

**RICHLAND-LEXINGTON AIRPORT DISTRICT**  
**Commission Meeting**  
**May 15, 2023 @ 4:00 p.m.**  
**Carolina Room**  
**Draft Minutes**

**Attendance**

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

**Staff**

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

**Guests**

Dave Carpenter, Jon Queen (Foth); Terry Macaluso (WK Dickson); Ron Harvey (Global Core); Herbert and Sandra Sims (Carolina Concessions); John Gregory (NAI Columbia)

Chair Fowler introduced and welcomed Chappelle Broome Stevenson as the new Commission member representing Richland County. Commissioner Stevenson was appointed by the Richland County Legislative Delegation to replace Commissioner Hazel Bennett who has stepped down. Commissioner Stevenson was a long time employee with CAE. She started out in an entry level position and worked up to being the first minority director in the history of the airport. Commissioner Stevenson expressed her appreciation to the Richland County Legislative Delegation for her appointment to the Airport Commission and said she looks forward to serving and contributing to the growth of CAE.

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

**B. Consent Agenda**

**1. Approval of the April 17, 2023 Commission Meeting Minutes**

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

**C. Regular Agenda**

**Nomination and Vote of Vice Chair**

Chair Fowler said that Commissioner Bennett served as the Vice Chair and her term in that role had not expired, with just under a year left, when she stepped down. Commissioner Cooper asked about the process to nominate a Vice Chair. After some additional comments, Chair Fowler asked for a nomination. Commissioner Smith nominated Commissioner Gunn to serve as Vice Chair. Commissioner Jibaja seconded the motion. Chair Fowler asked if there

were further nominations. Hearing none, she asked for a vote. Commissioner Gunn's nomination as Vice Chair was approved with no objection. Chair Fowler congratulated Commissioner Gunn. Prior to the vote for Vice Chair, Commissioner Broughton was called out of the meeting room at the time of the vote and was not included in the vote.

Chair Fowler advised, that after today's meeting, there will be a tour for Commissioners of the CIBS project and the construction project in the food concession area.

**D. Committee Reports**

**1. Finance Committee Report**

**a. Valet Contract**

Committee Chair Wellman put forth the committee's recommendation to approve the valet parking service contract with Southern Valet for three years. The recommendation was approved.

**b. Digital Advertising Monitor Purchase**

Committee Chair Wellman reported that the committee voted to approve staff recommendation to update baggage claim advertising signage with digital signage at a cost of \$100,000 and to enter a contract with The Office People for the Digital Advertising Project. The committee's recommendation was approved.

**c. USC Contract**

Committee Chair Wellman reported there was discussion regarding the renewal of the upcoming marketing contract with USC. Staff has received a proposal, at an additional cost, which includes CAE owning the naming rights of being "The Official Airport of the Gamecocks." The committee asked Ms. Crafton to go back to USC and ask to reduce the cost of the proposal. It was also requested that staff seek information on similar arrangements between other airports and athletic departments of major universities for comparison purposes.

**E. Information/Announcements/Staff Reports/Correspondences**

**1. April 2023 Financial Report**

Mr. Hornsby reported that cash decreased slightly by almost \$17,000 primarily due to capital expenditures. Airline Cost Per Enplanement improved slightly. Days cash is at 566. He went on to point out the Enplanement graph reflecting April's numbers are just above the numbers for April 2022 and said that expectations are that enplanements will increase going into the summer. Parking remains strong. Non-Airline Terminal Rents, to include Carolina Concessions, are doing well. In-door advertising and rental cars are also doing well and were over budget. Other Non-Operating reflects a draw of our ARPA funds. Mr. Hornsby concluded by pointing out the April YTD chart reflecting that enplanements are at 80.94% of 2019.

**2. Commission Chair's Report**

Prior to Chair Fowler's report, Mr. Gula asked for the Commission to help push out the message in the community to arrive early if on one of the departing flights between 5:00 a.m. – 7:00 a.m. so as not to risk missing their flights due to the large number of passengers departing during that time. Staff is also working to push the message out and to be operationally prepared for the large number of departing passengers in that time

frame. Mr. Gula went on to say that over the next couple of months, departing flights will increase from nine to eleven within that two hour window. He will be meeting with the airlines in the coming weeks to discuss the number of departures within that window.

Chair Fowler reported that she had participated with the ribbon cutting event at CAE, two weeks ago, that was part of the declaration event for SC Aviation Week. She said that it was a great and professionally run event by staff and thanked the Commissioners that attended.

Chair Fowler went on to report that she had participated in the Wings for All event at CAE this past Saturday and commended the staff and specifically Tamie Head and Jessica Foster for their work with the event. Wings for All is a program that allows individuals with intellectual and developmental disabilities to experience boarding a plane so they can become comfortable and familiar with the process. The event at CAE provided the opportunity for special needs children and their parents to experience the process of taking a trip on an airplane. Delta Air Lines participated and provided an airplane for the children and parents to board and to experience taxiing out. Chair Fowler said the parents were very grateful for this experience. The Arc of South Carolina hosted the event in partnership with CAE. Along with Delta, Paradise and Enterprise also participated.

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

Mr. Gula commended the staff for their work with the SC Aviation Week events. Governor McMaster provided remarks at a ribbon cutting highlighting CAE's recently completed projects and presented Mr. Gula with a SC Aviation Week proclamation. He went on to report that he and Mr. Murray had recently been presented with the Seven Seals Award in recognition of CAE's partnership with McEntire ANG.

Mr. Gula reported that, just prior to this meeting, he received an email from the SC Council on Competitiveness with their research report on how surrounding states are funding their airports with state funding. He will send this report to the Commission. He went on to say that he should know more soon regarding the \$50 million budget ask to be split between the state's six commercial air service airports.

Mr. Gula said that the House has passed Senate Bill 459, Alcohol Sales at Airports, allowing for persons twenty-one years and older to purchase alcoholic beverages within the TSA screened area and to consume it throughout the TSA screened area to include the gate areas.

Mr. Gula said that he and staff have been working a lot on the EOS (Entrepreneurial Operating System) process. They are working on some final edits of the strategic business plan and will be prepared to present in the coming months.

Mr. Gula shared that the next couple of months will be busy with travel to include conference travel and some personal travel. Ms. Foster will send his out of office dates to the Commission.

Commissioner Wellman said that at last month's meeting, the Commission had talked about starting the process to change the title of Executive Director to President/CEO. He

asked for an update on that process and said he had made a motion at that meeting to address this. After some discussion, Commissioner Wellman made a motion to place this item of discussion to change the Executive Director title to President/CEO on the agenda for the June Airport Commission meeting and that the bylaws be amended to reflect the title change. Commissioner Cooper seconded the motion. Motion carried.

F. **Discussion/Suggestions**

1. **Comments from the Public**

Mrs. Sims, with Carolina Concessions, expressed that she and Mr. Sims look forward to the Commission touring the construction in the food concession area following the meeting. She went on to give a brief update on the progress and said that they and staff are meeting every other week to make sure all is on track with the construction project.

G. **Adjournment**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary