

RICHLAND-LEXINGTON AIRPORT DISTRICT

Commission Meeting

September 18, 2023 @ 4:00 p.m.

Carolina Room

Draft Minutes

Attendance

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

Absent

Anton Gunn

Staff

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

Guests

Ron Harvey (Global Core); Lee Thomas (Eagle Aviation); Herbert and Sandra Sims, Charles Gary (Carolina Concessions); Dave Carpenter, Jon Queen (Foth); Terry Macaluso (WK Dickson)

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

The agenda was approved as presented.

B. Approval of the August 21, 2023 Commission Meeting Minutes

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

C. Committee Reports

1. Finance, Contracts & Planning Committee Report

a. Airport One Contract

Committee Chair Wellman reported that the committee reviewed the Airport One product. Mr. Gula went on to say that Pat Tracey, with Airport One, presented an overview and demonstration of the Airport One product for use by CAE. Airport One has developed the Airport One Solution, a cloud-based software solution, website pages and templates, and search widget that is installed on a website to enable travelers to search for flights, vacation packages, rental cars, and accommodations. After some discussion, the Commission approved the committee's recommendation to approve the contract with Airport One.

- b. Benedict College Sponsorship Contract**
- c. SC State University Sponsorship Contract**
- d. Allen University Sponsorship Contract**

Committee Chair Wellman reported that these three contracts were included in the Commission Meeting packet. Chair Fowler put forth the committee's recommendation to accept all three contracts. The recommendation was approved by the Commission.

D. Information/Announcements/Staff Reports/Correspondence

1. June 2023 Financial Report

Mr. Hornsby reported that funds available increased by just under \$200,000. Days cash is at 505. Enplanements are 9.81% YTD over last year. September enplanements are expected to be within 98% of 2019 which will be about 52,000 enplanements.

Mr. Hornsby went on to report that in Revenues, we're over budget by \$300,000 with parking being a key factor. Other Non-Operating Revenue reflects the pull-down of the ARPA funds to reimburse ourselves for salary and benefits and also placing money in the 2021 debt service account to prepare in paying that debt off either by the end of this year or 1Q24. Expenses are slightly above budget. Airport Operations had several items, which are listed in the Notes to Financial Statements Summary in the Commission packet. August YTD enplanements are at 86% of 2019 and are up from 85% the previous month. The Cost Per Enplanement went down at the end of August to \$8.89.

2. Commission Chair's Report

Chair Fowler commented on how nice the food concession renovations looked. She then asked Ron Harvey, the facilitator for the upcoming Commission Retreat, to provide an update. Mr. Harvey gave a brief overview of the October 19th retreat to include the location and said that planning was going well. He encouraged Commissioners to email him their top three goals of what they'd like to see accomplished that day.

Chair Fowler said that a Commission meeting is scheduled on the Monday prior to the retreat. She asked if Commissioners would prefer not to have that meeting. She suggested that any emergency item that arose could be discussed at the retreat. Commissioner Wellman made a motion to cancel the scheduled October Commission meeting and to discuss any emergency item at the retreat. Commissioner Walker seconded the motion. Motion carried.

3. President & CEO's Report

Mr. Gula reported on several items: **(1)** Parking technology upgrades are about 90% complete with the installation; **(2)** Recent good conversations with low cost carriers, staff is working with a consultant to assist with air service efforts, waiting to hear if we're a SCASD (Small Community Air Service Development Program) grant recipient; **(3)** Mr. Gula and Ms. Crafton will attend Roundtable at the end of October which will provide good opportunities for one-on-one time with airline representatives and networking opportunities with other airports; **(4)** Mr. Gula gave an update on the state's funding for

the state's commercial service airports to include a meeting held on September 8 with State Aeronautics. He asked for the Commission's help in talking with the Delegations regarding additional funding and said that he and staff would provide any needed information. Mr. Jibaja suggested utilizing one of the Commission committees to organize an effort to address this issue. At the September 8th meeting, Aeronautics asked the airports to compile their wish lists to include a narrative as to why those specific projects were needed. CAE has submitted its list. After some discussion, Chair Fowler said we can either use an existing committee or appoint a new committee. She asked that the Commission be provided CAE's wish list so that next steps can be taken; **(5)** Much debate in Washington DC over TSA's Airport Workers Screening Initiative regarding covering the checkpoint after hours at smaller airports. Mr. Gula will update as he receives more information; **(6)** Checkpoint widening project went out to bid and Boyer received the bid as the general contractor. Construction will begin next month and will be about a 16 month project; **(7)** Mr. Gula addressed Commissioner Walker's concerns passed on to her from a colleague regarding traffic congestion on the baggage claim level. He and his family had arrived recently on an evening flight. He shared his concerns as to the absence of law enforcement presence to assist with the traffic issue. Mr. Gula said that staff is working on resolving the issue to include how that area can be widened. Chief Ruggiero explained that the congestion happens when we have two or more mainline aircraft landing at the same time. He showed images of the congestion in that area and went on to say that Public Safety monitors the area but is not staffed to monitor it on a regular basis. He expressed the staffing issues based on the number of officers available. After discussion, Commissioner Folsom suggested that management come up with a solution and a recommendation as it is budget preparation time; **(8)** Paradies began demolition of their air-side store. Once this upgrade is complete, work will begin on the landside store; **(9)** Carolina Concessions is doing well as is Jimmy John's. Dunkin' is scheduled to open October 2; **(10)** Mr. Gula and staff has been in regular communication with Scout Motors since their arrival in Blythewood. Ms. Copelan has also met with them to discuss the FTZ process; **(11)** Ms. Copelan is still working with the county to complete the Palmetto Sites Certification due diligence for Site 3 located across Platt Springs Road.

E. Discussion/Suggestions

1. Comments from the Public

Chair Fowler welcomed guests. There were no additional comments.

F. Adjournment

Chair Fowler adjourned the meeting.

Respectfully Submitted,



Lynne Douglas, Commission Secretary