



**MINUTES OF THE RICHLAND COUNTY AIRPORT COMMISSION
July 8, 2024 MEETING**

Meeting Details:

Jim Hamilton – L. B. Owens Airport Community/Conference Room
July 8, 2024
11:30 AM

Roll Call:

Commission Members in attendance:

- Mike Kelly, Esquire, Chairman
- Lynn Hutto, Vice Chairman
- Frank Caggiano
- Louis Dessau
- Brianna Barrineau

The following persons were absent:

- John Parrish, Secretary
- Prentiss McLaurin, Treasurer
- Lindsey Ott

Richland County Council & Staff in attendance:

- Cheryl English
- John Thompson, Asst County Administrator
- Michael Maloney, DPW Director
- Peter Cevallos, Airport General Manager

Guest in attendance:

- Lee Thomas, Eagle Aviation
- Peggy Roberson, Eagle Aviation
- Jim Herpst, EAA/Hangar Tenant
- Alan Lott, Hangar Tenant
- Andy Busbee, MBI
- Dr. Kweku Brown, Citadel University (virtually)
- Dr. Dan Nale, Citadel University (virtually)
- Dr. John Ryan, Citadel University (virtually)

Call to Order

There was a call to order by Chairman Kelly at 11:32pm and a quorum in attendance announced. Chairman Kelly delivered the invocation.

Chairman Kelly dispensed with the guest introductions and recognized the Airport General Manager for a special presentation.

SPECIAL PRESENTATION: Citadel Capstone Project

Chairman Kelly recognized the Airport General Manager, who introduced Drs. Brown, Nale, and Ryan from the Citadel University. The university officials provided a presentation on the Citadel's Capstone project.

Meeting Agenda Distribution

Chairman Kelly asked the meeting agenda be reviewed by the Airport Commission for approval. The agenda was unanimously approved.

Previous Meetings Minutes

The minutes of the previous meeting held on May 13, 2024 were presented for approval. Commissioner Dessau made a motion to approve, which was seconded by Commissioner Barrineau; the minutes were approved by a unanimous vote.

Airport General Manager's Report

- *Operations/Finance Report:* Mr. Cevallos briefed Airport Operations for the month of May 2024 was 932 take-offs and 940 landings; for June 2024, 787 take-offs and 784 landings; and for Fiscal Year 2024, 7,458 take-offs and 7,515 landings. Mr. Cevallos recognized Eagle Aviation who provided the fixed base operation activity report. Mr. Cevallos shared the Operating Budget Status for the Airport through June 2024: Airport Revenue was \$313,031, with Personnel expenditures \$134,578, Operations expenditures \$208,874, Capital expenditures \$157,098, and Total expenditures \$500,550. Mr. Cevallos pointed out that these are preliminary numbers; final budget numbers would be presented at the September meeting.
- *Projects Status Report:* Mr. Cevallos briefed with the rotating beacon replacement project, the beacon tower arrived at the end of May, however tower had incorrect finish. It has been shipped back to the manufacturer for correction. Permitting is concluding, and actual construction for the foundation is expected to start by the end of July. For the Taxilane Pavement Rehabilitation (Design) project status, he explained the airport consultant is continuing work on the project design, with surveying and pavement coring being recently conducted. Mr. Cevallos explained the consultant has completed scope of work and fee proposal for the FAA Standards Assessment Project. He shared this project is slated for funding in FY 2025, and would provide further detail on the project later in the meeting.
- *Other Items:* Mr. Cevallos brief the Airport has been offered an opportunity by the SC Aviation Association for a video to be produced highlighting the Airport and its importance to the community. The program is facilitated by the Association and has the endorsement and support from the SC Aeronautics Commission which is funding the filming with a state grant. Mr. Cevallos explained there will be a pre-production meeting July 10, and the actual filming will be August 6 & 7. His hope is to have the finish product completed by the September Airport Commission meeting. Mr. Cevallos also briefed that Kathy Hayes, the department's administrative coordinator which had been assisting him with airport

administrative functions, has taken a new position with the Solid Waste Recycling Division, as their Manager of Administration. He added that Cassandra Cannon, administrative coordinator for the Public Works Department Director, will assist the Airport General Manager in the administrative coordinator role.

Chairman Kelly recognized Commissioner Hutto who publicly thanked Mr. Cevallos for hosting an intern for three weeks as part of an international student exchange program she was facilitating. Commissioner Hutto asked Mr. Cevallos to host this young man as he worked at the Heathrow Airport in England, and felt that the student would benefit from being at the Airport. Commissioner Hutto was grateful for the hospitality shown by Mr. Cevallos, and that it was evident the student learned a great deal.

FAA Standards Assessment Project

Mr. Cevallos briefed that the consultant Michael Baker International is conducting an airfield assessment project at the request of the FAA, to identify and remedy existing airfield layout and/or design issues associated with the runway environs and the approaches that fall outside of the FAA's Airport Design Standards. The project deliverables will include formal documentation that record any specific issues identified, and proper annotations on the Airport Layout Plan. The proposed project budget is \$110,310.31, with the FAA funding 90% of the project cost (\$99,279.28), and the remaining 10% coming from the SC Aeronautics Commission and the County (5% each, or \$5,515.52). A grant application was submitted, with the grant award anticipated by the next Airport Commission meeting, where staff will bring both the grant offering and the formal work authorization (contract) for Airport Commission action.

Airport Security Audit

Mr. Cevallos briefed that an audit of the Airport's security posture has been conducted to assess the Airport's security features and processes. He explained the audit had been initiated due a security incident that occurred in February 2024. He stated the Transportation Security Administration's Security Guidelines for General Aviation Airport Operators and Users was used as the measure to conduct the audit. Mr. Cevallos concluded that the Airport has a number of features and processes which give a sound basis to the overall security posture. He stated that the expected results of this audit will be a continuous dialogue with all airport users such as the FBO, the SASOs, and hangar tenants, as well as those outside agencies that can assist a secure facility. Mr. Cevallos stated he will continue to work the on initiatives derived from the audit, and as necessary, will shared items with the Airport Commission, and as appropriate, request Commission approval.

SPECIAL PRESENTATION: Louis Dessau

Chairman Kelly recognized Commissioner Dessau, who provided his final Operations and Facilities Committee report. *See attached agenda/report*

At the conclusion of the presentation, Chairman Kelly thanked Commissioner Dessau for his time and service to the Airport Commission.

Executive Session

Chairman Kelly asked stated that a brief executive session would held. Commissioner Dessau made a motion at 12:53 p.m., which was seconded by Commissioner Barrineau. No action was taken during the executive session. Vice-Chair Hutto asked for a motion to bring the Airport Commission out of executive session at 1:40 p.m.; motion made by Commissioner Barrineau, seconded by Commissioner Dessau.

Adjournment

Meeting was adjourned at 1:45pm.

Next Meeting

The next meeting of the Airport Commission will be on Monday, September 9,2024 at 11:30pm.

Jim Hamilton LB Owens Airport Operations & Facilities Report May 9 – July 8, 2024
Louis Dessau Chair Operations & Facilities RCAC

- Airport Capital Improvement Plan
 - Capstone project with Citadel Civil Engineering dept. for eVTOL training facility at CUB
 - CUB – airport manager & fellow commissioner Bri involved
 - Sky Drive & BETA Technologies involved
 - Dominion Energy invited to participate (charging aspect)
 - Sept. 3 visit by 45 Citadel faculty & students
 - Phase 1 fall 2024 course with presentation 1st week December 2024
 - Phase 2 Spring 2025 course with presentations May 2025
 - facilities
 - Updates & pending
 - Lighting upgrade in some hangars pending
 - Improvements/updating of admin building initiated with USC marketing
 - USC Athletics now has a jet at CUB
 - Michael Baker Consultants following up runway extension evaluation for FAA
 - Wi-Fi beyond admin bldg. to hangars
 - self-serve fueling
 - USC MC Nair Aerospace Center inquiry regarding Fuel Testing facility
- Airport Operations
 - Beacon relocation project under way
 - SCHAF open house well attended May
 - Young Eagles well attended June.
 - EAA 242 Pancake Breakfast well attended June
 - Set up mtg Columbia Squadron South Carolina Wing Civil Air Patrol commander & airport manager
 - FBO services contract renewal in process, commission not involved
 - Learned of “renewal negotiation” at Richland County Council meeting May 23.
 - Flight Instruction Services
 - Propel Aviation of Newberry currently offering flight instruction, 2 aircraft at CUB
 - Met with Stuart Hope to get insight about aviation insurance
 - Contacted by Aircraft maintenance services about renewal, directed outreach to council
 - Copied on correspondence about water entering hangars during heavy rain fall.
 - Contacted air charter company in Denmark to promote CUB for August soccer event at William Brice
 - Outreach to delegation (USC & SC Competes) attending Farnborough Air Show to promote CUB
 - Hosted meeting with representatives of Sky Drive to discuss support for Citadel Capstone project
 - Security audit to be presented today
- EV Charging
 - Attended Excellent Richland County Penny Tax presentation at Rotary Club of Five points
 - Richland County has not budgeted for EVs, chargers would be a DOT project.
- Solar Panels on Hangars
 - No update
- South Carolina Aviation Association Aviation
 - Outreach to legislators to support SC aviation budget May 24
 - Met with director Gary Siegfried to discuss airport funding and advanced air mobility initiatives May 28
 - Followed up meetings with Seth Rose, Dick Harpootlian, Tameika Divine and Micah Caskey.
- Airport visits none
- Final remarks: Notified Clerk of County, Richland County & Fellow Commissioners stepping down Aug. 31, 2024.
 - Have enjoyed being a member of Richland County Airport Commission, relocating to France Nov. 16.