



**Meeting Minutes**  
**November 14, 2016 – 12:00 Noon**

**Commission Members in attendance**

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

**Richland County Staff in attendance**

Ismail Ozbek, PE, Director of Public Works  
Chris Eversmann, PE, AAE, Airport Director

**Visitors in attendance**

Joseph Barkevich, AICP, WK Dickson  
Paul Bass, Eagle Aviation  
Ronald Bracken, Eagle Aviation  
Ken Harrill, Hangar Tenant  
Melinda Harrill, Hangar Tenant  
Ken Hawk, PE, WK Dickson  
Jim Herpst, EAA-242  
Ken Holt, PE, Holt Consulting Company  
Ryan Hounshell, PE, Holt Consulting Company  
Daryl Nations, Hangar Tenant  
John Parrish, Hangar Tenant  
Peggy Roberson, Eagle Aviation  
Tom Roberts, Hangar Tenant  
David Sheridan, Hangar Tenant  
Dennis Wiehl, AIA, Mead & Hunt

- Encl: (1) Draft CY-17 Meeting schedule  
(2) Proposed program of Lease Relief for not-for-profit Aviation Organizations leasing space at the airport  
(3) Airport Director’s Report PowerPoint Presentation

**Call to Order and Welcome** – **Chairman Christopher** called the meeting to order at 12:00 p.m. and announced a quorum in attendance. He welcomed everyone and guest introductions followed. The invocation was also delivered by **Commissioner Kelly**.

**Mr Eversmann** briefed the Commission of on-going organizational changes within the Richland County Government. As part of this effort by the Interim County Administrator, **Gerald Seals**, various positions have been shifted and the organization adjusted with an eye towards improving efficiency and effectiveness. The Airport will fall within the Department of Public Works and its Director, **Ismail Ozbek**, will provide the oversight previously provided by Assistant Administrator **Warren Harley**. **Mr Ozbek** introduced himself to the group to include his interest and experience with aviation.

**Approval of Agenda** – **Chairman Christopher** presented the agenda as distributed. **Commissioner Dean** made a motion to approve the agenda as presented. **Commissioner Kelly** seconded the motion, and all voted for approval.

**Approval of Minutes** – **Chairman Christopher** presented the minutes of the September 12, 2016 Airport Commission meeting for approval. **Commissioner Dean** made a motion to approve the minutes as presented, **Commissioner Mayers** seconded the motion, and all voted for approval.

**Report of Items for Executive Session** – **Mr Eversmann** reported that there were no items for discussion in executive session.

**Chairman’s Report / Executive Committee Report** – **Chairman Christopher** requested that **Vice Chairman Dean** prepare a slate of officers for nomination and election at the next meeting. **Vice Chairman Dean** accepted the charge. The next item he covered is the draft meeting schedule for calendar year 2017 which was provided for review and consideration. A copy of this schedule is contained in enclosure (1). **Commissioner Kelly** made a motion to approve the meeting schedule as presented, **Commissioner McCreary** seconded the motion, and all voted for approval. Finally, the previously discussed item of a “Proposed program of Lease Relief for not-for-profit Aviation Organizations leasing space at the airport” was brought up for consideration. A copy of this proposed program is contained in enclosure (2). **Commissioner Hope** made a motion to recommend to County Council approval of the proposed program as presented, **Commissioner Casey** seconded the motion, and all voted for approval.

**Committee Reports**

**Economic Development Committee** – Commissioner Dean provided a brief update on the initiative with the Richland School District One and the Heyward Career Center.

**Operations & Facilities Committee** – Commissioner Hope briefed the Commission on the Operations and Facilities Committee’s several meetings since the last Commission meeting to review the Airport Hangar Tenant Lease document and changes suggested by Attorney Hodge. Commissioner Hope anticipates having the results of his Committee’s efforts for presentation to the County Attorney during December.

**Airport Director’s Report** – A copy of Mr Eversmann PowerPoint presentation is contained in enclosure (3). Following his presentation, Commissioner Mayers asked about improvements to the “Devil’s Ditch” drainage course which traverses part of the airport property and has been identified for improvement by the Gills Creek Watershed Association. Commissioner Kelly, who is also a member of that Association’s Board of Directors, said he would request an update from their staff.

**County Liaison’s Report** – In Councilman Pearce’s absence, no report was provided.

**Unfinished Business** – There was no unfinished business.

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

**Adjournment** – The meeting adjourned at 12:59 p.m.

**Next Meeting** – The next meeting of the Airport Commission will occur on Monday, January 9, 2017 at 12:00 Noon in the large conference room of the airport terminal building.

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



**CY 2017 MEETING SCHEDULE**

November 15, 2016

The following meeting schedule for the Richland County Airport Commission for Calendar Year (CY) 2017 is hereby published:

- January 9, 2017
- March 13, 2017
- May 8, 2017
- July 10, 2017
- September 11, 2017
- November 13, 2017

Unless otherwise noted, meetings will be conducted at 12:00 noon in the large conference room of the airport terminal. Also, for planning purposes, the following is provided:

- South Carolina Aviation Association Annual Conference – February 8 – 10, 2017
- National Aviation Week – August 13 – 19, 2017

Standing Committee Meetings, if scheduled, will occur on the second Monday of off-meeting months as follows:

Economic Development

February 13, 2017, 11:00 a.m.  
April 10, 2017, 11:00 a.m.  
June 12, 2017, 11:00 a.m.  
August 14, 2017, 11:00 a.m.  
October, 9, 2017, 11:00 a.m.  
December 11, 2017, 11:00 a.m.

Operations & Facilities

February 13, 2017, 1:30 p.m.  
April 10, 2017, 1:30 p.m.  
June 12, 2017, 1:30 p.m.  
August 14, 2017, 1:30 p.m.  
October, 9, 2017, 1:30 p.m.  
December 11, 2017, 1:30 p.m.



**Proposed Program of Lease Relief for not-for-profit Aviation Organizations leasing space at the**

**Jim Hamilton – LB Owens Airport (CUB)**

As a means of offering a mutually-beneficial program that will provide a degree of financial relief to not-for-profit Aviation Organizations based at the Jim Hamilton – LB Owens Airport (CUB), the following program is proposed:

1. Eligible Organizations – Palmetto Sport Aviation / Experimental Aircraft Association – 242 and South Carolina Historic Aviation Foundation
2. Eligible activity – Foreign Object Debris (FOD) walk / pickup in specified airport pavement areas.
3. Frequency – Once during each quarterly period; up to four times annually.
4. Credit – \$100 credit per quarter
5. Minimum standards:
  - a. Notify Airport Director no later than 1600 on the business day prior to the pickup of the event by the supervisor.
  - b. Pickups will not be conducted during USC Home football game weekends.
  - c. Notify on-duty FBO staff of start and finish of event by the event supervisor.
  - d. Pickup will be within airport paved taxilanes and apron only; access to taxiways and runway is prohibited.
  - e. Pickup will be conducted under the supervision of an adult pilot (current or former).
  - f. Pickups will be a minimum of four (04) man-hours and will be conducted over a single day.
  - g. FOD will be saved in a plastic bag and turned in to the Airport Director on the next business day.
  - h. An event report (e-mail message preferred) will be submitted to the Airport Director within 24-hours following the finish of the event reporting: Date / time of start, Date / time of finish, Names of participants, and a Group picture of participants.

# Airport Director's Report

Richland County Airport  
Commission Meeting

November 14, 2016



# Overview



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

## Meetings, Events, and Visits



Meetings:

- Sep 16 – Lease extension coordination
- Sep 21 – ATL ADO field visit
- Sep 22 – IFAS training
- Sep 26 – Airport event coordination
- Sep 27 – Operations & Facilities Comte
- Sep 29 – Interim CA orientation visit
- Sep 29 – AIP Grant coordination
- Oct 1 – UAV coordination
- Oct 4 – Barry Catoe (CDN)
- Oct 11 – CUB airside pavement inspection

## Meetings, Events, and Visits

Meetings (cont'd):

- Oct 13 – Webinar
- Oct 14 – RC Legal staff
- Oct 15 – Aerofest '16
- Oct 19 – RC Cyber security training
- Oct 20 – NaturChem
- Oct 25 – RC Council A&F Comte
- Oct 31 – Operations & Facilities Comte
- Nov 1 – WK Dickson staff, Airspace Obstructions
- Nov 9 – Operations & Facilities Comte



## Meetings, Events, and Visits



Children group visits:  
→ None

Adult group visits:  
→ None



## AIP Project Updates

Southeast Airfield Clearing and Grading Improvements

LJC Mitigation (Wetlands Mitigation)

Lighted Airfield Signage Design





## AIP Project Updates

### Southeast Airfield Clearing and Grading Improvements:

- Liquidated Damages (LDs)
- Project / Grant Closeout



### LJC Mitigation:

- Substantial Completion
- ACEC Engineering Excellence Award
- Project / Grant Closeout



### Lighted Airfield Signage Design

## Budget and Finance



## Budget and Finance



- Sep Operational Revenue – \$20,148.58 (Sep 15 - \$20,214.15)
- Oct Operational Revenue – TBD (Oct 15 - \$20,934.32)
- Oct Operating Budget Status:
  - Category Balance / % Used
  - Personnel \$67,620.17 / 41%
  - Operations \$173,820.38 / 32%
  - Capital \$343,175.61 / 18%

## Eagle Aviation Update

- Fuel Sales
- Ramp Fees collected
- Hangar occupancy



## Airport Metrics



- Aircraft complaints
- Facilities & Grounds maintenance requests

## Airport Metrics

### → Aircraft complaints:

There were six (6) aircraft complaints during the period of Sep 1 – Oct 31, 2016.

There were three (3) identification / Information letters sent (50%). There were four (4) aircraft complaint during the same period in 2015.

### → Facilities & Grounds maintenance requests:

There were 27 maintenance requests during the period of Sep 1 – Oct 31, 2016.

Terminal – 37% / Airside – 56% / Landside – 07%

Hangar related – 26% / Electrical related – 48%

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

## Other Items



## Other Items



- CWH Restoration underway
- Rotating Beacon relocation underway
- December Committee meetings
- FY-16 AIP / SCAC Grants
- Aircraft Static Display / Open Apron / EAA Ford Trimotor visit, October 15, 2016
- Runway excursion
- Wildlife activity

## CWH Restoration



## Questions?

