his report by saying that our partnership with McEntire at CAE will be coming to an end. The majority of their jets will leave this month as they will be participating in a competition in Nevada. They will most likely maintain their mission jets here until mid to the end of February. Mr. Gula said this has been an awesome partnership.

Mr. Gula reported that the current U.S. Customs facility is not suitable for their future requirements and we don't want to lose them. He said that CAE would be responsible for covering the costs for a new facility. AIP will cover some of the costs.

American Airlines will increase their daily flights from five to seven per day to Charlotte beginning March – May and they will resume the LaGuardia service on May 5; United is beginning a third daily nonstop to Chicago in May. Staff continues to talk with United regarding the return of Houston service.

An Art in the Airport reception is scheduled for Tuesday, January 24 from 4:00 p.m. to 5:00 p.m. Mr. Gula thanked Commissioner Bell, Commissioner Smith, and Commissioner Johnson for attending Lexington County Night last week. Ms. Crafton, Ms. Kingsmore, and Ms. Foster were the staff members who manned the CAE booth.

Mr. Gula congratulated Commissioner Folsom on being selected as an entrant for Columbia Business Monthly's 50 Most Influential Hall of Fame.

Mr. Gula concluded his report by saying that the Administrative Office extension project is on-going where United ticketing used to be. This will allow for staff, whose offices are currently in the basement, to move upstairs.

Vice Chair Bennett said that it is her understanding that since Ms. Stevenson has retired, her position as a director has not been filled and she feels sure it has had an impact on CAE's Affirmative Action Plan as relates to Executive Staff. She asked if someone could take a look at the impact and advise her. Mr. Gula and Mr. Hornsby said that staff has that information and will send out to the Commission.

Commissioner Broughton asked if an exploratory conversation could be had at a future meeting as to how Commissioners can receive information, in a more real time way, regarding events that impact CAE. She referenced an incident that she found out about on the news over the holidays as well as the recent FAA situation regarding the grounding of departures nationwide. Mr. Gula said that an alert system is in place that is used internally for staff and they will take a look at utilizing this system.

**E. Discussion/Suggestions**

**1. Comments from the Public**

There were no additional comments.

**F. Adjournment**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary