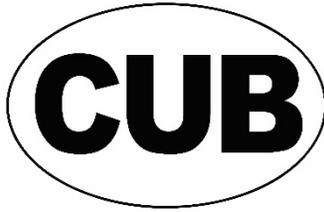


**Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
Richland County Department of Public Works
Columbia, South Carolina**



**Meeting Minutes
September 10, 2018 – 12:00 Noon**

Commission Members in attendance

Stuart Hope, Chairman
Joel McCreary, AIA, Vice Chairman
Mike Kelly, Esquire
Talley Casey, Esquire
Tim Mousseau
Lindsey Ott
Emerson Smith

Richland County Staff in attendance

Greg Pearce, Richland County Council
Ismail Ozbek, PE, Director of Public Works
Chris Eversmann, PE, AAE, Airport General Manager
Ebony Tyler, Administrative Coordinator

Visitors in attendance

Joseph Barkevich, WK Dickson
Koty Brown, WK Dickson
Matthew Gordon, FAA
Melinda Harrill, Hangar Tenant
Ken Harrill, Hangar Tenant
Jim Herpst, EAA-242
Michael Keese, FAA
Jeff LaCounty, Eagle Aviation
Peggy Roberson, Eagle Aviation
Tom Roberts, Hangar Tenant
Colby Stacy, Eagle Aviation

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

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Call to Order and Welcome – **Chairman Hope** called the meeting to order at 12:00 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 were no items to be discussed in executive session.

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

Approval of Minutes – **Chairman Hope** presented the minutes of the July 9, 2018 Airport Commission meeting for approval. **Commissioner Mousseau** made a motion to approve the minutes as presented, **Commissioner McCreary** seconded the motion, and all voted for approval.

Chairman’s Report / Executive Committee Report – There was no Executive Committee report.

Committee Reports:

Economic Development Committee – There was no report from the Economic Development Committee.

Operations & Facilities Committee – **Vice Chairman McCreary** reported in the absence of **Commissioner Parrish**, a variety of ongoing efforts to include:

- the placement of a compass rose on the airport parking apron;
- the future publication of a WAAS GPS approaches into the airport; and
- the request to change the airport’s CTAF / UniCom frequency assignment.

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

County Liaison’s Report – There was no report from the County Liaison.

Unfinished Business – **Chairman Hope** suggested that the Economic Development Committee be disbanded as a standing committee. *Ad hoc* committees could be formed and disbanded as needed to address significant projects and issues.

Richland County Airport Commission
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New Business – There was no new business.

Executive Session – No executive session was held.

Adjournment – The meeting adjourned at 12:48 p.m.

Next Meeting – The next meeting of the Airport Commission will occur on Monday, November 19, 2018 at 12:00 Noon in the large conference room of the airport terminal building.

AIRPORT GENERAL MANAGER'S REPORT



Richland County Airport Commission (RCAC) Meeting
July 9, 2018



OVERVIEW

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



MEETINGS/ EVENTS/ AND VISITS

Meetings:

- Jul 23 - CAP staff
- Jul 25 - RC Budget / Grant staff
- Aug 7 - Work Authorization (WA) scoping meeting
- Aug 8 - Project progress meeting
- Aug 8 - Airport orientation
- Aug 30 - SCAC, CAIRS 2.0 development meeting
- Sep 5 - Commerce Drive alignment discussion
- Sep 6 - Engage Richland



MEETING/ EVENTS/ AND VISITS

Children group visits:

- None

Adult group visits:

- September 6, 2018, "Engage Richland"



AIP PROJECT UPDATES

Lighted Airfield Signage (Construction)

Various Airport Site - Civil improvements (Design)



AIP PROJECT UPDATES

Lighted Airfield Signage Construction

- Project Complete



BUDGET AND FINANCE



BUDGET AND FINANCE

- Jul Operational Revenue – \$Not Avail (Jul 17 - \$22,393.28)
- Aug Operational Revenue – \$TBD (Aug 17 - \$22,872.54)



- Aug Operating Budget Status:
- Personnel \$146,541 96%
- Operations \$194,112 83%
- Capital \$195,429 85%
- Total \$536,082 87%



EAGLE AVIATION UPDATE

- Fuel Sales
- Ramp Fees collected
- Hangar occupancy



AIRPORT METRICS

- Aircraft complaints
- Facilities & Grounds maintenance requests



AIRPORT METRICS

- **Aircraft complaints:**
 There were no (0) aircraft complaints during the period of Jul 1 – Aug 31, 2018.
 There were no (0) identification / Information letters sent (00%).
 There were two (2) aircraft complaint during the same period in 2017.
- **Facilities & Grounds maintenance requests:**
 There were 39 maintenance requests during the period of Jul 1 – Aug 31, 2018.
 Terminal – 28% / Airside – 54% / Landside – 18%
 Hangar related – 36% / Electrical related – 15%
 There were 8 Facilities & Grounds maintenance requests during the same period in 2017.



OTHER ITEMS



OTHER ITEMS

- Aerofest 2018
- Runway Safety Action Team (RSAT) meeting
- Civil Air Patrol (CAP) Agreement
- Compass Rose
- UniCom / CTAF Frequency Change
- Lift Station dual pump failure
- New approach publication
- City of Columbia Stormwater Fee increase



NEW APPROACH PUBLICATION

Runway 13 scheduled to be published 9/13/2018.
 Runway 31 scheduled to be published 2/28/2019.

Draft approach plates to add:

- GPS RNAV LPV WAAS Approach to Runway 31 (vertically guided at 225 ft. ceiling and ¾ mile visibility); and
 - GPS RNAV LP WAAS Approach to Runway 13 (non-vertically guided at 587 ft. ceiling and 1 mile visibility); and
 - An amendment to the Localizer approach to Runway 31; and
 - Cancellation of the current GPS approach to Runway 31 are also included.
- Available for inspection and comment online.



QUESTIONS?

