

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
March 20, 2023 @ 4:00 p.m. Carolina Room
Draft Minutes

Attendance

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

Absent

Hazel Bennett, Vice Chair; Hank Hibaja

Staff

Mike Gula; Gregg Hornsby; Frank Murray; Ryan Kreulen; Kim Crafton; Lindsay Copelan; Cameron Zimmerman; Jessica Foster; John Fisher (Attorney); Lynne Douglas (Secretary)

Guests

Cynthia O'Sullivan (Reef Parking); Dave Carpenter (Foth); Mike Gibson (Gibson Works, LLC); Dr. Indika Bandara (Carolina Express I, LLC); Ron Harvey (Global Core); Terry Macaluso (WK Dickson)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Fowler confirmed that a quorum was present.

2. Approve Order and Contents of the Overall Agenda

Commissioner Gunn made a motion to approve the agenda. Commissioner Wellman seconded the motion. Motion carried.

Chair Fowler said that, without objection to the agenda order, she would like to have Mr. Murray and Ms. Crafton introduce their guest. Ms. Crafton said that she had recently attended an event at Historic Columbia and met topiary artist Mike Gibson. She later invited him to meet with CAE staff to discuss how he could possibly work with the airport as relates to the landscaping master plan. Mr. Murray went on to reference the recent west ticketing improvements and the plan to landscape in this newly created space. He said it will take a few years to establish trees/bushes in that area but it will be an opportunity for topiary art. However, there are existing opportunities now to include beginning with the landscaping in the Arrivals area. Mr. Gibson shared his background to include his experience in working with renowned topiary artist Pearl Fryar in Bishopville, South Carolina. He expressed his appreciation for the opportunity to speak to the Commission and also for the opportunity to work with CAE.

B. Consent Agenda

1. Approval of the February 20, 2023 Commission Meeting Minutes

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

C. **Committee Reports**

1. **Finance Committee**

a. **Paradies Contract**

Committee Chair Wellman put forth the committee's recommendation to approve the contract with Paradies effective April 2023 for a period of ten years. The Commission voted to accept the committee recommendation.

b. **Valet Parking RFP**

Committee Chair Wellman reported that two bids were received - Reef Parking and Southern Valet. He put forth the committee's recommendation to accept Southern Valet for a two year contract. The Commission voted to accept the committee recommendation.

2. **Governance Manual Special Committee**

Committee Chair Bell presented the committee's suggested revisions to the Governance Manual that had been sent to the Commission. He thanked Commissioners Walker and Gunn for their work on the committee. The committee put forth two options regarding meeting attendance with a lengthy discussion following. Commissioner Wellman put forth a motion to accept Option 2 to include changing "shall attend" to "should attend": Members of the Commission should attend regular, special, or emergency meetings of the Commission in person, unless otherwise approved by the Commission Chair; provided, however a Member may attend up to four (4) meetings per calendar year via electronic means without the necessity of the Chair approval. Attendance via electronic means shall be counted in determining the presence of a quorum. Commissioner Smith seconded the motion. The motion carried with one vote against.

Committee Chair Bell put forth the committee's revision to change the number of conferences allowed to attend from three to two and limiting those conferences to the Continental United States and Canada. He went on to read that in the event members of the Commission are traveling at the request of the district and the purpose of travel is to meet with public officials or regulatory officials in an attempt to secure funding or to push forward projects, the trip will not count toward one of the two trips. Following much discussion, Commissioner Cooper put forth a motion to amend the committee's recommendation to include that attendance at the South Carolina Aviation Association Annual Conference and at the annual ACI/AAAE Washington Legislative Conference shall not count as one of the two conferences. Chair Fowler seconded the motion. The motion carried with one vote against. Commissioner Cooper made a second motion, for an amendment, to limit conference travel to the Continental United States and to remove Canada. Travel outside of the Continental United States will require approval by the Airport Commission. There was no second to the motion.

Following the remainder of Committee Chair Bell's review of the committee's recommended revisions, Commissioner Wellman put forth a motion to approve the changes to the Governance Manual and the amendments that were approved. Commissioner Smith seconded the motion. Motion carried. Ms. Foster will send out the revised version.

D. Information/Announcements/Staff Reports/ Correspondence

1. February 2023 Financial Report

Mr. Hornsby said February was a good month. Days cash on hand is at 588. He went on to highlight Enplanements to include saying that YTD Enplanements are at 79% of 2019 which is an uptick of the previous month. He said that Airline Cost Per Enplanement is consistent and pointed out highlights of the Income Statement.

2. Commission Chair's Report

Chair Fowler said that the Commission had received questions from a cab company at the February meeting. Chief Martin was asked to provide an update on the status of the issue and he has provided that information which will be presented to the Operations Committee at their April meeting.

Chair Fowler has sent an email to the Commission postponing the retreat because only about half of the members could attend. She is looking to reschedule in the Fall. Discussion regarding the retreat will be held at the April meeting.

Chair Fowler has appointed a sub-committee to work with staff on the Airport Master Plan Project. Commissioner Folsom will chair the committee. Members will include Commissioners Walker, Hibaja, and Chair Fowler.

3. Executive Director's Report

Mr. Gula reported that staff is in the beginning process of updating the Airport Master Plan which is a document that lays out our projects over the next decade. This is a process that airports generally go through every ten to twelve years. A RFQ was issued for Master Plan consultants and five responses were received. That list has been narrowed down to three. Those companies are being interviewed on Wednesday. Staff has added an air service development element to the Plan.

Ms. Crafton advised that Aviation Week for South Carolina is scheduled for April 23-29. CAE will be hosting three events during the week. A press conference is scheduled for 10:00 a.m. on April 25 with a ribbon cutting to celebrate the new airline ticket counters, new kiosks, and the completion of the CIBS project. Governor McMaster will provide remarks at the press conference. On April 26, staff will host a tour for local high school students to learn about careers in aviation. And, on April 27 from 5:00 p.m. – 7:00 p.m. there will be a CAE and South Carolina Air National Guard wrap party. Information about these events will be included in the weekly updates. Ms. Crafton reminded the Commission of the April 22 Concert on the Runway from 7:00 p.m. – 10:00 p.m. as part of the Columbia Food and Wine Festival. Invitations will be sent out soon.

Mr. Gula recognized Ms. Crafton and Ms. Kingsmore, CAE's marketing team, for planning gate parties to celebrate the new Chicago flight on American and their return of LaGuardia service. Event details will be sent out. Mr. Gula said that he will be attending the South Carolina/Georgia Legislative Coalition event in Washington DC later this week. He also reported that the F16s are completely gone. He advised that Ms. Copelan is presenting a Foreign Trade Zone Education event on May 11. More information will be provided in the Weekly Update. The first Quarterly State of the Airport meeting was held last week for employees with a good turnout and feedback.

Commissioner Broughton commended Ms. Crafton and team regarding improved communication in receiving pertinent information. She also suggested two topics of discussion in moving forward – CAE’s vision for the next one to five years and if it is beneficial for the Commission to meet as frequently as they do now. Chair Fowler said these are good topics for the Commission retreat and also suggested that plans be made ahead of time for the topics to be discussed so the necessary research/information can be available at the retreat.

E. **Discussion/Suggestions**

1. **Comments from the Public**

Dr. Indika Bandara, Carolina Express I, re-shared her ground transportation issue. As stated in the Commission Chair’s report, this issue will be discussed at the upcoming Operations Committee meeting.

F. **Adjournment**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary