

**RICHLAND-LEXINGTON AIRPORT DISTRICT**  
**Commission Meeting**  
**June 20, 2022 @ 4:00 p.m. Carolina Room**  
**REVISED Draft Minutes**

**Attendance**

Carol Fowler, Chairwoman; Dan Bell; James Whitmire; David Jordan; Duane Cooper (Zoom); Breon Walker (Zoom); Hank Jibaja; Jim Wellman; LaJoia Broughton; Sarah Johnson

**Absent**

Hazel Bennett; Pat Smith

**Staff**

Mike Gula; Gregg Hornsby; Frank Murray; Eddie Martin; Ryan Kreulen; Joel Livingston; Kim Crafton; Malia Ropel; Jessica Foster; John Fisher (Attorney); Lynne Douglas (Secretary)

**Guests**

Anton Gunn; John Folsom; Michael Medsker (Jim Hamilton-LB Owens Airport); Dave Carpenter (Foth IE); Terry Macaluso (WK Dickson); Michael Slapnik (Scott & Company); Sandra Sims (Carolina Concessions)

Chairwoman Fowler called the meeting to order and asked Mr. Whitmire to offer the Invocation.

**1. Approval of Agenda**

Mr. Wellman made a motion to approve the agenda. Mr. Jordan seconded the motion.  
Motion carried.

**2. Approval of Commission Minutes of May 16, 2022**

Mr. Jordan made a motion to approve the minutes Mr. Whitmire seconded the motion.  
Motion carried with one opposition. Ms. Broughton requested that the minutes be amended to reflect her interest in low cost carriers and a revenue guarantee. She also advised that her name was not listed with the Commissioners on Page VI of the Annual Comprehensive Financial Report, Year Ended December 31, 2021. Mr. Hornsby offered his apology and stated he would add her name.

**3. Committee Reports**

**a. Finance Committee Report – David Jordan**

**i. Paradies Contract Extension**

Mr. Gula reported that Paradies has asked for a ten year extension of their contract due to expire in 2026 and they plan to spend \$1.2 million in capital expenditures to upgrade their operation. Staff is currently working on research to define what the traveling public wants at CAE. Current research shows 51% of those that use CAE are under the age of 35 years. Mr. Gula explained that staff is continuing to learn and work with a new software system that will assist in research data. Mr. Cooper asked for further clarification on the statistic stated above to include the scope of the survey data and more information on the software. Mr. Gula will provide more information as staff continues to work with the software. Mr. Whitmire asked

when Paradies had last received a contract extension and what their investment was. Mr. Gula will provide that information.

ii. **Apron Project/McClam & Associates/WK Dickson**

Mr. Gula explained that the apron pavement is old and needs to be replaced per the FAA's Pavement Condition Index (PCI). Committee Chairman Jordan put forth the committee's recommendation to accept the bid for the apron project from McClam & Associates contingent upon the Airport Attorney's review and legal approval of the contract. Motion carried.

iii. **TSA Checkpoint Expansion /Architectural Design/Mead & Hunt**

Committee Chairman Jordan explained that this project is to prepare for future increase in enplanements as well as future replacement of the screening equipment. In order to seek competitive funding, a design needs to be completed. He put forth the committee's recommendation to move forward with the TSA Checkpoint Expansion Architectural Design Project contingent upon the Airport Attorney's review and legal approval of the contract. Motion carried.

4. **Acceptance of the 2021 Audit – Presented by Michael Slapnik, CPA, Scott & Company**

Mr. Slapnik reported that the audit (copy included in Commission Packet) went very well. He thanked Mr. Hornsby, Ms. Ropel, and the Accounting staff for their help with the audit. He said he was pleased to report there were no audit detected journal entries and no internal control deficiencies. He issued an unmodified audit opinion on the financial statements which is very good and is the highest level of assurance they can give. After some additional comments he concluded by saying that all reports are clean.

5. **May 2022 Financial Report – Gregg Hornsby, CPA**

Mr. Hornsby reported that this was a heavy capital expenditures month related primarily to the in-line baggage project. Days cash on hand is 589. Enplanements YTD through May 31 are almost 57% ahead of same time last year and at 75% of where they were this time in 2019. On the Dashboard Report, Mr. Hornsby pointed out the drawdowns for the CARES Grant, which also includes the CRRSA Fund. He also pointed out the Note established for the in-line baggage project that reflects our payments that will not be reimbursed by federal funding.

Leased Site Rentals reflects our first billing to the Department of Defense for the 169<sup>th</sup> Fighter Wing operation at CAE. This first bill covers infrastructure improvements and investments as well as the mobile homes. Mr. Hornsby explained that CFC collections are under budget due to a timing issue in which one of the car rental agencies was a bit late. Under Expenses, Airport Operations was over budget due to grounding rod installation expenses for McEntire's operation. Supplies were over budget due to expenses for software licensing associated with the Microsoft Teams project. Mr. Hornsby concluded his report by pointing out the May YTD table of financial performance compared to 2019 on the last page of his financial report. This reflects that most areas are doing well and continuing to show progress.

Ms. Broughton asked about the review of numbers as pertains to the DBE Program with the Indefinite Delivery Contractors. Mr. Hornsby responded that the next quarterly update, to include April, May, and June, will be provided at the July Commission Meeting.

## 6. Staff Reports

### a. **Chairman's Report – Commission Chairwoman Carol Fowler**

Chairwoman Fowler recognized two Commissioners who will be leaving the Commission – Mr. Whitmire and Mr. Jordan. She thanked them for their many years of service to the airport and said that they had both been great sources of wisdom and information for her. She said they both were committed to the betterment of the airport and never had personal agendas. Mr. Whitmire and Mr. Jordan both offered departing comments.

Chairwoman Fowler introduced the two new Commission members, Anton Gunn and John Folsom, and expressed how pleased she is to have them on board. She asked that they share a little about themselves.

Chairwoman Fowler concluded her report by advising that she has appointed a sub-committee to review the Governance Manual and to advise of any changes to be addressed by the full Commission. The sub-committee members are Dan Bell, Breon Walker, and Anton Gunn.

### b. **Director's Report – Mike Gula, AAE**

Mr. Gula thanked Mr. Whitmire and Mr. Jordan for their service and leadership and said they will be missed. He welcomed Mr. Gunn and Mr. Folsom and said he looks forward to working with them.

Mr. Gula reported that we are seeing strong passenger numbers but the rising cost of fuel and airline staffing issues may affect those numbers as we go into the busy summer travel season. Military travel is starting to come back but not yet as strong as it was in 2019. Cargo is doing well with a 14% YTD increase over 2019 in gross landed weights.

He went on to report that there is not yet any confirmation on the funding from the state for the state's six commercial service airports, per the latest update this past Friday, but there is a positive attitude that this will get passed. The SC Aeronautics Commission has asked the six Airport Directors to come to a consensus on a recommendation they can give Aeronautics as to how the money can be divided out. Conversations among the Airport Directors has begun and will continue this week.

Mr. Gula said that CAE will be competing for over \$200 million in funding as part of the Airport Terminal Program. This amount reflects the funding available in the program for small hub airports to compete for over the next five years. Projects we would want to have completed include enhancement of the TSA Checkpoint, upgrades for the Customs facility, industrial park infrastructure improvements, and work with the FAA on a taxiway improvement program. The FAA will be here for a meeting on June 30<sup>th</sup> to discuss these projects which total over \$82 million over the next five years.

Mr. Gula concluded his remarks by saying that staff is working with Lexington County and the Department of Commerce in the pursuit of three economic development projects, two of which are aerospace related.

Mr. Wellman asked if there was an update on the beautification corridor project to which Mr. Folsom provided an update.

**7. Discussion & Suggestions**

**a. Comments from Public**

There was no additional discussion.

**8. Next Meeting is July 18, 2022**

**9. Adjournment**

Chairwoman Fowler adjourned the meeting.

Respectfully Submitted,

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

Lynne Douglas, Commission Secretary