

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



**Meeting Minutes
January 8, 2018 – 12:00 Noon**

Commission Members in attendance

Stuart Hope, Chairman
Joel McCreary, AIA, Vice Chairman
Cecil Hannibal, Secretary
John Parrish, Treasurer
Tally Casey, Esquire
Tim Mousseau
Emerson Smith

Richland County Staff in attendance

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

Visitors in attendance

Joseph Barkevich, AICP, WK Dickson
Ron Bracken, Eagle Aviation
Andy Busbee, PE, Michael Baker
Ken Harrill, Hangar Tenant
Jim Herpst, EAA-242
Ken Holt, PE, Holt Consulting
Ryan Hounshell, PE, Holt Consulting
Peggy Roberson, Eagle Aviation
Laura Stevens, Parrish & Partners

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

Call to Order and Welcome – **Chairman Hope** called the meeting to order at 12:05 p.m. and announced a quorum in attendance. He also delivered the invocation and

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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 Parrish** 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 November 13, 2017 Airport Commission meeting for approval. **Commissioner McCreary** made a motion to approve the minutes as presented, **Commissioner Mousseau** seconded the motion, and all voted for approval.

Election of Officers for Calendar Year 2018 (CY-18) – The following slate of officers for the Airport Commission was presented:

| | |
|---------------|-----------------------|
| Chairman | Stuart Hope |
| Vice Chairman | Joel McCreary |
| Secretary | Cecil Hannibal |
| Treasurer | John Parrish |

A motion to elect by acclamation was made by **Commissioner Smith** and seconded by **Commissioner Casey** and all voted for approval.

Chairman’s Report / Executive Committee Report – **Chairman Hope** did not have a report.

Committee Reports:

Economic Development Committee – Commissioner Hannibal reported on the continuing effort by the Heyward Career Center staff to establish an Aircraft Maintenance Technician (AMT) program.

Operations & Facilities Committee – **Vice Chairman McCreary** did not have a report, but addressed the ongoing issue of the no-notice, 74% increase in the City of Columbia’s Stormwater fee and its impact on the airport’s operating budget.

Airport Manager’s Report – A copy of **Mr Eversmann’s** PowerPoint presentation is contained in the enclosure. Due to his planned attendance at the annual Airport

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(“Hershey”) Conference, **Mr Eversmann** requested consideration of rescheduling the date of the March meeting. The consensus of the Commission was to meet on Monday, March 5, 2018. An updated meeting schedule will be published, posted, and distributed.

County Liaison’s Report – **Councilman Pearce** did not have a report.

Unfinished Business – The status of several ongoing airport issues were addressed in the Airport Manager’s Report.

New Business – There was no new business.

Executive Session – The Commission voted to enter into executive session to discuss a matter that is contractual in nature. The executive session commenced at 12:43 p.m. and concluded at 1:32 p.m. No votes were taken or business conducted during the period of executive session.

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

Next Meeting – The next meeting of the Airport Commission will occur on Monday, March 5, 2018 at 12:00 Noon in the large conference room of the airport terminal building.

Airport Manager's Report

Overview

Richland County Airport
Commission Meeting

January 8, 2018



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

Meetings, Events, and Visits

Meetings, Events, and Visits

Meetings:

- Nov 15 – RC Budget Dir / CIP
- Nov 29 – Columbia Tower
- Dec 5 – RC Procurement Dir
- Dec 11 – Walker & Whiteside / WK Dickson / Preconstruction Conf
- Dec 18 – City of Columbia Stormwater Utility Staff



Children group visits:
→ Dec 1

Adult group visits:
→ None



AIP Project Updates



AIP Project Updates

Lighted Airfield Signage
Construction



**Lighted Airfield Signage
Construction**

- Construction contract awarded
- RPR Services contract approved
- Preconstruction conference conducted / "Partial" Notice to Proceed issued
- SCAC Grant application to be considered in February



Budget and Finance



Budget and Finance



- Nov Operational Revenue – \$22,943.27 (Nov 16 - \$19,719.50)
- Dec Operational Revenue – \$TBD (Dec 16 - \$21,278.84)
- Dec Operating Budget Status:
 - Personnel \$133,314 88%
 - Operations \$136,293 58%
 - Capital \$329,360 93%
 - Total \$598,967 81%

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 Nov 1 – Dec 31, 2017.

There were no (0) identification / Information letters sent (0%).
There were three (3) aircraft complaint during the same period in 2016.
- **Facilities & Grounds maintenance requests:**
There were 19 maintenance requests during the period of Nov 1 – Dec 31, 2017.
Terminal – 53% / Airside – 37% / Landside – 10%
Hangar related – 26% / Electrical related – 53%
There were 19 Facilities & Grounds maintenance requests during the same period in 2016.

Other Items



Other Items

- City of Columbia Stormwater Fee increase
- New waste oil and waste petroleum facilities
- SCAA Annual Conference
- SE Hangar Complex rekeying
- Rotating Beacon visibility from the NE
- ASOS Broadcast Frequency
- Terminal auto parking lot planting



Questions?

