

**RICHLAND-LEXINGTON AIRPORT DISTRICT
Signatory Ad Hoc Committee Meeting
July 15, 2024 at 3:00 PM Carolina Room
Draft Minutes**

Attendance

John Folsom, Chair; Carol Fowler; LaJoia Broughton (Zoom); Jim Wellman (Zoom); Anton Gunn; Dan Bell

Absent

Tripp Jones

Staff

Mike Gula; Jessica Foster; Lynne Douglas (Secretary)

1. **Welcome, Introductions, and Call to Order**

Chair Folsom called the meeting to order and thanked everyone for attending.

2. **Determination of a Quorum**

Chair Folsom confirmed that a quorum was in attendance.

3. **President/CEO Signatory Authority**

Chair Folsom recounted the committee's meeting on May 20th to consider various policies and procedures regarding signatory authority of the President/CEO. At that time, the committee reviewed the policies of eight airports to assist in providing guidance as to what the industry standard is. As a result of their work at that meeting, the committee proposed a recommendation which was approved by the Airport Commission and then provided to Airport Counsel to draft a policy.

Chair Folsom expressed that the purpose of this meeting was to review the Proposed Signatory Authority Policy Amendment prepared by Counsel. After review, the committee agreed that it did not reflect what they had originally proposed. After much review and discussion, the committee revised Counsel's proposed policy as follows:

Signatory Authority Policy Amendment for CEO

Specific Responsibilities of the President/Chief Executive Officer

Section 2- The President/Chief Executive Officer shall perform the following duties, among others:

h) Subject to and without waiver of the District's policies, procedures, and bylaws, the President/Chief Executive Officer shall be authorized to execute all agreements and make all expenditures necessary for the operation and maintenance of the airport as follows:

Authority for Budgeted expenditures and contracts:

- **Unlimited Authority**
- **Report to Commission over \$100,000**

Authority for Unbudgeted expenditures and contracts:

- **Up to \$50,000**
- **\$50,001-\$100,000 – Report to Commission at next meeting**
- **Over \$100,000 requires Commission approval**
- **Annual Report to the Commission of unbudgeted over \$25,000**
- **Limits apply to annual cost of any third-party multi-year contracts**

All purchases and agreements that require a budget amendment or involve the purchase or sale of real estate will be brought before the full Commission for approval.

Commissioner Fowler made a motion to approve, for recommendation to the Airport Commission and subject to review by Counsel, the committee's Proposed Signatory Authority Policy of the President/CEO. Commissioner Wellman seconded the motion. Motion carried.

Commissioner Broughton thanked Chair Folsom for his leadership with this matter.

4. **Old/New Business**

There was none.

5. **Discussion/Suggestions**

There were none.

6. **Adjournment**

Chair Folsom adjourned the meeting.

Respectfully Submitted,



Lynne Douglas, Commission Secretary