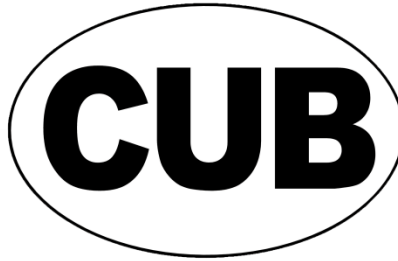


**Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
Richland County Department of Public Works
Columbia, South Carolina**



**Meeting Minutes
July 11, 2022 – 12:00 Noon**

Commission Members in attendance

Mike Kelly, Esquire, Vice Chairman
Prentiss McLaurin, Secretary
Joel McCreary, AIA, Treasurer
Kaela Bailey
Lynn Hutto
Michael Medsker
Lindsey Ott

Richland County Staff in attendance

Michael Maloney, PE, Director of Public Works
Chris Eversmann, PE, AAE, Airport General Manager
Ebony Tyler, Administrative Coordinator

Visitors in attendance

Andy Busbee, PE, Michael Baker
Jim Herpst, EAA-242
Peggy Roberson, Eagle Aviation
Lee Thomas, Eagle Aviation

Encl: (1) Airport General Manager's Capital Development PowerPoint Presentation
(2) Airport General Manager's Status PowerPoint Presentation

Call to Order and Welcome – Vice Chairman Kelly called the meeting to order at 12:03p.m. and announced a quorum in attendance. He then delivered the invocation.

Report of Items for Executive Session – Vice Chairman Kelly reported that there were no items for Executive Session.

Richland County Airport Commission
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Approval of Agenda – **Vice Chairman Kelly** presented the agenda as distributed. **Commissioner Medsker** made a motion to approve the agenda as presented. **Commissioner Hutto** seconded the motion, and all voted for approval.

Approval of Minutes – **Vice Chairman Kelly** presented the minutes of the May 9, 2022 Airport Commission meeting for approval. **Commissioner Medsker** made a motion to approve the minutes as presented. **Commissioner Kelly** seconded the motion, and all voted for approval.

Chairman’s Report / Executive Committee Report – **Vice Chairman Kelly** reported on the following:

- Airport rotating beacon tree removal;
- A discussion on self-service fuel pumps and a suggested ban on low lead fuel followed;
- FY-23 Airport Master Lease / Fee Schedule and increase in the monthly Capital Project Fee. Better efforts will be made in the future to inform the Commission and Airport Tenants of planned Fee increases.

Operations & Facilities Committee – **Commissioner McCreary** deferred to the Airport General Manager to provide a report on other Operations & Facilities matters. **Mr Eversmann** provided a brief on Airport Capital Development and its funding. This presentation is contained in enclosure (1).

Promotional Committee – **Commissioner Medsker** reported on the following:

- Strategic vision and strategic plan is in a final draft form;
- Airport impacts on the community;
- Reviewing the history of a University of South Carolina student flying club;
- Meeting with Edventure and Aerospace Wednesday, July 27th;
- Owens Field Skate Park article;
- Follow-up with Dr Carolyn Donelan from the Challenger Learning Center for summer camp opportunities.

Airport General Manager’s Report – A copy of **Mr Eversmann’s** PowerPoint presentation is contained in enclosure (2).

County Liaison’s Report – There was no report provided.

Unfinished Business – There was no unfinished business.

Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
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Executive Session – There was no executive session.

Adjournment – The meeting adjourned at 1:22 p.m.

Next Meeting – The next meeting of the Airport Commission will occur on Monday, September 12, 2022 at 12:00 Noon.

Airport Improvement Program (AIP) & Airport Capital Expenditures

Richland County Airport
Commission
Meeting

July 11, 2022



Airport Improvement Program (AIP) & Airport Capital Expenditures

AIP:

- Primary means for financing Airport development projects
- Annual, recurring program
- Master Plan / Airport Layout Plan (ALP) (20-year planning document)
- Airport Capital Improvement Plan (ACIP) (5-year programming document, updated annually)
- 90% - FAA / 5% - SCAC / 5% - RC
- Federal FY does not align with RC FY / Budget process



Airport Improvement Program (AIP) & Airport Capital Expenditures

- Annual ACIP Update
- Preapplication / Exhibit / Environmental documentation (Dec)
- Application / Supporting Documentation (May)
- Non-primary entitlement funding (\$150,000 / year)
- Discretionary funding
- General Aviation v. Commercial Service
- Grant Assurances – Financial self-sufficiency / Pavement Management System (PMS)
- Airport Fund – "Enterprise" / Source of Local Match Funding
- Pavement eligibility – Taxilanes will require greater local participation (in excess of the typical 5%)
- Capital Improvement Fee (100% retained by the Sponsor unlike other revenue that is shared with the FBO)
- Revenue generating facilities (hangars and fuel farms)

Airport Improvement Program (AIP) & Airport Capital Expenditures

Bi-Partisan Infrastructure Legislation (BIL) funds:

- \$295,000 / year for five years
- Managed similar to AIP Non-Primary Entitlement Funds
- Inflationary trend in construction industry
- Five percent of \$494,444 is \$24,722 (~ one month County Revenue)

Other Capital Expenditures (not associated with the AIP process):

- Sewage Lift Station repair
- Fuel Farm repair
- Kitchen Equipment replacement
- Bifold Door Gasket replacement



AIP / Projects

- AIP project updates are provided at each RCAC meeting
- ACIP posted on the Airport Website:
<http://www.flykcub.com/?q=content/airport-capital-improvement-plan-acip>
- Completed project flyers posted on the Airport Website:
<http://www.flykcub.com/?q=content/airport-development-projects>



Capital Improvement Fee

Between FY-17 (when the fee was initially implemented) through FY-21, it has generated \$38,178. This represents approximately 3% of total County Airport Revenue. Over that same five Fiscal Year (FY) period, our local match for FAA AIP projects alone has cost \$54,054. Please note that our expenditures during this same period were artificially low because:

- Our FY-20 FAA Grant (AIP-026) was 100% Federally funded (instead of the usual 90%) due to the Covid-19 Pandemic; and
- We did not execute an Airport Improvement Program Project in FY-21.

In other words, during a relatively low expenditure five year period, our expenditures exceeded Capital Improvement Fee revenue by \$15,876.

Questions?



Airport General Manager's Report

Richland County Airport
Commission
Meeting

July 11, 2022



Agenda



- Meetings, Events, and Visits
- AIP / Project Updates
- Eagle Aviation Update
- Budget & Finance
- Aircraft Complaints
- Other items
- Questions?

Meetings, Events, and Visits

Meetings:

- May 10 – SCAA Board of Directors Mtg
- May 13 – CWH Event Coordination Mtg
- May 18 – Runway Closure (Shoulder Mowing)
- May 23 – City of Columbia – OFP Trees Mtg
- May 24 – A&F Comte Mtg
- May 25 – RC IT / RC GIS Mtg
- May 28 – CWH / "Guns" Centin Event
- May 29 – SC Breakfast Club Mtg
- Jun 8 – Fence Contractor Mtg
- Jun 10 – Runway Closure (Shoulder Mowing)
- Jun 24 – Executive Comte Mtg
- Jun 29 – RC GIS Mtg
- Jun 29 – (Andy Busbee) Michael Baker Intrn'l
- Jun 30 – FAA ADO Staff Mtg
- Jul 8 – Runway Closure (Shoulder Mowing)



Meetings, Events, and Visits



- Children group visits:
 - None
- Adult group visits:
 - None



AIP / Project Updates

- Various Site / Civil Airport Improvements (Project 2)



Eagle Aviation Update

- Fuel Sales
- Ramp Fees collected
- Hangar occupancy



Budget & Finance



Budget & Finance



- May Operational Revenue \$25,017.53 (May '21- \$24,684.38)
- Jun Operational Revenue – \$TBD (Jun '21 - \$24,686.70)
- Jun Operating Budget Status:
 - Personnel \$ 64,172 42%
 - Operations \$ 50,884 16%
 - Capital \$ 7,196 6%
 - Total \$122,252 21%

Aircraft Complaints

Aircraft complaints

- There were two (02) aircraft complaints during the period of May 1 – Jun 30, 2022.
- There were two (02) identification / Information letters sent.
- There were two (02) sources for these aircraft complaints.



Other Items

- Planning & Engineering Consultant RFQ – Michael Baker International selected from four firms submitting Statements of Qualifications. Master Agreement executed and Notice to Proceed (NTP) issued.
- Guiding Document comprehensive review
 - Ordinance (Chapter 3)
 - Minimum Standards
 - Airport Manual (75%)
 - Lease and Agreement
- Conference Room A/V system upgrade / NUC installation complete
- Hangar Bifold Door Gasket Replacement, Ph 2
- Lobby Kiosk rec'd by RC IT
- OFP Trees – Aerial Survey
- Bi-partisan Infrastructure Law (BIL) distribution – \$295,000 / year (in addition to Non-Primary entitlement) / ACIP
- Warbirds at CUB (Nov 5th)



Questions?

