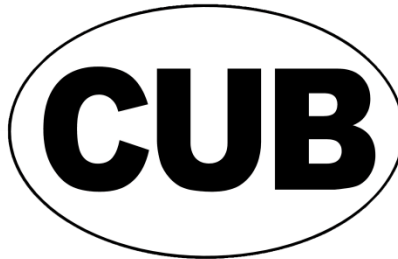


Richland County Airport Commission
Jim Hamilton – LB Owens Airport (CUB)
Richland County Department of Public Works
Columbia, South Carolina



(Work Session) Meeting Minutes
August 31, 2023 – 11:00 a.m.

Commission Members in attendance

Mike Kelly, Esquire, Chairman
Lynn Hutto, Vice Chairman
Frank Caggiano
Louis Dessau
John Parrish

Richland County Council & Staff in attendance

Allison Terracio, Richland County Liaison
Michael Maloney, PE, Director of Public Works
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
Ken Harrill, Hangar Tenant

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

Call to Order, Welcome, and Invocation – Vice Chairman Hutto called the meeting to order at 11:02 a.m. Commissioner Dessau delivered the invocation. Introduction of guests followed. Chairman Kelly arrived soon thereafter and presided over the balance of the meeting.

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

Richland County Airport Commission
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Columbia, South Carolina

Work Session Purpose – To review the DRAFT *Richland County Code of Ordinances*, Chapter 3, *Airport* as well as the DRAFT Tenant Hangar Lease update 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 Ordinance* was reviewed in detail, Article-by-Article and Section-by-Section. 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 DRAFT documents distributed on August 18th. Special emphasis was placed on the following items:

- Airworthiness of Aircraft / Lease Time limit
- Hangar-Aircraft size compatibility
- General Manager enforcement authority
- Commission Size, Composition / Neighborhood Representatives
- Commission Duties

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

- Article I – Administration (4 Sections)
- Article II – Richland County Airport Commission (3 Sections)
- Article II – Finance (8 Sections)
- Article IV – Services (7 Sections)
- Article V – Airport Operations (11 Sections)
- Article VI – Facilities (6 Sections)
- Article VII – Tenants (5 Sections)
- Article VIII – Enforcement (1 Section)

Numbers in parentheses following article titles indicate the number of Sections contained therein.

In the course of the discussion, the floor was yielded to **Mr Harrill** who expressed concern about the provision of limiting the number of hangar lease renewals for tenants engaged in “kit-built” aircraft assembly or restoration. It was suggested that the policy would reflect two, three-year lease terms and that any additional renewals would require approval by the Airport Commission.

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

Hangar Lease review – The Hangar Lease update was not reviewed in detail following a lengthy discussion on Hangar-Aircraft size compatibility.

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 Ordinance & Hangar Lease Work Session / Richland County Airport Commission / August 31, 2023



OVERVIEW

- Purpose of Work Session
- Process
- "Full Disclosure"
- Airport Ordinance (DRAFT) Review
- Hangar Lease Agreement (DRAFT) Review



PURPOSE
OF WORK
SESSION



PURPOSE OF WORK SESSION



To review the DRAFT *Airport Ordinance* and Hangar Lease 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.



PROCESS



PROCESS

- Research / Drafting
- Distribution / Review
- Work Session
- RCAC Approval (September 11th)
- County Council Approval
- Implementation and use



#FULL DISCLOSURE#

CUB




#FULL DISCLOSURE#



- Flight Instruction
- Airworthiness of Aircraft / Time limit (eight years)
- Hangar-Aircraft size compatibility
- General Manager enforcement authority
- Commission Size, Composition / Neighborhood Representatives
- Commission Duties



Richard County
Government

AIRPORT ORDINANCE (DRAFT)

CUB




AIRPORT ORDINANCE(DRAFT)

- Eight Articles (Currently Three)
- First Draft distributed to RCAC on August 18th
- Complete re-write of current ordinance



AIRPORT ORDINANCE(DRAFT)

- Article I – Administration (4 Sections)
- Article II – Richland County Airport Commission (3 Sections)
- Article II – Finance (8 Sections)
- Article IV – Services (7 Sections)
- Article V – Airport Operations (11 Sections)
- Article VI – Facilities (6 Sections)
- Article VII – Tenants (5 Sections)
- Article VIII – Enforcement (1 Section)



AIRPORT MANUAL(DRAFT)

Airport Commission Considerations:

- Size – Currently Nine members (Larger than State Aeronautics Commission and GMU Airport Commission)
- Composition – Currently Two Neighborhood Representatives
- Currently limited to the Neighborhoods of: Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden



AIRPORT MANUAL (DRAFT)



AIRPORT MANUAL (DRAFT)



- Commission Duties:
- Pre-dated the Airport General Manager position
 - 20 Duties Listed
 - Pre-dated current County Organization



AIRPORT MANUAL (DRAFT)

- Section 3-39 - ARFF Support
- Section 3-40 - Motor Vehicle Operation
- Section 3-55 - Enforcement by the Airport General Manager



HANGAR LEASE AGREEMENT

- Summary of Changes:
- FBO Legal Name
 - Hangar – Aircraft Size Compatibility
 - Flight Instruction
 - Airport General Manager title
 - Airport Development paragraph
 - Hold Harmless to include "Airport Staff"
 - Tenant's Premises Liability Insurance Coverage requirement (\$500,000)
 - Aircraft Status information



THANK YOU!

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