



Meeting Minutes
March 13, 2017 – 12:00 Noon

Commission Members in attendance

Stuart Hope, Chairman
Joel McCreary, AIA, Vice Chairman
Cecil Hannibal, Secretary
Tally Casey, Esquire, Treasurer
Bruce Cole, CPA
Mike Kelly, Esquire
Emerson Smith
John Parrish

Richland County Staff in attendance

Greg Pearce, Richland County Council
Ismail Ozbek, PE, Director of Public Works
Chris Eversmann, PE, AAE, Airport Manager
Andrew Haworth, Public Information Office

Visitors in attendance

Joseph Barkevich, AICP, WK Dickson
Ronald Bracken, Eagle Aviation
Jim Christopher
Ken Harrill, Hangar Tenant
Melinda Harrill, Hangar Tenant
Ken Holt, PE, Holt Consulting Company
Ryan Hounshell, PE, Holt Consulting Company
Peter Mayers
Peggy Roberson, Eagle Aviation
David Sheridan, Hangar Tenant

Encl: (1) Airport Director's Report PowerPoint Presentation

Call to Order and Welcome – **Chairman Hope** called the meeting to order at 12:02 p.m. and announced a quorum in attendance. He also delivered the invocation and welcomed everyone. Guest introductions followed.

Report of Items for Executive Session – **Mr Eversmann** reported that there was an item for discussion in executive session.

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

Approval of Minutes – **Chairman Hope** presented the minutes of the January 9, 2017 Airport Commission meeting for approval. **Commissioner McCreary** made a motion to approve the minutes as presented, **Commissioner Casey** seconded the motion, and all voted for approval.

Chairman’s Report / Executive Committee Report – **Chairman Hope** reported on the status of the hangar lease agreement template update and the meeting of the new Executive Committee.

Committee Reports

Economic Development Committee – **Commissioner Hannibal** provided a brief update on the initiative with the Richland School District One and the Heyward Career Center. He also briefed on an upcoming Richland County Community Day at Columbia College which is being sponsored by Boeing South Carolina. He is hopeful to promote the Airport and the Commission at this event.

Operations & Facilities Committee – **Vice Chairman McCreary** briefed that there was no Operations & Facilities Committee meeting during February.

Airport Director’s Report – A copy of **Mr Eversmann** PowerPoint presentation is contained in enclosure (1).

In the course of his brief, **Mr Eversmann** raised the issue of Committee meetings (which normally do not include a quorum of the Airport Commission) and requested guidance from the Commission on whether these should be open or closed meetings. **Chairman Hope** asked **Mr Eversmann** to obtain a legal opinion and for **Commissioner Hannibal’s** Committee to consider the issue and report back with a recommendation at the next Commission meeting.

County Liaison’s Report – **Councilman Pearce** addressed the issue of the County’s transition to a Biennial Budget Cycle.

Unfinished Business – There was no unfinished business.

New Business – **Commissioner Cole** shared his thoughts regarding an aviation living history event / exhibit as part of Black History Month in February 2018. He had researched possible events and venues (including the Challenger Learning Center and the Township Auditorium) and is seeking an endorsement from the Airport Commission. All Commissioners who spoke were effusive in their praise of the idea, but also voiced their concern that the event will need a project leader as well as sources of revenue. **Councilman Pearce** suggested that, even though the deadline has passed, Richland County Hospitality Tax might be a revenue source. **Commissioner Cole** is also investigating the possibility of City of Columbia Hospitality Tax as a revenue source as well.

Executive Session – **Commissioner Kelly** made a motion to move into Executive Session and **Commissioner Cole** seconded the motion. The executive session was called to order at 1:25 p.m. and concluded at 2:01 p.m. There were no votes taken nor business transacted during the executive session.

Adjournment – The meeting adjourned at 2:02 p.m.

Next Meeting – The next meeting of the Airport Commission will occur on Monday, May 8, 2017 at 12:00 Noon in the large conference room of the airport terminal building.

Airport Manager's Report

Richland County Airport
Commission Meeting

March 13, 2017



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:

- Jan 11 – SCAA Leg B'fast
- Jan 12 – RC Council orientation
- Jan 18 – UAV stakeholders
- Jan 31 – Design project kickoff
- Jan 31 – RCAC Executive Comte
- Feb 3 – Jeff Hemming (JAV)
- Feb 7 – KMB / GCWA
- Feb 8 – State System Plan Steering Comte
- Feb 8 – 10 – SCAA Conf
- Feb 21 – CAP
- Feb 23 – FBO
- Feb 27 – James Stephens (SCASC)
- Mar 1 – RC Procurement
- Mar 8 – WK Dickson
- Mar 8 – DBI Services



Meetings, Events, and Visits



Children group visits:
→ Harmony School, Feb 17

Adult group visits:
→ None



AIP Project Updates

LJC Mitigation (Wetlands Mitigation)



Lighted Airfield Signage Design



AIP Project Updates

LJC Mitigation:

- Substantial Completion
- APWA Project of the year nomination
- Project / Grant Closeout

Lighted Airfield Signage Design

- Project kickoff mtg
- Survey complete



Budget and Finance



Budget and Finance



- Jan Operational Revenue – \$21,522.57 (Jan 16 - \$19,949.60)
- Feb Operational Revenue – TBD (Feb 16 - \$20,791.19)
- Feb Operating Budget Status:

Category	Balance / % Used
Personnel	\$22,403.28 / 81%
Operations	\$112,902.29 / 56%
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 seven (7) aircraft complaints during the period of Jan 1 – Feb 28, 2017.

There were two (2) identification / Information letters sent (29%).
There were four (4) aircraft complaint during the same period in 2016.

→ **Facilities & Grounds maintenance requests:**
There were 22 maintenance requests during the period of Jan 1 – Feb 28, 2017.

Terminal – 45% / Airside – 50% / Landside – 5%
Hangar related – 36% / Electrical related – 45%
There were 18 Facilities & Grounds maintenance requests during the same period in 2016.

Other Items



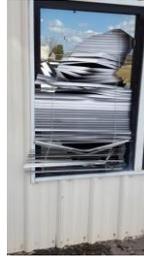
Other Items



- Nighttime IFR Approach NOTAM
- SAC Break in
- Wildlife nuisance
- CWH Restoration underway
- Rotating Beacon relocation complete
- Committee meetings
- Airport newsletter
- Landscaping improvements
- UAV Stakeholders gathering
- SC Statewide System Plan / Economic Impact Study

Other Items

SAC Break in



Rotating Beacon relocation



Other Items

CWH Restoration



Wildlife nuisance



Other Items

UAV Stakeholders Gathering:

- Joint SCASC event
- Commercial operators
- Government operators
- Recreational operators
- FAA (Air traffic)
- FAA (Flight Standards)
- Airport operators / FBO
- SCAC



Other Items

JIM HAMILTON - LE OWENS AIRPORT (CUE)
Annual Arrivals and Departures as Recorded in FAA National Offload Program (NOP)
January 1, 2015 - December 31, 2015



Date source: FAA National Offload Program, NAS Data Warehouse and Traffic Flow Management System

Questions?

