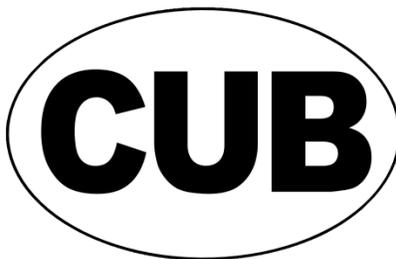


Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
Richland County Department of Public Works
Columbia, South Carolina



Meeting Minutes
May 10, 2021 – 12:00 Noon
Zoom Virtual Meeting Format

Commission Members in attendance

John Parrish, Chairman
Mike Kelly, Esquire, Vice Chairman
Kaela Bailey, Secretary
Joel McCreary, AIA, Treasurer
Prentiss McLaurin
Michael Medsker
Tim Mousseau
Lindsey Ott
Jerome Squire

Richland County Staff in attendance

Allison Terracio, Richland County Council Liaison
Dr John Thompson, Richland County Assistant Administrator
Michael Maloney, PE, Department of Public Works Director
Chris Eversmann, PE, AAE, Airport General Manager
Ebony Tyler, Administrative Coordinator

Visitors in attendance

Joseph Barkevich, AICP, WK Dickson
Jim Herpst, EAA-242
Ryan Hounshell, PE, Holt Consulting
Alan Lott, Tenant
Peggy Roberson, Eagle Aviation
Emerson Smith, Former Commissioner
Lee Thomas, Eagle Aviation

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Encl: (1) Airport General Manager’s Report PowerPoint Presentation

Call to Order and Welcome – **Chairman Parrish** called the Zoom Virtual Meeting to order at 12:02 p.m. and announced a quorum in attendance. **Mr Eversmann** delivered the invocation and welcomed everyone.

Report of Items for Executive Session – **Mr Eversmann** reported that there are no items that require an executive session.

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

Approval of Minutes – **Chairman Parrish** presented the minutes of the January 11, 2021 Airport Commission meeting for approval. **Commissioner Medsker** made a motion to approve the minutes as presented, **Commissioner Squire** seconded the motion, and all voted for approval.

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

- City of Columbia Stormwater fees – Seeking to mitigate the high cost of Stormwater Utility fees from the City of Columbia through re-negotiation of the land lease for the use of Owens Field Park.
- Promoting Flight Instruction – Reviewing current guiding documents in order to ensure that policies and procedures support the goal of promoting aviation through the development of future pilots by maximizing the availability of flight instruction opportunities.
- Promotional Committee – Seeking our peer airports and identifying best practices that could be applied at CUB.
- Young Eagles – Hoping for resumption in the near future following the forced hiatus due to the Covid-19 Pandemic.
- Expiring Commissioner terms – The initial appointment terms of **Commissioners Mousseau** and **Ott** have expired. Per the Bylaws, they may continue to serve until re-appointed or replacements are named.

Operations & Facilities Committee – **Treasurer McCreary** reported on the following:

- Airport promotion – Working to ensure that all activity, projects, and initiatives are considered in the context of promoting the Airport and associated activity.

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- ➔ Increase in aircraft sales – Despite some negative impacts of the Covid-19 Pandemic, aircraft sales are on the rise that bodes favorably for future airport activity.

Promotional Committee – In the absence of **Vice Chairman Kelly, Chairman Parrish** reported on the following:

- ➔ Airport signage – Working with the Airport General Manager to apply the concept successfully used at an Upstate peer airport of accessible informational signage that will help tell the story of the Airport and its features.
- ➔ Post card promotion – Acknowledgement of an initiative by former **Commissioner Smith** to promote the Airport through select mailing of post cards that he produced.

Airport General Manager's Report – A copy of **Mr Eversmann's** PowerPoint presentation is contained in the enclosure.

County Liaison's Report – **County Liaison Terracio**, reported on the following:

- ➔ County budget process – The Biennium Budget process (Fiscal Years (FY) – 22 and – 23) is underway. There is much uncertainty due to the impacts of the Covid-19 Pandemic.
- ➔ Owens Field Park – Though no final resolution has yet been reached, there are ongoing discussions at various levels on options regarding the Owens Field Park land lease and improving the revenue stream to the County / Airport.

Unfinished Business – There was no unfinished business conducted.

Executive Session – No executive session was conducted.

Adjournment – The meeting adjourned at 1:33 p.m.

Next Meeting – The next meeting of the Airport Commission will occur on Monday, July 12, 2021 at 12:00 Noon. The Zoom Virtual Meeting venue is anticipated.

Airport General Manager's Report

Agenda

Richland County Airport
Commission
Meeting

May 10, 2021



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

Meetings, Events, and Visits

Meetings, Events, and Visits

- Meetings:
- Mar 10 – Airport Overlay District
 - Mar 17 – Bifold Door Gasket Proj Precon
 - Mar 17 – RCAC Executive Comte
 - Mar 19 – Devil's Ditch reconnaissance
 - Mar 30 – AIP Project Precon
 - Mar 30 – Bifold Door Gasket Proj Final Inspection
 - Mar 31 – Prentiss McLaurin
 - Apr 5 – Operational Services
 - Apr 7 – Media interview
 - Apr 12 – Michael Medsker
 - Apr 14 – ORM Facilities Inspection
 - Apr 19 – Mowing Contractor kickoff meeting
 - Apr 21 – FBO
 - Apr 21 – Runway Expansion Justification Study progress meeting



- Meetings (cont'd):
- Apr 21 – Operational Services – Work Order System
 - Apr 26 – City of Columbia Planning Director
 - Apr 28 – Joel McCreary
 - May 6 – Enterprise Fund Budget Work Session

Meetings, Events, and Visits

AIP / Project Updates



Children group visits:
→ None

Adult group visits:
→ None

- Various Site / Civil Airport Improvements (Project 1)
- Various Site / Civil Airport Improvements (Project 2)
- Runway Expansion Justification Study *

* - Initially locally funded.





AIP / Project Updates

Various Airport Site / Civil Improvements (Project 1)

- Contract awarded to Taylor Brothers.
- Contracts and bonds are executed.
- City of Columbia stormwater permit issued.
- Pre Construction Conference conducted on May 14th.
- Scope – Taxilane Culvert Replacements / Forebay construction / Fuel Farm paved access road / Perimeter Fence ditch crossing / Perimeter Driveway apron installation
- Substantially Complete / land disturbance permit closed out / Check dam removal / Final pay application (prepared by the project engineer)



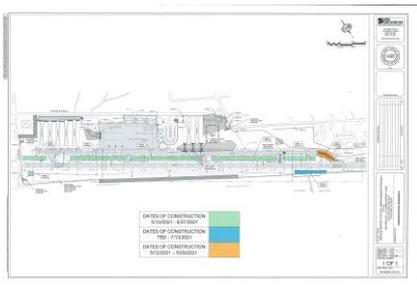
AIP / Project Updates

Various Airport Site / Civil Improvements (Project 2)

- 100% Federally Funded (CARES Act Provision)
- Because of accelerated grant application deadlines imposed by the FAA, we are authorized to award the construction contract based on bids received last summer to AOS Specialty Contractors.
- RC Council awarded contracts on July 14th.
- Scope – Taxiway A5 rehabilitation / Retaining wall extension / Infield drainage structure rehabilitation
- AIP Grant accepted.
- Purchase Orders (POs) issued. Contracts executed.
- NTP Issued / Contractor mobilizing.



AIP / Project Updates



AIP / Project Updates

Runway Expansion Justification Study

- Initially funded locally
- If approved, FAA will reimburse and fund
- Data collection / Outreach
- Progress Meeting to wrap up outreach
- Many thanks to Chairman for his "Pilot-to-Pilot" efforts
- B-II before / B-II after
- Safer landing in marginal WX
- Greater range / full fuel loads
- Letters of support to account for at least 500 annual operations with an expanded runway
- Survey / Design / Environmental Assessment (EA) / Land acquisition / Demolition / Site – Civil preparation / Localizer relocation / Construction

Eagle Aviation Update

- Fuel Sales
- Ramp Fees collected
- Hangar occupancy



Budget & Finance



Budget & Finance



- Mar Operational Revenue \$24,774.86 (Mar '20 - \$23,259.28)
- Apr Operational Revenue – \$TBD (Apr '20 - \$23,156.88)
- Apr Operating Budget Status:
 - Personnel \$116,296 77%
 - Operations \$152,083 46%
 - Capital \$ 16,983 12%
 - Total \$285,362 46%

Aircraft Complaints

Aircraft complaints

- There were four (04) aircraft complaints during the period of Mar 1 – Apr 30, 2021.
- There were three (03) identification / Information letters sent.
- There was one (01) source for these aircraft complaints.



Informational signage project

- GMU Model
- Passive means of providing Airport information to the general public.
- Recommended by Promotional Committee
- Low cost / 'low hanging fruit'
- Placement at CUB Terminal area / CWH / Owens Field Park
- Proposed Sign Topics**
- Airport History
- Aviation Safety / FOD Awareness
- Traffic Pattern / Noise Abatement
- CUB Fleet Mix (variant of conference room exhibit)
- Curtiss-Wright Hangar
- SCHAF / B-25 Restoration
- Windoone / Segmented Circle
- Runway 13 – 31
- Parallel Taxiway
- Rain Garden (existing sign)
- Airfield Lighting
- Localizer
- Hangars
- EAA / Young Eagles
- Airport Communications (with CTAF / UniCom speaker)
- Owens Field Park



Other Items

- City of Columbia Zoning map adoption / Airport Overlay District (AOD) rezoning limitations
- City of Columbia Stormwater Utility Fee increase (Educational Credits rec'd / 45% reduction)
- Emergency repairs of Devil's Ditch bank erosion
- Airport App – Android available / Apple approved (still being de-bugged!)
- Bifold door gasket seal replacement – Hangar Buildings 'B' and 'C' - Complete
- Bifold door inspection and repair – Underway
- Airfield mowing / grounds maintenance awarded and underway



Public Health Emergency

- Physical separation / CDC guidelines
- Diligent disinfecting surfaces in common areas by FBO Staff
- Terminal Building Use
- Conference Rooms available for very limited use (CAP)
- RC Mask Ordinance
- Use of Zoom Meeting format

Questions?

