

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
October 17, 2022 @ 4:00 p.m. Carolina Room
Draft Minutes

Attendance

Carol Fowler, Chair; Hazel Bennett, Vice Chair (Zoom); Dan Bell; Duane Cooper (Zoom); Breon Walker (Zoom); Pat Smith; Hank Jibaja (Zoom); Jim Wellman; LaJoia Broughton (Zoom); Sarah Johnson; John Folsom; Anton Gunn

Staff

Mike Gula; Gregg Hornsby; Eddie Martin; Ryan Kreulen; Kim Crafton; Tamie Head (Zoom); Lindsay Copelan; Cameron Zimmerman; Roger Allen; Jessica Foster; John Fisher (Airport Attorney); Lynne Douglas (Commission Secretary)

Guests

Cynthia O'Sullivan (Reef Parking); Robert Moore, Donald Keppy (Mead & Hunt); Herbert & Sandra Sims (Carolina Concessions); Donald Gist, Erica McCrea (Gist Law Firm); Terry Macaluso (WK Dickson); Tim Smaha, Adam Hiers (Red Eye Express)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Fowler confirmed that a quorum was present.

2. Approve Order and Contents of the Overall Agenda

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

B. Consent Agenda

1. Approval of the September 12, 2022 Commission Meeting Minutes

Commissioner Smith made a motion to approve the minutes. Commissioner Wellman seconded the motion. Motion carried.

C. Committee Reports

1. Air Service, Airport Development & Public Relations Committee

Committee Chair Cooper reported that no action items were on the agenda for this meeting. Presentations were received from two groups, Placer and Ailevon Pacific. Both provided good information and data. Committee Chair Cooper went on to say, that for future committee meetings, he would like to continue the air service discussion and also how we might maximize our digital advertising efforts.

2. Finance Committee

a. Concessions

Committee Chair Bell reported that this was an excellent meeting with presentations received by Paradies and Carolina Concessions. He went on to say, that after some discussion, a motion was made to agree in principle to both of the proposals received with the understanding that they are subject to a contract deemed acceptable by staff and by our attorney and that the limit of terms of both contracts be limited to 10 years

from now. Committee Chair Bell said the motion passed with a majority vote. He put forth the committee's recommendation to the Commission. With no additional discussion, the recommendation was approved.

b. FY 2023 Budget Proposal

Committee Chair Bell reported that Mr. Hornsby gave an excellent presentation regarding the FY 2023 Budget Proposal. There were some questions and comments but no action was taken. He said the budget will be presented at the November Commission meeting for a vote.

D. Information/Announcements/Staff Reports/Correspondences

1. September 2022 Financial and DBE Report

Mr. Hornsby invited the Commission to contact him with any questions as they review the budget over the next few weeks in preparation for the vote at the November Commission meeting.

Continuing on, Mr. Hornsby said that the most notable item to report from September is the increase in cash by over \$1.9 million. The majority of that, almost \$1.6 million, was TSA reimbursement for previous month's construction expenditures. Days' cash is at 629. The Airline Cost Per Enplaned Passenger continues consistent at \$8.68. Mr. Hornsby went on to say that in this last quarter, we may see a flat trend with enplanements as compared to 2021 based on projections. We are at 78.77% of 2019's enplanements. Airport Operations was over budget to include repairs within the terminal, with some of our leased sites, and some Air National Guard expenses. Mr. Hornsby reviewed the Summary of DBE Expenditures and reported, that per the Commission's adopted rule of 15%, we are at 15.96%. As of 9/30/22, we are at 28 vendors as compared to 22 vendors on 6/30/22.

Ms. Head shared that the S.C. Airports Coalition is hosting a DBE outreach event on Thursday at the Gala Event Center on Bush River Road. The event is at no charge to attendees. There are 75 registered attendees which is the maximum attendance for the event.

Commissioner Broughton attended an ACI conference last month at which there was discussion regarding the COVID relief fund. She asked Mr. Hornsby our status with COVID relief spending and the strategy for the remaining funds. He responded, that between CRSSA and ARPA, we have \$9.7 million yet unspent. The funds can be used to reimburse us and can go toward debt and O&M expenses. Mr. Hornsby said that his long-term strategy had been to use the funds through the end of the eligibility period pending any potential political-related changes with the funding. Commissioner Broughton went on to say that she had been asked, at the conference, how many daily flights we have and asked if that information is available to provide to the Commission. Mr. Hornsby suggested this information be provided on a monthly basis with weekly updates as needed per changes. Commissioner Broughton thanked Mr. Hornsby for his effort on providing a comprehensive DBE report.

Chair Fowler asked Commissioner Broughton if she would like to share additional information about the conference she attended. She reported that it was a very informative conference overall with great focus on diversity and inclusion. She spoke with

several vendors and spent time with the team from the Miami Airport. She went on to share that excellent presentations were given by Scott Pelley, with 60 Minutes, and Ed Bastian, Delta's CEO. She stated how much she appreciated the opportunity to attend.

Commissioner Broughton recognized staff member Jessica Foster and said how much she appreciated her addition to the staff. She said that Jessica has been exceptional with responsiveness and going above and beyond with requests. Chair Fowler agreed that Ms. Foster is very helpful to the Commission and thanked Commissioner Broughton for recognizing her.

2. Commission Chair's Report

Chair Fowler said that over the last week, many Commissioners have spent a lot of time in committee meetings. She shared her appreciation for the attendance and participation at those meetings to include Commissioners who had attended and were not members of those particular committees. She stated how this makes Commission meetings much easier when everyone has received information at committee meetings.

Chair Fowler shared, that in November, the Executive Committee will evaluate the Executive Director. Shortly after the first of November, Ms. Foster will send out a questionnaire asking for Commissioners' opinions on various aspects of his work. She encouraged everyone to participate and said it would be anonymous.

3. Executive Director's Report

Mr. Gula reported that the Executive Staff has been working on a strategic business plan for the next 5-7 years to include our goals, our mission, our vision, and core values for the organization. Within the next month or so, he will share this information with the Commission and ask for their input in moving forward.

Mr. Gula attended a meeting at the Aeronautics Commission on September 27th to receive an update on the funding for the state's six commercial service airports. Awhile back, the Aeronautics Commission had asked the six airport directors to determine together the best way to divide the funding from the state. The airports had all discussed and all agreed to move in the same direction. However, at this meeting, it was reported that one of the six airports had changed their opinion so the Aeronautics Commission declined to vote on the issue at the meeting. They decided to delay the vote until their November meeting. Mr. Gula said he would provide a later update.

803 Industrial Park, located behind the Airport Commerce Center, is underway. This is the property Magnus Development Partners purchased from CAE and is the location for the 2 million sq. ft. warehouse spec space.

Mr. Gula shared that Ms. Crafton will launch the Hidden Disabilities Sunflower Program on Tuesday. This is a new in-terminal initiative for passengers with hidden disabilities and provides a discreet way for them to self-identify. CAE is the first airport in South Carolina to implement the program. Training for the program will take place over the next couple of days for staff and tenants.

E. **Discussion/Suggestions**

1. **Comments from Public**

There was no additional discussion or comments.

F. **Adjourn**

Chair Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary