

**RICHLAND-LEXINGTON AIRPORT DISTRICT**

**Commission Meeting**

**December 9, 2024 @ 4:00 PM**

**Carolina Room**

**Draft Minutes**

**Attendance**

Anton Gunn, Chair; Pat Smith, Vice Chair; Carol Fowler; Dan Bell; Breon Offord; Jim Wellman (Zoom); LaJoia Broughton; John Folsom; Chappelle Broome-Stevenson; Tripp Jones

**Absent**

Duane Cooper, Hank Jibaja

**Staff**

Gregg Hornsby; Frank Murray; Ryan Kreulen; Malia Ropel; Joel Livingston; Will Salazar; Daniel Ruggiero; Roger Allen; Joseph Dickey, Elizabeth Black (Attorneys); Lynne Douglas (Secretary)

**Guests**

Cynthia O'Sullivan (Republic Parking); Ryan Hounshell, Zack Haney (Holt); Ron Harvey (Global Core); Lee Thomas, Tyler Moser (Eagle Aviation); Sandra Sims (Carolina Concessions)

**A. Call to Order and Introductions**

**1. Determination of a Quorum**

Chair Gunn confirmed a quorum was in attendance.

**2. Approve Order and Contents of the Overall Agenda**

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

**B. Consent Agenda**

**1. Approval of October 21, 2024 Commission Meeting Minutes**

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

**2. Approval of October 24, 2024 Special Called Commission Meeting Minutes**

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

**C. Committee Reports**

**1. Finance Committee Report**

**a. 2025 Budget**

Committee Chair Wellman reported that Mr. Hornsby presented the 2025 budget at the October committee meeting. The committee accepted the budget as presented.

The Commission voted to accept the Finance Committee report and the 2025 budget as presented.

## **2. Operations, Facilities & Construction Committee Meeting**

### **a. Parking RFP**

Committee Chair Jones reported that the committee met prior to the Commission meeting to receive and review the RFP results for a parking management agreement. He went on to put forth the committee's recommendation to proceed with negotiations for a parking management agreement with LAZ Parking. The Commission voted to accept the committee's recommendation.

## **D. Regular Agenda**

### **1. Approval of 2025 Meeting Dates**

Chair Gunn advised that the proposed 2025 Commission meeting dates were included in the Commission packet. He then went on to review the meeting dates. Commissioner Bell pointed out that the February meeting scheduled for February 17<sup>th</sup> is President's Day. Chair Gunn suggested alternative meeting dates of February 10 or 24 and asked for a consensus on which date. Commissioner Bell made a motion to accept the 2025 meeting dates as presented with the notated correction of February 10 instead of February 17 for the February meeting. Vice Chair Smith seconded the motion. Motion carried.

## **E. Information/Announcements/Staff Reports/Correspondence**

### **1. October 2024 Financial Report**

Mr. Hornsby presented the October report as included in the Commission packet. Days' cash is at 454 and has dropped slightly. He went on to explain that the state awarded the \$8 million in its entirety. It is not represented in days' cash on hand as it will be used for capital improvements. Mr. Hornsby went on to report that enplanements are doing very well and the CPE is at \$9.34 YTD for October. Parking continues to do very well also. Airport Operations were above budget due to a variety of items as reflected in the financial report included in the packet. After some additional comments, Mr. Hornsby concluded by saying that October YTD enplanements are at 99.56% of 2019.

### **2. Commission Chair's Report**

Chair Gunn reported that he joined Mr. Hornsby, Ms. Crafton, and Mr. Kreulen last month to meet with representatives of low cost carriers. He expressed how impressed he was with the CAE team in how they each handled the conversation. He commended the great work by the team in landing air service with Allegiant to Ft. Lauderdale and Orlando Sanford and said he believes this is just the beginning of more to come.

In growing together as a Commission, Chair Gunn reminded Commissioners to understand their roles as governance and not to be involved in management decisions. He said that Commissioners' focus should be on governance and how to do the best job to provide the appropriate amount of oversight and guidance. Chair Gunn said that it is important to empower the CAE team to perform their great work every day.

Chair Gunn concluded his remarks by saying that his goal is to schedule a Commission retreat during the first half of 2025 as it will set the path for us to do great things for the remainder of the year. He expressed his gratefulness to the Commission for their support.

**F. Discussion/Suggestions**

Commissioner Broughton expressed her thank you to Mr. Hornsby and Ms. Foster for their quick responsiveness in assisting with a request made by the Delegation last week. She said they were a tremendous help.

Commissioner Broughton congratulated the CAE team on the big win to land air service with Allegiant. When there are large announcements, she asked if Commissioners could receive a heads up before being released to the press. As Commissioners interacting with the public, she expressed that it is not the best look for Commissioners to not be aware when questions arise. She said they would like to acknowledge good work by the staff and asked that her request be put into place.

Chair Gunn thanked Commissioner Broughton and said her point was well taken. He went on to say that Allegiant wanted to own the process in how their announcement was released; however, he said that Commissioners should be provided with briefing documents in preparation for questions moving forward.

**G. Executive Session**

**1. Discussion of Personnel Matters and Receipt of Legal Advice**

Commissioner Folsom made a motion to enter Executive Session to discuss personnel matters and to receive legal advice. Commissioner Bell seconded the motion. Motion carried.

**H. Adjournment**

Upon coming out of Executive Session, Chair Gunn adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary