

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
July 15, 2024 @ 4:00 PM
Carolina Room
Draft Minutes

Attendance

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

Absent

Tripp Jones

Staff

Mike Gula; Gregg Hornsby; Frank Murray; Ryan Kreulen; Kim Crafton; Cameron Zimmerman; Daniel Ruggiero; Will Salazar; Roger Allen; Jessica Foster; Joseph Dickey (Attorney); Lynne Douglas (Secretary)

Guests

Stephanie Ward, Rob Sims (Mead & Hunt – Zoom); Zack Haney (Holt); Joseph Barkevich (WK Dickson); Dave Carpenter, Jon Queen (Foth); Elizabeth Black (Haynsworth Sinkler Boyd); Mark Waller (Avcon, Inc.); Lee Thomas (Eagle Aviation); Ron Harvey (Global Core)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Gunn called the meeting to order and 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. Vice Chair Smith seconded the motion. Motion carried.

B. Consent Agenda

1. Approval of the June 17, 2024 Commission Meeting Minutes

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

C. Committee Reports

1. Signatory Ad Hoc Committee Report

a. Signatory Policy

Committee Chair Folsom reported that the committee reviewed the Proposed Signatory Authority Policy Amendment prepared by Counsel as a result of the committee's work and recommendation at the May 20th meeting. Chair Folsom went on to say that the document provided did not reflect the scope of content that the committee had intended. After additional comments, Chair Folsom presented a revised version of the document from the committee's work in today's committee meeting. He went on to put forth the committee's motion to consider approval of this new policy for immediate implementation, subject to review by Counsel. Motion carried. Commissioner Cooper commended the committee for their work.

D. Information/Announcements/Staff Reports/Correspondence

1. June 2024 Financial Report

Mr. Hornsby reviewed highlights of the financial report (full report included in Commission Meeting packet). Funds increased by over \$439,000, Days Cash is at 447. The Enplanements graph reflected a dip in June, which is not uncommon, and still exceeded what staff had originally projected. Total Operating Revenue is on budget with some ups and downs, primarily with Cargo. Under Expenses, Airport Operations is over budget due to miscellaneous costs as reflected in the Dashboard. Enplanements are at 97.33% June YTD of 2019's enplanements. Mr. Hornsby also provided the Quarterly DBE Report, which is included in the Commission packet. He went on to say, that in the 1st Quarter report, he erroneously indicated there were ten Minority Female Vendors whereas the number should have reflected three Minority Female Vendors. There were ten Non-Minority Female Vendors in that 1st Quarter report.

2. Master Plan Update

Mr. Murray introduced Stephanie Ward, with Mead & Hunt. Ms. Ward joined the meeting via Zoom and gave a presentation on the data collection over the past few months for the Master Plan project. She shared some key takeaways from the most recent meeting of the Master Plan Advisory Committee. Ms. Ward said, that at this recent meeting, the attendees were divided into three groups and asked to participate in discussions regarding Air Service Development, Economic Development, and Terminal Planning. The advisory committee will meet again in September. She also shared highlights from Community Surveys and Passenger Surveys and concluded her presentation with next steps. Reference leakage to Charlotte, Chair Gunn asked if staff had information regarding the average cost difference in fares between CAE and Charlotte. Mr. Gula said that CAE's air service consultant, Ailevon, can provide that information.

3. Engineering and Project Updates

Mr. Murray provided updates on two taxiway projects, the FIS Facility for Customs, the Dam repair project, the RTR Towers relocation, and the Sky Bar redevelopment project. Mr. Murray shared that the SC Aeronautics Commission is coordinating an economic impact study on the state's airports. He went on to say that staff has provided the requested information for CAE.

4. Commission Chair's Report

Per Chair Gunn's request, Commissioner Bell shared information from the SMART Airports Conference he recently attended in Denver.

Chair Gunn shared, that in his travels, he has had conversations with various leaders of organizations regarding concerns with cybersecurity and AI. He expressed that he would like for Commission members to think about these two topics from a risk management and Governance perspective and schedule a time to have discussions in the fall. He said that we should collectively be asking questions such as what would happen if there was a cybersecurity event that impeded the airport's ability to operate. Also, how are we using AI to the best of our ability, are we assessing the risks, and how does it benefit us as an entity.

Chair Gunn went on to say that another topic high on the minds of many is the political instability and how it might impact tensions in the workplace and the well-being of employees. He concluded his report by expressing these are topics that he would like for the Commission to be thoughtful about and informed about so they can govern in the right way to continue to support CAE's success.

5. **President/CEO Report**

Mr. Gula reported that the employee engagement survey results did not come in as high as he had anticipated. He said that staff is creating an action plan to address some gaps in moving forward. Overall, the report reflected 85% satisfied employees.

Ms. Crafton is working on the SCASDP (Small Community Air Service Development Program) Grant. Two airlines have agreed to provide letters of support.

CAE was able to secure \$8 million grant money from the state - \$5 million will be used to purchase GSE equipment and used towards work at the west cargo facility and \$3 million will be used towards the Customs facility.

There is a possible prospect for development of a hotel, more to come later.

Mr. Gula concluded his report by saying that work will begin on a strategic business plan with completion, hopefully, by year end.

Commissioner Walker expressed her concern with the lack of rental car availability at CAE. She shared that she frequently rents vehicles and has been unable to on several occasions due to lack of availability. She expressed her concern for the impact on our customers. She asked for an update on this situation. Mr. Gula said this is an on-going issue here and at other airports. During COVID-19, car rental companies sold off vehicles and are now trying to purchase new ones. He went on to say that staff will look into this issue further.

Commissioner Walker asked, reference CAE's marketing agreement with USC, about the update on Coach Dawn Staley's PA announcement in the terminal. She also asked if CAE is planning to recognize Coach Staley for her NCAA Championship and her ESPY award. Ms. Crafton shared that Coach Staley had re-recorded her PA announcement and it is currently running in the terminal. She went on to say that we can recognize her on social media for the ESPY award. Ms. Crafton said that we try to celebrate Coach Staley and the team as often as possible and are happy to do so.

E. **Executive Session**

There was no need for Executive Session.

F. **Discussion/Suggestions**

1. **Comments from the Public**

There were none.

G. **Adjournment**

Commissioner Bell made a motion to adjourn. The motion was seconded and carried.

Respectfully Submitted,



Lynne Douglas, Commission Secretary