RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
September 21, 2026 @ 4:00 PM
Carolina Room
Draft Minutes

Attendance
Elizabeth Taylor, Chair; Steve Benjamin, Vice Chair; Anton Gunn; Duane Cooper; LaJoia Broughton; John Folsom; Chappelle Broome-Stevenson; Tripp Jones; Dawn Wetherley; Rod Dooley; Mark Weber (Zoom); Curtis Dayson

Staff
Chris White; Frank Murray; Ryan Kreulen; Kim Crafton; Malia Ropel; Sharon Nelson; Jessica Foster; Joseph Dickey, Elizabeth Black (Attorneys); Lynne Douglas (Secretary)

Guests
Phil Strope (ADC Engineering Inc.); Andy Busbee (Ardurra); Jon Queen (Foth); Erica Didonato, Ryan Hounshell (Holt); Lee Thomas, Tyler Moser (Eagle Aviation)

A. Call to Order and Introductions

Chair Taylor presented Past Chair Gunn an engraved gavel to commemorate his service as Commission Chair and thanked him for his service as Chair.

1. **Determination of a Quorum**
   Chair Taylor determined that a quorum was in attendance.

2. **Approve Order and Contents of the Overall Agenda**
   Commissioner Gunn made a motion to approve the agenda. Commissioner Jones seconded the motion. Motion carried.

B. Consent Agenda

1. **Approval of the August 17, 2026 Commission Meeting Minutes**
   Commissioner Gunn made a motion to approve the minutes. Commissioner Wetherley seconded the motion. Motion carried.

C. Committee Reports

1. **Finance Committee**
   Committee Chair Dooley reported that the committee met on September 10th and discussed each of the items listed. Additional information for each item was included in the Commission information packet provided prior to today's meeting.

   a. **Site 6 PSA**
      Committee Chair Dooley put forth the committee's recommendation to accept an offer price of $140,000 for Site 6 for 2.13 useable acres (17.40 total acres) from Reed Pensegrau. The sale will include an avigation easement. The Commission voted to accept the committee's recommendation.

b. Site 16 Holdover Agreement

Chair Dooley put forth the committee's recommendation to execute a 12 month holdover agreement with Jeffrey Dickson, Leaseholder, for Site 16 located at 3401 Platt Springs Road. The property is currently sub-leased to GH Metals by Mr. Dickson, who is in the process of moving operations from that facility. The holdover would allow CAE to establish a best use for the property. Chair Dooley offered additional comments. The Commission voted to accept the committee's recommendation.

c. Parking Practice Change-Disabled Patrons Discounts

Chair Dooley put forth the committee's recommendation to discontinue the policy of providing first day of parking at no charge for vehicles displaying a disability parking placard or license plate and to apply the established parking rate for the lot used. Details regarding the proposed change, to include background and the reasoning behind the change, were included in the Commission's information packet. Following much discussion, the Commission voted to accept the committee's recommendation.

d. Audit RFP Update

Chair Dooley reported that RFP responses for the next annual audit are being reviewed. Staff is working to consolidate and report back with the weighted ranking system based on the responses. Responses have been received from both local and national firms.

e. Designated Funds Memo

As of 12/31/25, the District had some $10.1 million of collected Passenger Facility Charge (PFC) funds which have historically been reported as Restricted Investments on the internal Balance sheet. These funds are collections related to the PFC-eligible construction and financing costs of the 1995 terminal, concourse, and airfield projects. The PFCS on hand now represent a final funding/repayment of District capital and financing expenditures which are not subject to an external restriction on their use. Chair Dooley reported that he and Mr. Hornsby have had conversations regarding moving those to a designated classification versus an externally restricted designation. The committee believes this to be a good opportunity to understand and amend the Treasury Management Policy to include these funds as well as any other funds in the near future that would fall into that designated category. Chair Dooley said there is no formal recommendation at this time but just an update as the committee takes a holistic review of the policy.

D. <u>Regular Agenda</u>

1. Site 11A Offer

Mr. Murray reported that an offer for $300,000 has been received for this 1.58 acre parcel located between Waffle House and Sonic on Platt Springs Road. Vice Chair Benjamin made a motion to move forward with the sale of Site 11A. Commissioner Gunn seconded the motion. Motion carried.

E. <u>Information/Announcements/Staff Reports/Correspondence</u>

1. August 2026 Financial Report

Mr. White presented the financial report, which was included in the Commission information packet. Funds increased by $113,843. Non-Airline Terminal Rents exceeded budget due to rental car commissions. Expenses exceeded budget due to various items in Airport Operations. Enplanements for August YTD are up 4.09%. The Cost per Enplanement (CPE) is at $8.04. Days' cash on hand is at 321.

2. President/CEO Report

Mr. White presented his report as included in the Commission information packet to include the following topics: General Activities and Announcements, Finance, Projects, Marketing and Communications, Upcoming Events/Happenings, and Industry Updates. His report also included a chart highlighting Active Projects.

Mr. White introduced new staff member Sharon Nelson, CAE's new VP of People & Culture. She will begin on October 5. Ms. Nelson expressed her appreciation for the opportunity to join the CAE team and offered additional comments. To follow up on Mr. White's report regarding the South Carolina State University sponsorship, Commissioner Cooper asked if a list could be provided to include details regarding this sponsorship as well as other schools CAE has sponsorships with. He asked that the information include how CAE is using these sponsorships for marketing and what the returns/benefits are. Ms. Crafton responded that she would compile a list with this information.

Mr. White reported that CAE received notification that we did not receive a SCASDP (Small Community Air Service Development Program) grant. Fifty-eight organizations applied and fourteen were awarded. Of the airports in South Carolina that applied, none were awarded. A requirement of the grant program is that they provide an out brief to the airports that did not receive the grant.

Commissioner Broughton reported that she recently attended an ACI conference and attended a seminar there which included discussion about the DBE ruling and the current status. She shared that the Labor and Personnel Committee had discussions regarding this topic at their June meeting and reminded that this discussion has also been at the Commission level. She went on to say that one of the airports in attendance shared a best practice to include a questionnaire which approaches how to address barriers without addressing sex and race, there is no one question that determines how individuals are classified. She went on to share that this airport is using this as a tool to help DBE vendors with their state certifications. Commissioner Broughton said that she will share this questionnaire with staff as we look for ways to support our vendors in South Carolina. Mr. White said that CAE will join with the other three major airports in the state to host the 2026 SC Airports Coalition Small Business Event in Columbia on October 27.

3. Commission Chair Report

Chair Taylor shared that she attended Commissioner Dayson's orientation for new Commissioners. She said this was her third time attending the orientation and commended the staff on a job well done. She asked Ms. Crafton about the number of enrollees at the recent Global Entry event held at CAE. Ms. Crafton reported a total of 753

enrollees over a 3 day period. Chair Taylor went on to say that due to the good turnout, Homeland Security will most likely schedule the next event after the first of the year.

Chair Taylor said that a poll will be sent out to Commissioners to determine the best dates for the Fall Commission Retreat. Commissioner Broughton suggested that a group photo be taken of the Commission at the retreat as a way to commemorate each group of Commissioners.

F. <u>Discussion/Suggestions</u>

1. Comments from the Public

There were none.

G. <u>Adjournment</u>

Commissioner Gunn made a motion to adjourn the meeting. Commissioner Jones seconded the motion. Motion carried.

Respectfully Submitted,



Lynne Douglas, Commission Secretary