

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
August 21, 2023 @ 4:00 p.m.
Carolina Room
Draft Minutes

Attendance

Carol Fowler, Chair; Anton Gunn, Vice Chair (Zoom); Dan Bell; Duane Cooper; Breon Walker; Pat Smith; Hank Jibaja; Jim Wellman; LaJoia Broughton (Zoom); John Folsom; Chappelle Stevenson; Tripp Jones

Staff

Mike Gula (Zoom); Gregg Hornsby; Frank Murray; Ryan Kreulen; Kim Crafton; Tamie Head; Lindsay Copelan; Thomas Tapp; Daniel Ruggiero; Cameron Zimmerman; Roger Allen; Jessica Foster; John Fisher (Attorney); Lynne Douglas (Secretary)

Guests

Ron Harvey (Global Core); Jon Queen (Foth); Robert Moore (Mead & Hunt); Lee Thomas (Eagle Aviation); Herbert and Sandra Sims (Carolina Concessions); 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 Wellman made a motion to approve the agenda. Commissioner Bell seconded the motion. Motion carried.

B. Consent Agenda

1. Approval of the July 17, 2023 Commission Meeting Minutes

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

C. Committee Reports

1. Operations, Facilities & Construction Committee Report

a. FBO Study

Committee Chair Smith reported that the committee received a detailed report. The report was received as information.

D. Information/Announcements/Staff Reports/Correspondence

1. July 2023 Financial Report

Mr. Hornsby reported that July was a wonderful enplanement month. Days cash on hand is 512. He went on to say there were lots of capital expenditures this month primarily with the CBIS/West Ticketing Project and the Platt Springs Road traffic light project. The Platt Springs Road project was about \$480,000. We will recover \$275,000 of that. Scannell, a CAE Park tenant, has pledged \$150,000 and Lexington County, \$125,000.

Mr. Hornsby pointed out that Leased Site Rentals are over budget under Revenues as we are assessing all of the tenants in CAE Park for road maintenance and electrical usage for the common areas. This includes our own assessment. Non-Airline Terminal Rents are over budget under Revenues mainly due to the rental car providers. Airport Operations is over budget under Expenses primarily due to the terminal electrical outage. An insurance claim has been filed with the SC Insurance Reserve Fund. Mr. Hornsby concluded by reporting that the July YTD Enplanements are now at 85.02% of 2019.

2. Commission Chair's Report

Chair Fowler said that good progress is being made toward the Airport Commission Retreat scheduled for October. A productive meeting was recently held with Chair Fowler, Vice Chair Gunn, Mr. Gula, Ms. Foster, and Ron Harvey (Global Core) to establish goals for the retreat. Additional details will be provided soon regarding location and times. Chair Fowler said this will be a productive retreat for the Airport Commission in moving forward.

3. Executive Director's Report

Mr. Gula reported that he and Vice Chair Gunn recently attended TakeOff America, an air service development forum. They had good meetings with several airlines and he went on to provide an update on those meetings. He also met with a company called Airport One whose services could provide additional information to our website such as a booking engine. He originally met with them at JumpStart. Mr. Gula said he has also talked with several of his industry peers who are using this service.

Vice Chair Gunn said, that as a new Commissioner, this was a good opportunity to spend one on one time with different airline representatives and with other markets. He went on to say that it was enlightening to learn the variables that ultra-low cost and low cost carriers use to determine which markets they want to enter. He said it was also very educational to hear the challenges of other airports.

Mr. Gula shared that he had talked with a peer airport, at the conference, regarding revenue guarantees for new air service. Commissioner Broughton said she had recently received a call from a legislator voicing his concern about the lack of low cost airline service at CAE. She went on to say that she appreciated hearing Mr. Gula's and Vice Chair Gunn's update from the conference as relates to this issue. Commissioner Broughton reminded that she has shared receiving previous phone calls from legislators asking what assistance is needed to attract low cost service. Much conversation followed regarding this topic to include CAE's efforts, the variables involved with attracting low cost service, community support, following up on asks from legislators, and staff meeting and providing information to legislators, when requested, regarding these efforts.

Vice Chair Gunn shared that he learned all the airlines have different needs and asks. He said the Commission retreat will be a good opportunity to have a robust conversation about this issue.

Commissioner Stevenson noted Tamie Head's presence per last month's request that she attend to talk about the DBE Program and she wanted to provide her that opportunity. Mr. Gula explained that Ms. Head will no longer oversee the DBE Program. He went on to say that staff is in the process of seeking a consultant to take that over.

After some discussion, Commissioner Broughton clarified her request at last month's meeting regarding the Quarterly DBE Report. She had asked for a breakout to explain the percentage of increase in non-minority females and the breakout of the vendors for what appeared to be a decrease in minority female vendors. Following some additional comments regarding the DBE report and the DBE definition, it was suggested that this topic be re-visited at the Commission retreat.

E. Discussion/Suggestions

1. Comments from the Public

Sandra Sims, Carolina Concessions, shared a construction update. Jimmy John's is scheduled to open on Thursday. Samuel Adams is up and running and the numbers look great. Work will be going on simultaneously with the BBQ Pit and The Friendly Caterer. Dunkin' Donuts should be open by the end of September. Ms. Sims said they hope to have a grand opening for everything in early October.

Lee Thomas, Eagle Aviation, said he missed the Operations Committee report about the FBO Study and asked what had been reported. Chair Fowler said that the committee received a briefing as information from a consultant. Mr. Thomas asked for a copy of the report that was presented at the committee meeting. He also asked about the status of the paving project. Mr. Murray said the project will be bid in November.

Commissioner Stevenson referenced the emailed weekly updates to Commissioners and commended Chief Daniel Ruggiero and all that Public Safety is doing in the community. She also said that she had recently flown into CAE and was pleased to see how busy the terminal was with passengers.

F. Adjournment

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary