

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
August 19, 2024 @ 4:00 PM Carolina Room
Draft Minutes

Attendance

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

Absent

Carol Fowler

Staff

Mike Gula; Gregg Hornsby; Ryan Kreulen; Frank Murray; Kim Crafton; Daniel Ruggiero; Will Salazar; Joel Livingston; Josh Davis; Lindsay Copelan; Thomas Tapp; Cameron Zimmerman; Roger Allen; Jessica Foster; Elizabeth Black (Attorney); Lynne Douglas (Secretary)

Guests

Michael Lum (Volaire) (Zoom); Ryan Hounshell, Bedford Wooten (Holt); Denise Bryan (SC Aeronautics Commission); James Devereaux, Kevin Morgan (Schnabel Engineering); Jon Queen (Foth); Joseph Barkevich (WK Dickson); Ron Harvey (GCS); Lee Thomas (Eagle Aviation)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Gunn 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. Commissioner Jones seconded the motion. Motion carried.

B. Consent Agenda

1. Approval of the July 15, 2024 Commission Meeting Minutes

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

C. Information/Announcements/Staff Reports/Correspondence

1. July 2024 Financial Report

Mr. Hornsby presented the July Financial Report as included in the Commission packet. He reported that July was a good month overall with positive cash flow. Funds available increased by over \$623,000. Days' cash is at 463. The Cost Per Enplaned Passenger dipped slightly better for the month. July enplanements were only 305 passengers below July 2019. Total Operating Revenue was 3.55% over budget for the month. Interest Income under Non-Operating Expense remains strong. We're 5.33% over budget on Total Net Operating Revenue YTD and 4.29% over budget YTD on Total Operating Expense.

Mr. Hornsby concluded his report by providing the Quarterly Update of the South Carolina LGIP, as shared with him by CAE Accounting Manager Malia Ropel. He pointed out

highlights of the update and offered to provide this quarterly document to the Commission as it becomes available.

2. Air Service Development Update

Michael Lum, Managing Partner with Volaire Aviation and air service consultant for CAE, joined the meeting via Zoom. He presented an *Airline Industry Update* and *CAE Capacity, Traffic, and Fare Trends* PowerPoint. Following Mr. Lum's report, Kim Crafton presented an *Air Service and Passenger Traffic Update* PowerPoint.

Both of these reports as well as the staff reports in Agenda Items C. 3-5 below were also available as handouts.

3. State of the Airport Report and President/CEO Mid-Year Report

Mr. Gula expressed his thanks to the Airport Commission for their on-going support and dedication toward CAE's growth and success in the future. He went on to present his reports in a PowerPoint focusing on *Airport Enhancements; Employee Survey Results, Review and Action Plan; and President & CEO Goals*.

Following Mr. Gula's report, Commissioners offered some comments. Commissioner Folsom and Commissioner Jones asked about and supported the importance of an orientation program for new employees. Commissioner Stevenson expressed her appreciation of Mr. Gula's transparency and openness in sharing the results of the employee survey as well as recent employee issues. She asked to receive the employee turnover rate in the last year. Commissioner Stevenson also expressed that she likes the idea of a management performance incentive program for senior management as shared by Mr. Gula and suggested offering this for the management staff below senior management as well.

In response to a question about employee engagement opportunities, Mr. Gula shared that such opportunities are often available at CAE and also outside of CAE in the community. Commissioner Stevenson and Commissioner Jones expressed the importance of the Commission's engagement in the community with CAE employees as well.

Mr. Gula advised that he and Ms. Foster are in the process of putting together a New Commissioner Orientation and will send the document out soon for comments.

Commissioner Broughton shared that she had received an inquiry from a colleague regarding the Miami service. He had received an Instagram ad over the weekend about the service and was unable to book the flight after receiving the ad. Commissioner Broughton said she checked CAE's website and saw that the cutoff date for booking the flight, which was seasonal, was August 10. Ms. Crafton advised that the social marketing for the flight was scheduled to cease when the service ended. She thanked Commissioner Broughton and said that she would pursue this issue further. Ms. Crafton also said that the service was Saturday only and had performed well.

4. Checkpoint/Dam Construction Update

Frank Murray presented a *CAE Project Updates* PowerPoint. His presentation highlighted *Checkpoint Expansion, Ski Pond Dam Project, and Terminal Microgrid*.

5. Risk Management Update

Ryan Kreulen presented an *Operational Risk Management* PowerPoint. His report highlighted *Risk Mitigation by Department* to include Airport Operations, Airport Facilities, Public Safety, and Terminal Support.

Joel Livingston completed this presentation by providing a *Cybersecurity* report.

6. Commission Chair's Report

Chair Gunn thanked staff for their robust presentations and said they were very informative. He said this was an opportunity for Commissioners to learn more about their responsibility to support, govern, and provide guidance and direction for the staff. He again thanked Mr. Gula and staff.

7. President/CEO Report

Mr. Gula said that traffic on the baggage claim level is very busy and causing back-up in the evenings. Public Safety officers are working overtime to manage the situation. To assist with the congestion, staff is formulating a plan to relocate the Uber and Lyft staging area to Lot A.

Mr. Gula advised that, following today, the Admin Lot will be closed to all badge access except for staff. This is due to the ticketing expansion project and the need to access through this area with construction materials. Chair Gunn asked that a reminder notification go out to Commissioners. Parking will be available on the lower level outside baggage claim.

Commissioner Stevenson recognized guest Denise Bryan, who previously worked for the CAE Operations Department. Ms. Bryan serves on the SC Aeronautics Commission and is also the Fairfield County Airport Director for the Winnsboro Airport located in Commissioner Stevenson's hometown.

D. Discussion/Suggestions

1. Comments from the Public

Mr. Murray introduced James Devereaux and Kevin Morgan with the ACC's newest tenant, Schnabel Engineering. Mr. Devereaux said they are a geo-technical engineering firm and are located at 103 Trade Zone Drive, Suite 32. The firm currently has 25 employees and is growing. He invited Commissioners to visit and tour their facility.

E. Adjournment

Commissioner Folsom made a motion to adjourn. Vice Chair Smith seconded the motion. Motion carried.

Respectfully Submitted,



Lynne Douglas, Commission Secretary