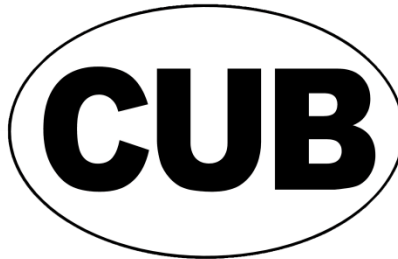


Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
Richland County Department of Public Works
Columbia, South Carolina



(Work Session) Meeting Minutes
June 21, 2023 – 11:00 a.m.

Commission Members in attendance

Mike Kelly, Esquire, Chairman
Lynn Hutto, Vice Chairman
Prentiss McLaurin, Treasurer
Frank Caggiano
Louis Dessau

Richland County Council & Staff in attendance

Allison Terracio, Richland County Liaison
Chris Eversmann, PE, AAE, Airport General Manager
Ebony Tyler, Administration & Finance General Manager
Cassandra Cannon, Administrative Coordinator

Visitors in attendance

Jim Herpst, EAA-242
Peggy Roberson, Eagle Aviation
Lee Thomas, Eagle Aviation

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

Call to Order, Welcome, and Invocation – Chairman Kelly called the meeting to order at 11:02 a.m. and announced a quorum in attendance. **Chairman Kelly** also delivered the invocation. Introduction of guests followed.

Airport General Manager's Presentation – A copy of **Mr Eversmann's** PowerPoint presentation is contained in **enclosure (1)**.

Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
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Work Session Purpose – To review the DRAFT *Airport Manual* in detail with the Airport Commission and other stakeholders in order to:

- Ensure thorough, detailed understanding by each Commissioner,
- Answer questions,
- Make corrections and edits, and
- Promote a transparent process,

in anticipation of presentation to County Council for consideration and passage (single vote).

Airport Manual review – The *Airport Manual* was reviewed in detail, section-by-section and paragraph-by-paragraph. Mr Eversmann facilitated this review and answered questions and comments offered by the assembled group. **Ms Tyler** and **Ms Cannon** acted as scribes for the work session by taking notes and highlighting copies of the June 9, 2023 DRAFT of the document. Special emphasis was placed on the following items:

- Flight Instruction
- Maintenance of Aircraft
- Airworthiness of Aircraft / Time limit (eight years)
- Hangar-Aircraft size compatibility
- General Manager enforcement authority
- Minimum Standards
- Commercial Aviation Operators
- Cooking Grills
- Oxygen Bottles
- LP Tanks
- Alcoholic beverage use
- Animals

The DRAFT *Airport Manual* is organized and was reviewed as follows:

- Section I – Introduction (4)
- Section II – Definitions
- Section III – Airport Staff (3)
- Section IV – Airport Administration and Finance (9)
- Section V – Airport Safety Policies and Rules (6)
- Section VI – Airport Regulations (27)
- Section VII – Aircraft Policies and Rules (13)
- Section VIII – Airport Security (3)
- Section IX – Environmental Regulations (5)
- Section X – Storage and Use of Hazardous Items (4)
- Section XI – Flight Training (3)

Richland County Airport Commission
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- Section XII – Maintenance of Aircraft (5)
- Section XIII – Airport Services (8)
- Section XIV – Airport Operations (5)
- Section XV – Policies and Rules for Hangar Tenants (14)
- Section XVI – Other (non-Hangar) Airport Facilities (7)
- Section XVII – Tenants (4)
- Section XVIII – Enforcement (4)
- “Edits” Page
- Appendix 1 – Airport Grid Map (not reviewed due to electronic file size and content nature)
- Appendix 2 – Noise Abatement Procedures (not reviewed due to electronic file size and content nature)
- Appendix 3 – Airport Minimum Standards
- Appendix 4 – Permit for Commercial Aviation Operators

Numbers in parentheses following section titles indicate the number of paragraphs contained therein.

No votes were taken during the work session.

Adjournment – The meeting adjourned at 2:35 p.m.



JIM HAMILTON I LB OWENS AIRPORT (CUB)

Airport Manual Work Session / Richland County Airport Commission / June 21, 2023



OVERVIEW

- Purpose of Work Session
- Related Documents
- Other Documents
- Process
- "Full Disclosure"
- Airport Manual (DRAFT) Review



PURPOSE OF WORK SESSION





PURPOSE OF WORK SESSION



To review the DRAFT *Airport Manual* in detail with the Airport Commission in order to:

- Ensure thorough, detailed understanding by each Commissioner,
- Answer questions,
- Make corrections and edits, and
- Promote a transparent process, in anticipation of presentation to County Council for consideration and passage (single vote).



RELATED DOCUMENTS / OTHER DOCUMENTS



RELATED DOCUMENTS

- Airport "Guiding Documents"
- RC Code of Ordinances, Chapter 3, "Airport"
 - RCAC Bylaws
 - Airport Manual
 - FBO Lease / Services Agreement
 - SASO Lease / Services Agreement
 - Hangar Lease Template



OTHER DOCUMENTS



- Airport Master Plan
- Airport Layout Plan (ALP)
- Airport Capital Improvement Plan (ACIP)
- RFIs / RFPs / RFQs / RFBs



PROCESS



PROCESS

- Research / Drafting
- Distribution / Review
- Work Session
- RCAC Approval
- County Council Approval
- Implementation and use



#FULL DISCLOSURE#

CUB




#FULL DISCLOSURE#



- Flight Instruction
- Maintenance of Aircraft
- Airworthiness of Aircraft / Time limit (eight years)
- Hangar-Aircraft size compatibility
- General Manager enforcement authority
- Minimum Standards
- Commercial Aviation Operators
- Cooking Grills
- Oxygen Bottles
- LP Tanks
- Alcoholic beverages
- Animals



AIRPORT MANUAL (DRAFT)

CUB




AIRPORT MANUAL (DRAFT)

- 18 Sections
- Four Appendices
- First Draft distributed to RCAC on June 9th
- Addendum / initial edits distributed to RCAC on June 16th
- Posted on website on June 16th
- Council consideration in July or September



AIRPORT MANUAL (DRAFT)

- Section I – Introduction (4)
- Section II – Definitions
- Section III – Airport Staff (3)
- Section IV – Airport Administration and Finance (9)
- Section V – Airport Safety Policies and Rules (6)
- Section VI – Airport Regulations (27)
- Section VII – Aircraft Policies and Rules (13)
- Section VIII – Airport Security (3)



AIRPORT MANUAL (DRAFT)

- Section IX – Environmental Regulations (5)
- Section X – Storage and Use of Hazardous Items (4)
- Section XI – Flight Training (3)
- Section XII – Maintenance of Aircraft (5)
- Section XIII – Airport Services (8)
- Section XIV – Airport Operations (5)
- Section XV – Policies and Rules for Hangar Tenants (14)



AIRPORT MANUAL (DRAFT)



- Section XVI – Other (non-Hangar) Airport Facilities (7)
- Section XVII – Tenants (4)
- Section XVIII – Enforcement (4)
- “Edits” Page
- Appendix 1 – Airport Grid Map
- Appendix 2 – Noise Abatement Procedures
- Appendix 3 – Airport Minimum Standards *
- Appendix 4 – Permit for Commercial Aviation Operators *



* APPENDIX 3 ■ AIRPORT MINIMUM STANDARDS

- Section I – In General
- Section II – Fixed Base Operators (FBOs)
- Section III – Fuel and Oil Sales
- Section IV – Aircraft Maintenance and Repair
- Section V – Flight Training
- Section VI – Aircraft Charter Service
- Section VII – Aircraft Rental and Sales
- Section VIII – Crop Dusting and Spraying
- Section IX – Miscellaneous Operations



* APPENDIX 4 ■ PERMIT FOR COMMERCIAL AVIATION OPERATORS

- GMU Model
- Risk Management
 - Insurance / Security
- Vendors engaged by tenants
- Vendors engaged by FBO / SASO
- Exclude deliveries and taxi / limousine services
- Flight Instructors
- Aircraft Maintenance Technicians



THANK YOU!

Contact information:
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www.FlyKCUB.com