

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
April 17, 2023 @ 4:00 p.m.
Carolina Room
Draft Minutes

Attendance

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

Absent

Hank Jibaja

Staff

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

Guests

Ron Harvey (Global Core); Herbert and Sandra Sims (Carolina Concessions); Terry Macaluso (WK Dickson); Indika Bandara (Carolina Express 1 LLC)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Fowler confirmed that a quorum was in attendance.

2. Approve Order and Contents of the Overall Agenda

Commissioner Bell made a motion to approve the agenda. Commissioner Smith seconded the motion. Motion carried.

B. Consent Agenda

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

The minutes were approved as presented.

C. Committee Reports

1. Labor and Personnel Committee

a. Organizational Update

Mr. Gula said that the changes on the organizational chart reflect what peer airports are doing and brings CAE to the same type of structure with job titles. He went on to report that the biggest discussion was that the VP of Operations now has five direct reports and whether that was too many. Vice Chair Bennett expressed her concerns as she had shared at the committee meeting. Mr. Gula said that these five direct reports are senior people with multiple years of service and strong reports under them. He also said that the succession planning process began about four years ago.

Commissioner Folsom asked what action needed to be taken to change the title of Executive Director to President/CEO. There was some discussion about updating the title change in the Governance Manual. Commissioner Wellman made a motion to

proceed with what is necessary to make the title change effective. Chair Fowler said this item will be placed on the agenda for the May Commission Meeting.

b. Affirmative Action Plan

Vice Chair Bennett and Mr. Hornsby shared some comments about the 2023 Affirmative Action Plan (AAP). Vice Chair Bennett said that a lot of work goes into the AAP by Gregg and his staff. She went on to report that the 2023 AAP was completed based on the previous organizational chart. She asked Mr. Hornsby to advise Tamara Seiler (OutSolve) of the changes with the new organizational chart. She went on to explain that the 2024 AAP will include the new organizational chart. Per committee recommendation, the Commission voted to accept the 2023 Affirmative Action Plan.

2. Operations Committee

a. Annual Taxi Fee

Commissioner Smith reported that the committee reviewed Chief Martin's findings and analysis of peer airports' taxi fees and a review of CAE's fees. He went on to say that the results show we have a favorable fee structure with no need to make changes. Commissioner Smith put forth the committee's recommendation to leave the current taxi fee structure as is. The Commission approved the committee recommendation.

3. Master Plan Special Committee

a. Interviews and Selection

Commissioner Folsom reported that the committee received presentations from the final three firms, selected by staff, regarding the Master Plan update. Mr. Murray said that the RFQ process began in December 2022 with nine companies attending the pre-proposal meeting. Five companies responded with a bid and three finalists were selected. He went on to share some of the next steps in moving forward. Commissioner Folsom shared some additional comments and he then put forth the committee's recommendation to contract with Mead & Hunt for the Master Plan Update and to have a more in-depth presentation at the appropriate time. The Commission approved the committee recommendation.

D. Information/Announcements/Staff Reports/Correspondences

1. March 2023 Financial Report

Mr. Hornsby reported that funds decreased due to capital expenditures. Days cash on hand is 564. He went on to provide an update on the solar farm explaining that it was put into operation in 2017 at \$2.6 million. From August 2017 – 2022, it has generated almost \$1.5 million in credits to us which is treated as revenue. In 2022, we received \$254,000 in credits and \$46,000 in credits from January – March 2023 which is an average of about \$15,000 per month. He said that if the average remains as currently is, we should have the solar farm paid off in six years and be in a better position than expected when we entered the contract.

Mr. Hornsby reviewed the Dashboard to include pointing out the decrease in Cost Per Enplaned Passenger. He went on to say that the first draw was made on the ARPA funds for reimbursement of the costs of salaries and benefits. The Monthly Income Statement reflects that Parking and Leased Site Rentals continue to do well. Other Revenue is up and includes the District's share of Drug Enforcement Agency seizures. Enplanements YTD are

at 81.35% of 2019. Mr. Hornsby concluded his report by reviewing the DBE Summary Report as included in the financial packet.

2. Commission Chair's Report

Chair Fowler shared that staff has suggested that monthly Commission meetings are uncommonly frequent as compared to other airports. She went on to say that it might be time to consider meeting every other month instead. She put this out for discussion. After some discussion, she suggested that Commissioners think about this topic and re-visit at a later time. Commissioner Cooper suggested that staff provide information on what peer airports are doing and suggested that this would be a good topic for the Commission retreat.

Chair Fowler said that she had sent out a survey some time ago regarding a date for the Commission retreat in the Spring. Because there was not a good date that everyone could attend, the retreat is being scheduled for the Fall. She went on to say that decisions will need to be made regarding dates, location, and if the retreat should begin the evening before and a full day following. After some discussion, to include the importance of having intentional commitment by the Commission to attend, Commissioner Gunn shared some best practices regarding retreats. Chair Fowler will send out another poll to choose a date.

3. Executive Director's Report

Mr. Gula announced that Aviation Week is next week and the Marketing team has put together a list of events. He thanked the entire CAE team for all their efforts with the events. He went on to report that he and Mr. Murray accepted an award, at the Capital City Club, recognizing the partnership between CAE and the Air National Guard. He thanked the Commission for their support throughout this opportunity to assist McEntire. He continued his report by saying that the CIBS project is coming to an end with just some punch list items left.

Ms. Crafton reported on the upcoming Aviation Week events. The information has been sent to Commissioners. She thanked the entire staff for helping with the events. She went on to provide an air service update saying that American Airlines will begin the Miami service in June on Saturdays only and six days per week for July and August. In mid-August, Delta will add a second LaGuardia nonstop. She recognized Mr. Hornsby and Ms. Copelan for their work on the airline agreements. They and Ms. Crafton are having conversations regarding agreements with low cost carriers should they come to CAE. A call has been scheduled with Allegiant Airlines on Friday to talk through this topic. A call is scheduled also with United Airlines on Friday to discuss air service.

Vice Chair Bennett asked about an update on the SC State marketing/advertising agreement with the athletic department. Ms. Crafton said she did not have that information with her but she will provide. It was also suggested that updates could be provided at an upcoming committee meeting.

Mr. Gula concluded his report by recognizing Operations Specialists Kevin Chang and Timothy Holzer. They both passed their Certified Member (CM) Exam and have now been promoted to Operations Specialist II. The CM Exam is the first step in achieving the Accredited Airport Executive (AAE) designation through AAAE.

E. **Discussion/Suggestions**

1. **Comments from the Public**

Indika Bandara, with Carolina Express I, asked to receive a copy of Chief Martin's taxi fee report. Chair Fowler said she would ask Chief Martin to provide that information.

F. **Adjournment**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary