

**RICHLAND-LEXINGTON AIRPORT DISTRICT**  
**Labor and Personnel Committee Meeting**  
**April 6, 2023 @ 3:00 p.m. Operations Conference Room**  
**Draft Minutes**

**Attendance**

Hazel Bennett; Jim Wellman; LaJoia Broughton (Zoom); Carol Fowler; Anton Gunn (Zoom)

**Absent**

Breon Walker, Chair

**Staff**

Mike Gula; Gregg Hornsby; Shanda Lucky; Jessica Foster; Lynne Douglas (Secretary)

**Guest**

Tamara Seiler (OutSolve) (Zoom)

1. **Welcome, Introductions, and Call to Order**

Commissioner Bennett shared that Chair Walker was unable to attend and asked that she lead the meeting. Commissioner Bennett welcomed everyone and asked for any introductions that were needed. She then called the meeting to order.

2. **Determination of a Quorum**

Commissioner Bennett confirmed that a quorum was in attendance.

3. **Approval of the May 3, 2021 Meeting Minutes**

Commissioner Wellman made a motion to approve the minutes. Commissioner Broughton seconded the motion. Motion carried.

4. **Organizational Update**

As reported at previous Commission meetings, Mr. Gula said that staff has been undergoing a training process known as the Entrepreneurial Operating System (EOS). This process has been very valuable with a key focus on accountability throughout the organization and improved communication. Mr. Gula went on to present the updated organizational chart. He explained that the changes reflect what peer airports are doing. Mr. Gula's direct staff reports have decreased from seven to four and make up the Vision Team, previously the Executive Staff. The Executive Director title has been changed to President/CEO and the four direct staff reports are VP of Marketing & Air Service Development, VP of Planning & Engineering, VP of Operations, and VP/CFO (these titles were previously Directors). The only other changes are that Maintenance, Public Safety, IT, and Terminal Support have been moved under the VP of Operations.

Mr. Gula said that these changes are helping to standardize communication and to push out information. He said this sets a new standard and gives everyone a voice throughout the organization. Following some discussion, Mr. Gula concluded by saying that these changes have worked well so far. They will be evaluated annually and adjusted as needed.

5. **Affirmative Action Plan (AAP)**

Mr. Hornsby reported that the AAP had been sent to the committee prior to the meeting. He went on to introduce Tamara Seiler, Director of Operations/Team Lead, with OutSolve (formally Hudson Mann). Ms. Seiler, joining by Zoom, presented the 2023 Affirmative Action Plan.

Following some discussion, Commissioner Wellman made a motion to approve the AAP as presented. Commissioner Broughton seconded the motion. Motion carried.

6. **Old/New Business**

There was none.

7. **Discussion/Suggestions**

There was no additional discussion.

8. **Adjournment**

Commissioner Wellman made a motion to adjourn. Commissioner Broughton seconded the motion. Motion carried.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary