

# Meeting Minutes March 14, 2016 – 12:00 Noon

## **Commission Members in attendance**

James Christopher, Chairman John Dean, Vice Chairman Peter Mayers, Secretary Stuart Hope, Treasurer Tally Casey, Esquire Bruce Cole, CPA Mike Kelly, Esquire Joel McCreary, AIA

## **Richland County Staff in attendance**

Greg Pearce, Council Liaison Warren Harley, Assistant County Administrator Chris Eversmann, PE, AAE, Airport Director Terry Wise, Administrative Assistant

### **Visitors in attendance**

Joseph Barkevich, AICP, WK Dickson Paul Bass, Eagle Aviation
Andy Busbee, PE, Michael Baker Intl.
James Clark, Hangar Tenant
Gerry Cogven, Citizen
Renee Gardner, Spring Valley HOA
Pat Gilmartin, HRH Neighborhood
Ken Harrill, Hangar Tenant
Jim Herpst, EAA – 242
Ryan Hounshell, PE, Holt Consulting
Eddie Owen, EIT, WK Dickson

Encl: (1) Committee Structure Diagram

# Richland County Airport Commission Jim Hamilton – LB Owens Airport (CUB) Columbia, South Carolina

(2) Airport Director's Report PowerPoint Presentation

<u>Welcome and Call to Order</u> – Chairman Christopher called the meeting to order and announced a quorum in attendance. He welcomed everyone and delivered the invocation.

<u>Approval of Minutes</u> – Chairman Christopher presented the minutes of the January 11, 2016 Airport Commission meeting for approval. Commissioner Dean made a motion to approve the minutes as presented, Commissioner Mayers seconded and all voted for approval.

<u>Approval of Agenda</u> – Chairman Christopher presented the agenda as distributed. Commissioner Mayers made a motion to approve the agenda as presented. Commissioner Dean seconded and all voted for approval.

<u>Report of Items for Executive Session</u> – **Mr Eversmann** reported that there was a matter of a contractual nature for discussion in executive session.

<u>Chairman's Report</u> – Commissioner Christopher reported that the Commission Officers, making up an Executive Committee, had met and acted to restructure the standing committee organization. The previous Finance Committee and Marketing Committee have been combined into the Economic Development Committee, **Commissioner Dean**, Chairman. The previous Operations Committee has been renamed the Operations & Facilities Committee, **Commissioner Hope**, Chairman. Standing meeting days and times has been time established on the second Monday of off-Commission-meeting months. A diagram of the new committee structure is contained in enclosure (1). **Commissioner Christopher** noted the Executive Committee will also function in a more active manner.

### **Committee Reports**

<u>Economic Development Committee</u> – Commissioner Dean said in the upcoming meeting, committee members will discuss a marketing opportunities and reviving with USC staff plans for upgrading the University display in the airport lobby. Commissioner Dean requested that if there were any Commissioners or other airport stakeholders with suggestions regarding topics of interest for discussion, to please bring them to the committee for consideration.

<u>Operations & Facilities Committee</u> -- Commissioner Hope echoed the Vice Chairman's comments, and is looking forward to the initial meeting of the new committee.

<u>Airport Director's Report</u> – A copy of **Mr Eversmann's** PowerPoint presentation is contained in enclosure (2).

# Richland County Airport Commission Jim Hamilton – LB Owens Airport (CUB) Columbia, South Carolina

<u>County Liaison's Report</u> – <u>Councilman Pearce</u> commented on the difficult budget situation which continues to challenge the County Council, Administration, and County Departments.

<u>Unfinished Business</u> – There was no unfinished business to be addressed.

**New Business** – There was no new business offered.

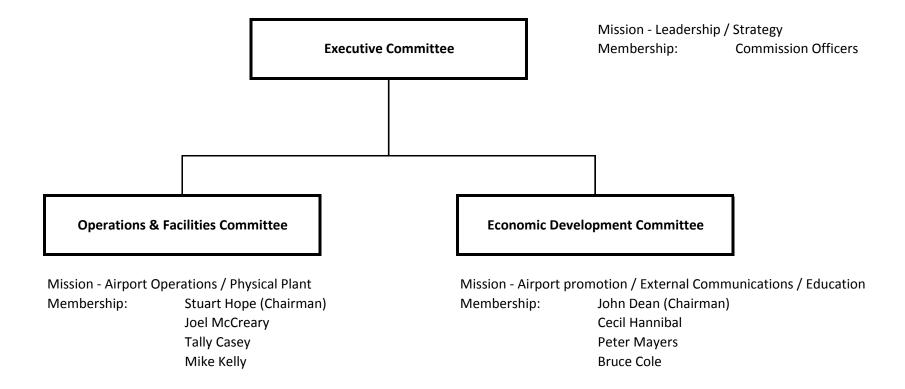
<u>Executive Session</u> – The executive session was called to order at 1:13 p.m. The executive session concluded at 1:43 p.m. There were no votes taken nor business enacted during the executive session.

**Adjournment** – The meeting adjourned at 1:45 p.m.

<u>Next Meeting</u> – The next meeting of the Airport Commission will occur on Monday, May 9, 2016 at 12:00 Noon in the large conference room of the airport terminal building.

# Richland County Airport Commission Jim Hamilton - LB Owens Airport (CUB)

Updated: 2-Feb-16



**Notes:** 1. Committees will schedule recurring meetings on a bi-monthly basis in off-months from Commission Meetings.

# Airport Director's Report

Richland County Airport Commission Meeting



March 14, 2016



### Overview



- → Media coverage
- → Meetings, Events, and Visits
- → AIP Project Updates
- → Budget and Finance
- → Eagle Aviation Update
- → Airport Metrics
- → Other items
- → Questions

# Media Coverage

→ "Downtown airport sees uptick in traffic as GOP primary nears," The State, February 19, 2016



# Meetings, Events, and Visits



### Meetings:

- Jan 13 SCAA Leg B'fast
- → Jan 14 CWH Recon
- → Jan 14 Proj Progress → Jan 21 – Proj Progress
- Jan 25 WK Dickson (Proj issue)
- Jan 25 SCAC (System Plan)
- Jan 26 CLC Advisory Board
- Jan 27 LJC Proj Status
- Jan 28 AAAE Accreditation Prep
- Jan 28 Proj Progress Jan 28 - Exec Comte
- Jan 29 SCASC BoD
- → Feb 1 Proj Coord
- → Feb 4 Proj Progress

# Meetings, Events, and Visits

- Meetings (cont'd):

  → Feb 9 SCAC (System Plan)

  → Feb 10 12 SCAA Conf
- → Feb 18 Proj Progress
- → Feb 24 FY-17 Budget
- → Feb 25 AAAE Accreditation Prep → Feb 25 - Proj Progress
- → Feb 29 Exec Comte
- → Mar 2 LJC Preconstruction Conf
- → Mar 3 Proj Progress
- → Mar 9 D&S Dept Heads
- → Mar 10 Proj Progress → Mar 11 – SCASC Safety Fly-In



# Meetings, Events, and Visits



Children's group visits:

→ None

Adult group visits: → None



Property Acquisition

Southeast Airfield Clearing and Grading Improvements

LJC Mitigation (Wetlands Mitigation)





# Property Acquisition

- → Avigation Easement
- → Rwy 13 off-airport properties



# AIP Project Updates

#### Southeast Airfield Clearing and Grading Improvements:

- → Nightly Runway closures complete (almost)
- → Twy 'D' substantial completion
- → Retaining Wall
- → Buffer Wall

### LJC Mitigation:

- → Under contract / funded→ Joint effort (Q. Epps, Proj
- Manager)
- → Preconstruction Conf Mar 2<sup>nd</sup>





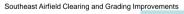
### Southeast Airfield Clearing and Grading Improvements

Taxiway 'D' construction

Retaining wall construction











# **Budget and Finance**



# **Budget and Finance**



- Jan Operational Revenue \$19,949.60 (Jan 15 \$20,161.09) Feb Operational Revenue TBD (Feb 15 \$20,044.99)

- Feb Operating Budget Status:

  + Category
  Personnel
  Operations
  Capital

  Balance / % Used
  \$51,623,95 / 63%
  \$5241,709.61 / 32%

# **Eagle Aviation Update**

- → Fuel Sales
- → Ramp Fees collected
- → Hangar occupancy



# **Airport Metrics**



- → Aircraft complaints
- → Facilities & Grounds maintenance requests

# **Airport Metrics**

#### + Aircraft complaints:

There were eight (8) aircraft complaint during the period of Jan 1 – Feb 29, 2016.

There were three (3) identification / Information letters sent (38%). There were 14 aircraft complaint during the same period in 2015.

### → Facilities & Grounds maintenance requests:

There were 18 maintenance requests during the period of Jan 1 – Feb 29, 2016.

Terminal – 44% / Airside – 44% / Landside – 12% Hangar related – 33% / Electrical related – 50%

There were 21 Facilities & Grounds maintenance requests during the same period in 2015.

### Other Items



# Other Items



- www.facebook.com/FlyKCUB (139 'Likes')
   CWH Sale
   Incidents Prop strike / Unconscious Passenger on inbound aircraft
   AIP Development Fee proposed (\$6.50 / hangar / month) for local match funds

# Questions?

