



RICHLAND-LEXINGTON AIRPORT DISTRICT
DRAFT AGENDA
Commission Meeting
July 20, 2015 @ 4 p.m. - CAROLINA ROOM

1. Invocation – Larry Koester
2. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes of June 15, 2015 Commission Meeting
3. June 2015 Financial Report — Gregg Hornsby
4. Committee Reports
 - a. June 18, 2015 Operations, Facilities & Construction Committee Meeting
 - i. Moving Walkways Discussion
5. Staff Reports
 - a. Director’s Report – Dan Mann
6. Discussion & Suggestions
 - a. Comments from Public
7. Executive Session
8. Next Meeting is **August 17, 2015 @ 4 p.m.**
9. Adjournment

**RICHLAND-LEXINGTON AIRPORT DISTRICT
DRAFT MINUTES
Commission Meeting
June 15, 2015 @ 4 p.m. – CAROLINA ROOM**

In Attendance

David Jordan, Chair; Jim Compton, Vice Chair; Jerry Howard; Larry Koester; Richard McIntyre; Xavier Starkes; James Whitmire; Dan Bell; Hazel Bennett

Absent

Anne Sinclair; Roxanne Wilson; Duane Cooper

Staff Present

Dan Mann; Gregg Hornsby; Mike Gula; Dee Branham; Deb Taylor; Joel Livingston; Kaela Harmon; John Fisher; Lynne Douglas

Guests

Bob Milhous (Robert E. Milhous, C.P.A., P.A. & Associates); Paul Holt, Ryan Hounshell (Holt Consulting); Bud Coward, James Stephens (SC Aeronautics Commission); Jennifer Carroll, Cynthia O'Sullivan (Republic Parking)

1. **Invocation – James Whitmire**

Mr. Whitmire offered the Invocation.

2. **Approval of Consent Agenda**

a. **Agenda**

b. **Minutes of April 20, 2015 Commission Meeting**

Mr. Koester made the motion to approve the Consent Agenda which was seconded by Mr. Howard. Motion carried.

3. **Introduction of Ira E. “Bud” Coward, SC Aeronautics Commission, 2nd Congressional District**

Mr. Coward thanked the Airport Commission for the great working relationship over the years. He said that he and staff stand ready to be of service to the Commission and to the Airport. Mr. Coward then introduced James Stephens, Executive Director of the SC Aeronautics Commission.

Mr. Stephens, who has been full-time in the position since January, said that he is already working closely with Mr. Mann and staff. He went on to say that the Aeronautics Commission works primarily with general aviation airports; however, they offer assistance to the state's commercial airports for surveying, geo-technical, and paving services. His goal is to be available to assist with airport needs and to further aviation in the state.

Mr. Stephens reported that last week, Governor Haley signed a bill exempting sales tax on aircraft maintenance and parts which will make South Carolina competitive with other states. This new law will go into effect July 1, 2015.

Mr. Stephens went on to say that he is looking for additional funding for the state's aviation grant programs. General aviation airports are currently bearing the burden of sustaining airport improvement programs across the state as the programs are funded by aircraft fuel sales tax. Commercial airlines are exempt from that tax. He would like to see some of the commercial airline property taxes provide this additional funding. This would help open up additional opportunities for commercial airports as well as sustain the general aviation airports.

Chair Jordan thanked Mr. Coward and Mr. Stephens for the work they do for the state's airports and invited them to attend future Airport Commission meetings.

4. **May 2015 Financial Report – Gregg Hornsby**

Mr. Hornsby reported that this was a very good month. The increase in cash for the month was \$383,439, and since January 1, operating cash has increased by \$1.5 million. We are now at 397 days cash on hand.

Revenues exceeded budget by over \$149,000 with parking revenue being the biggest factor. Four months of TSA law enforcement reimbursement was also received this month. Expenses are close to budget with Airport Operations providing the biggest change. This was due to restroom and terminal HVAC repairs.

Mr. Whitmire asked about the effect of the new parking program as relates to the parking revenue. Mr. Mann said that when the rental cars move into the lower level of the garage, there will be a negative impact on the budget as relates to that revenue. However, he stated that we will have opportunities with our new Park & Fly Program.

Mr. Mann reported that enplanements continue to be up because Delta is operating larger aircraft on some flights thus increasing our seats, airfares are competitive, and the economy is doing well.

Mr. Starkes asked how much of our success is attributed to the marketing campaign. Mr. Mann responded that it is difficult to measure directly. He went on to say that, anecdotally, the campaign has proven positive. Our campaign encourages people to check our fares first. Ms. Harmon advised she will check the analytics on our social media sites and provide a report to the Commission.

5. **Committee Reports**

a. **June 15, 2015 Finances, Contracts & Planning Committee Meeting**

i. **Uber Agreement Approval**

Mr. McIntyre put forth the committee's motion to approve an agreement with Uber.

Mr. Mann explained that Uber started operating in the state nine months ago and legislation is still pending to make it legal. Customers have come to expect this service as it provides an alternative to taxicabs. The agreement requires that Uber pay a \$7,000 security deposit, provide GEO fencing, and pay \$2 per passenger pick-up. Drivers will have to pass background checks and provide proof of insurance.

Motion carried to approve the agreement.

ii. **2014 Audit**

Mr. McIntyre reported that the committee received the 2014 Audit as presented by Bob Milhous. He went on to say that it was an unqualified audit and a very good report. Mr. McIntyre advised that one item we will need to pay attention to is the contingent liability with the state retirement system and the liability it will represent to the District.

6. **Staff Reports**

a. **Director's Report – Dan Mann**

Mr. Mann said there have been lots of changes in the parking garage with the car rentals moving into the lower level and decreasing the amount of covered parking. As a customer service incentive, we lowered the Valet rates to match the garage parking rates temporarily. At the end of July, electronic signage will be in place to let guests know when a level is full.

Mr. Mann went on to say that he would like for the Commission to consider adopting the Park & Fly Fast Lane Program which will provide parking at \$6 daily in the Surface Lot. Participants can sign up with Republic Parking by filling out an application and signing up with a credit card. They will then be issued an access badge. When they exit, there will be an automatic withdrawal from their credit card. A receipt will be emailed to the user each time. It has been suggested that this program be extended to the garage so users could utilize the Fast Lane but the \$6 rate would not apply.

Mr. McIntyre made the motion to adopt the Park & Fly Fast Lane Program. The motion was seconded by Mr. Bell. Motion carried.

7. **Discussion & Suggestions**

a. **Comments from Public**

Mr. Howard and Mr. McIntyre commended Ms. Harmon on her excellent presentation at the recent AAAE Conference in Philadelphia.

Mr. Howard attended the Army Ball commemorating the Army's 240th birthday and reported that it was a great event and well-attended. He expressed his appreciation with the opportunity to attend.

8. **Executive Session**

There was no need for an Executive Session.

9. **Next Meeting is July 20, 2015 @ 4 p.m.**

10. **Adjournment**

Mr. Koester made the motion to adjourn which was seconded by Mr. McIntyre. Motion carried.

Respectfully Submitted,

A handwritten signature in purple ink that reads "Lynne Douglas".

Lynne Douglas, Commission Secretary

NOTES TO FINANCIAL STATEMENTS
June 2015

Financial Dashboard Indicators:

Funds available increased by \$1,126,593.

Days cash on hand increased to 418.

Condensed Monthly Management Report:

	Current Actual	Current Budget	Over (Under) Budget
Total Revenues	\$ 2,086,012	\$ 1,876,196	\$ 209,816
Less: Total Expenses	<u>(1,314,348)</u>	<u>(1,360,741)</u>	<u>\$ 46,392</u>
Net Income (Loss)	<u>\$ 771,663</u>	<u>\$ 515,455</u>	<u>\$ 256,208</u>

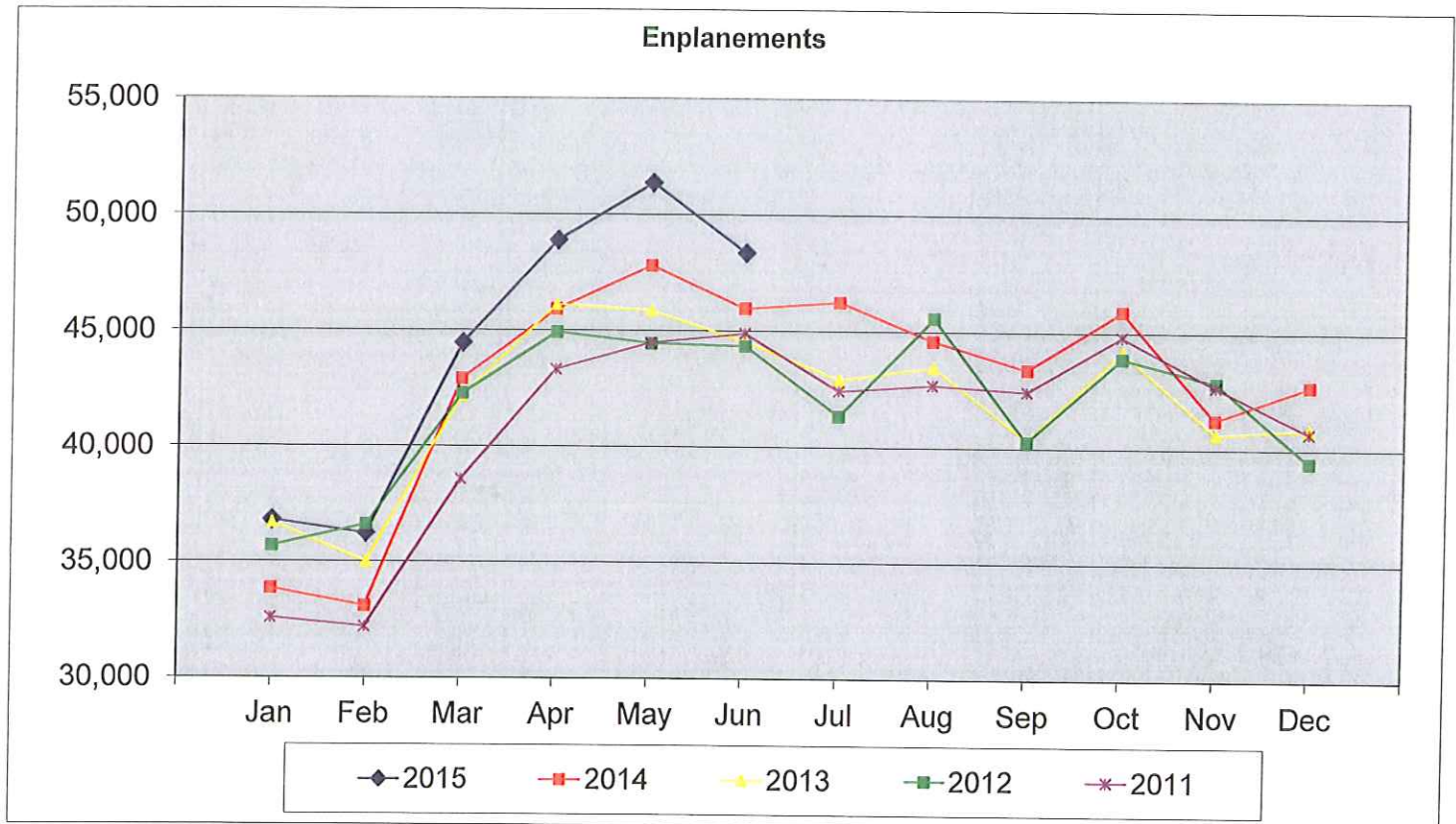
Revenues:

- Other revenue includes 3 months of TSA law enforcement reimbursement. TSA is now current with their reimbursements.

Please contact Gregg Hornsby at 822-5015 or g.hornsby@columbiaindianaairport.com prior to the meeting if you have any questions.

**Columbia Metropolitan Airport
Financial Dashboard Indicators
June 30, 2015**

	<u>YTD 05/31 2015</u>	<u>YTD 06/30 2015</u>		<u>YTD 06/30 2014</u>
<u>Operations</u>				
1 Enplaned Passengers	217,773	266,142	6.63%	249,588
2 PFC Collection Ratio	(Apr) 107.97%	(May) 102.30%		(May) 98.43%
<u>Cash Measurements</u>				
3 Beginning Cash	10,401,409	10,401,409		8,884,639
4 Cash Receipts	10,001,474	13,043,728		10,108,598
5 Cash Disbursements	<u>(8,463,096)</u>	<u>(10,378,757)</u>		<u>(9,111,322)</u>
6 Ending Cash	<u>11,939,787</u>	<u>13,066,380</u>		<u>9,881,916</u>
7 Funds Available	\$ 9,339,296	\$ 10,465,889		\$7,281,916
8 Days Cash on Hand	397	418		342
<u>Contractual Obligations</u>				
9 Required Debt Service Coverage	1.25%	1.25%		
10 Earned Debt Service Coverage	1.56%	1.90%		
11 Budgeted Funds Available for Coverage	\$ 1,000,000	\$ 1,000,000		
12 Budgeted Funds Needed for 1.25% Coverage	\$ (625,449)	\$ (1,580,574)		



Columbia Metropolitan Airport

For the Six Months Ending June 30, 2015

	<u>06/30/15</u>	<u>12/31/14</u>
Assets		
Current Assets		
1. Cash	\$4,501,675	\$2,878,273
2. Temporary Investments	8,564,215	7,553,136
3. Accounts Receivable	1,553,676	1,737,575
5. Prepaid Expenses	259,345	336,368
6. Inventory	194,844	194,844
7. Total Current Assets	<u>15,073,755</u>	<u>12,700,196</u>
8. Restricted Investments	6,428,187	8,567,591
9. Funds Held by Trustee		16,580
10. Net Property Plant & Equipment	145,214,781	145,829,030
11. Bond Issuance Costs	3,181,977	3,438,096
12. Other Assets		500
13. Total Assets	<u><u>169,898,700</u></u>	<u><u>170,551,993</u></u>
Liabilities		
Current Liabilities		
14. Accounts Payable	248,649	739,232
15. Accrued Payroll & W/Holdings	226,773	228,235
16. Accrued Interest Payable	1,010,302	1,338,720
17. Bonds Payable - Current	4,031,083	3,281,060
18. Tennant Liabilities	31,532	28,813
18. Total Current Liabilities	<u>5,548,339</u>	<u>5,616,060</u>
19. Prepaid Rents Received	64,489	64,489
20. Bonds Payable	51,931,926	56,434,863
21. OPEB Liability	1,553,756	1,468,356
22. Total Long Term Liabilities	<u>53,550,171</u>	<u>57,967,708</u>
23. Total Liabilities	59,098,510	63,583,768
Equity		
24. City of Columbia Contribution	215,891	215,891
25. State Grants	1,889,527	1,889,527
26. Bond Funds	7,441,864	7,441,864
27. Federal Grants	42,424,514	42,424,514
28. Passenger Facility Charges	1,588,935	1,588,935
29. Retained Earnings	53,407,494	53,407,494
30. YTD Earnings	3,831,965	
31. Total Equity	<u>110,800,190</u>	<u>106,968,225</u>
32. Total Liabilities and Equity	<u><u>169,898,700</u></u>	<u><u>170,551,993</u></u>

**Columbia Metropolitan Airport
Unaudited Management Report
For the Month Ending June 30, 2015**

	Prior Year Actual	Current Year Actual	Current Year Budget	Over / <Under> Budget	Percent Budget Variance
Revenues					
1. Landing Fees - Passenger	\$163,985.04	\$167,468.43	\$171,599.24	(\$4,130.81)	(2.41%)
2. Landing Fees - Cargo	90,354.61	89,129.85	90,284.10	(1,154.25)	(1.28%)
3. Parking Revenue	488,097.51	516,120.00	462,527.77	53,592.23	11.59%
4. Leased Site Rentals	132,942.97	151,884.12	137,479.43	14,404.69	10.48%
5. Airline Terminal Rents	224,723.78	208,308.99	211,756.09	(3,447.10)	(1.63%)
6. Airline Security Fees	75,302.49	65,121.79	60,177.37	4,944.42	8.22%
7. Non-Airline Terminal Rents	286,748.09	281,996.29	279,538.22	2,458.07	0.88%
8. Airport Commerce Center	51,987.12	54,097.27	50,196.92	3,900.35	7.77%
9. Other Revenue	5,513.33	44,794.88	14,233.33	30,561.55	214.72%
10. Total Net Operating Revenues	1,519,654.94	1,578,921.62	1,477,792.47	101,129.15	6.84%
11. Non-Operating Revenue					
12. PFC Collections	122,216.41	234,148.75	124,615.65	109,533.10	87.90%
13. CFC Collections	274,674.00	268,854.00	269,620.99	(766.99)	(0.28%)
14. Interest Income	3,828.91	4,087.14	4,166.67	(79.53)	(1.91%)
15. Total Non-Operating Revenue	400,719.32	507,089.89	398,403.31	108,686.58	27.28%
16. Total Revenue	1,920,374.26	2,086,011.51	1,876,195.78	209,815.73	11.18%
Expenses					
17. Salaries and Benefits	434,047.65	391,401.14	416,348.07	(24,946.93)	(5.99%)
18. Annual Retiree Health Exp	11,166.67	14,233.33	14,250.00	(16.67)	(0.12%)
19. Supplies	27,896.54	8,842.97	15,633.33	(6,790.36)	(43.44%)
20. Airport Operations	297,937.40	289,255.05	287,453.46	1,801.59	0.63%
21. Travel and Education	11,412.99	12,116.80	14,271.15	(2,154.35)	(15.10%)
22. Commission Support	4,775.04	17,136.26	7,666.67	9,469.59	123.52%
23. Outside Professional Services	17,293.00	6,849.20	8,250.01	(1,400.81)	(16.98%)
24. Other Non-Salary	36,167.38	33,075.33	42,521.26	(9,445.93)	(22.21%)
25. Airport Commerce Center	9,315.82	10,481.78	13,073.75	(2,591.97)	(19.83%)
26. Marketing	55,255.74	34,893.57	36,671.09	(1,777.52)	(4.85%)
27. Total Operating Expense	905,268.23	818,285.43	856,138.79	(37,853.36)	(4.42%)
Non-Operating Expense					
28. Debt Service	520,831.69	496,063.03	504,602.07	(8,539.04)	(1.69%)
29. Total Expenses	1,426,099.92	1,314,348.46	1,360,740.86	(46,392.40)	(3.41%)
30. Net Income	494,274.34	771,663.05	515,454.92	256,208.13	49.71%
RECONCILIATION OF NET INCOME TO UNRESTRICTED OPERATIONAL CASH					
31. Net Income		771,663.05			
32. Non-Cash Expenses		14,233.33			
33. Debt Service funded by PFC/CFC/Restr. Assets		241,599.32			
34. CFC Transfer for Service Facility Rent		56,395.54			
35. Change in Curret Assets & Current Liabilities		221,335.56			
36. Property, Plant, & Equipment - net of AIP		367,987.44			
37. PFC/CFC Receipts		(503,002.75)			
38. Airport Commerce Center financing					
39. Airport Commerce Center		(43,615.49)			
40. Change in Unrestricted Operational Cash		1,126,596.00			

**Columbia Metropolitan Airport
Unaudited Management Report
For the Six Months Ending June 30, 2015**

	Prior Year Actual	Current Year Actual	Current Year Budget	Over / <Under> Budget	Percent Budget Variance
Revenues					
1. Landing Fees - Passenger	\$887,842.76	\$863,354.53	\$926,005.46	(\$62,650.93)	-6.77%
2. Landing Fees - Cargo	573,808.59	\$626,589.82	578,327.62	\$48,262.20	8.35%
3. Parking Revenue	2,448,025.83	\$2,625,625.60	2,319,782.23	\$305,843.37	13.18%
4. Leased Site Rentals	816,099.14	\$917,667.90	824,876.58	\$92,791.32	11.25%
5. Airline Terminal Rents	1,324,125.45	\$1,266,552.66	1,237,740.62	\$28,812.04	2.33%
6. Airline Security Fees	384,443.01	\$342,947.72	306,825.51	\$36,122.21	11.77%
7. Non-Airline Terminal Rents	1,410,629.25	\$1,421,598.86	1,377,210.25	\$44,388.61	3.22%
8. Airport Commerce Center	483,131.93	\$317,549.58	301,181.52	\$16,368.06	5.43%
9. Other Revenue	57,933.92	\$195,087.13	85,399.98	\$109,687.15	128.44%
10. Total Net Operating Revenues	8,386,039.88	\$8,576,973.80	7,957,349.77	\$619,624.03	7.79%
Non-Operating Revenue					
11. Non-Operating Revenue					
12. PFC Collections	899,263.41	\$1,110,136.17	916,916.93	\$193,219.24	21.07%
13. CFC Collections	1,279,224.00	\$1,304,522.00	1,255,690.90	\$48,831.10	3.89%
14. Interest Income	32,766.92	\$22,522.25	25,000.02	(\$2,477.77)	-9.91%
15. Gain on asset sale	30,000.00	\$584,843.28		\$584,843.28	
16. Total Non-Operating Revenue	2,241,254.33	\$3,022,023.70	2,197,607.85	\$824,415.85	37.51%
17. Total Revenue	10,627,294.21	\$11,598,997.50	10,154,957.62	\$1,444,039.88	14.22%
Expenses					
18. Salaries and Benefits	2,587,411.20	\$2,481,300.27	2,545,088.40	(\$63,788.13)	-2.51%
19. Annual Retiree Health Exp	67,000.02	\$85,399.98	85,500.00	(\$100.02)	-0.12%
20. Supplies	86,320.01	\$77,014.82	93,799.98	(\$16,785.16)	-17.89%
21. Airport Operations	1,554,764.86	\$1,615,219.70	1,640,022.87	(\$24,803.17)	-1.51%
22. Travel and Education	80,028.98	\$66,565.94	85,626.90	(\$19,060.96)	-22.26%
23. Commission Support	50,246.29	\$56,657.83	46,000.02	\$10,657.81	23.17%
24. Outside Professional Services	104,193.08	\$97,744.26	85,500.06	\$12,244.20	14.32%
25. Other Non-Salary	209,255.50	\$196,184.25	243,127.56	(\$46,943.31)	-19.31%
26. Airport Commerce Center	48,014.71	\$70,837.66	78,442.50	(\$7,604.84)	-9.69%
27. Marketing	219,831.97	\$201,472.31	220,026.54	(\$18,554.23)	-8.43%
28. Total Operating Expense	5,007,066.62	\$4,948,397.02	5,123,134.83	(\$174,737.81)	-3.41%
Non-Operating Expense					
29. Debt Service	3,136,610.15	\$2,907,156.99	3,027,612.42	(\$120,455.43)	-3.98%
30. Total Expenses	8,143,676.77	7,855,554.01	8,150,747.25	(\$295,193.24)	-3.62%
31. Net Income	2,483,617.44	3,743,443.49	2,004,210.37	\$1,739,233.12	86.78%

**RICHLAND-LEXINGTON AIRPORT DISTRICT
DRAFT MINUTES
Operations, Facilities & Construction Committee Meeting
June 18, 2015 @ 3 p.m.
Summer Lake Drive Conference Room**

Attendance

Larry Koester, Chair; James Whitmire; Xavier Starkes; Jerry Howard; Richard McIntyre; Dan Bell

Staff Present

Dan Mann; Mike Gula; Dee Branham; Dave Carpenter; Lynne Douglas

Mr. Whitmire asked for a Moment of Silence in remembrance of the shooting victims of the Emanuel AME Church in Charleston.

1. Approval of Agenda

Mr. McIntyre made the motion to approve the agenda seconded by Mr. Starkes. Motion carried

2. Approval of December 4, 2014 Operations, Facilities, & Construction Committee Meeting Minutes

Mr. Starkes made the motion to approve the minutes seconded by Mr. McIntyre. Motion carried.

3. Projects Update

Mr. Mann presented a PowerPoint (attached to official minutes) highlighting the upcoming projects which total approximately \$21.8 million.

There was discussion regarding Built Right Construction, a DBE sub-contractor, who bid on the ARFF Project with Boyer Construction and the Mechanical Project with Triad Construction. Built Right Construction withdrew their bids from both projects. Mr. Whitmire advised he had contacted the owner of Built Right, and the owner said there were issues with Triad's bidding on the project.

There was also discussion regarding removal of the connector walkways. This issue will be discussed further at the July Commission meeting.

4. Discussion/Suggestions

There was no additional discussion or suggestions.

5. Adjournment

Mr. Whitmire made the motion to adjourn seconded by Mr. McIntyre. Motion carried.

Respectfully Submitted,



Lynne Douglas, Commission Secretary



CAE Operations Committee June 2015

ARFF



- ARFF Building is approximately 60% complete.
- Building interior is essentially “dry” which allows interior finish and systems work to progress
- Contractor: Boyer Commercial Construction
- Construction cost: \$5.9M
- Building is scheduled for occupation in early August 2015



Mechanical Improvements Phase 1 & 2



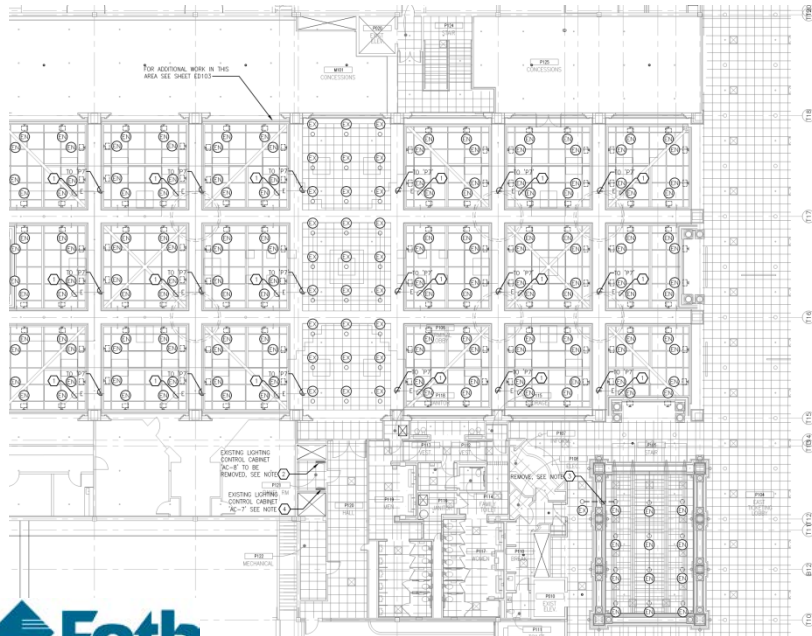
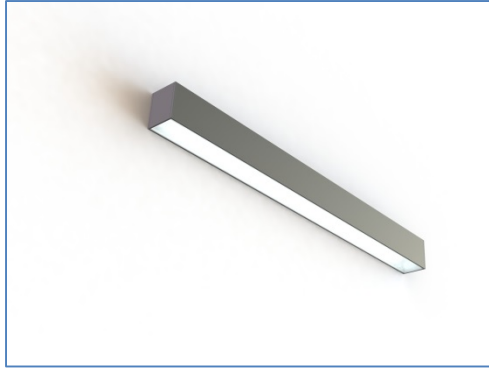
- Removal and replacement
 - Cooling Towers
 - Chiller 4
- Additional ice storage to reduce cooling costs
- Construction to be completed Nov 2015
- Contractor: Triad Mechanical (Charleston)
- Ph 1. construction cost: \$1.83M
- Phase 2 will include control system to integrate ARFF, terminal and mechanical projects
- Est. Phase 2 Construction cost: \$1.2M
- Est. Bid: Winter 2015

TW A1/A2 and TW C

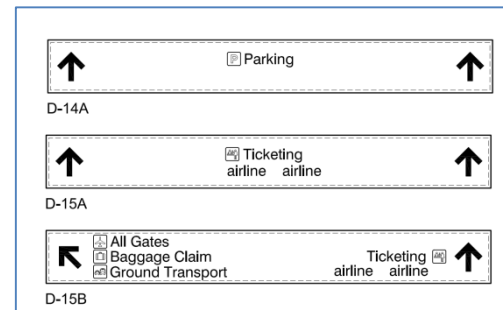


- Reconstruction of A1/A2 with concrete
- TW C will be design and bid as an alternate
- Lighting for TW A will be replaced with LED
- Design completed in October 2015 with Construction in Summer 2016
- Est. construction cost: \$4.9M

2014 Lighting and Wayfinding



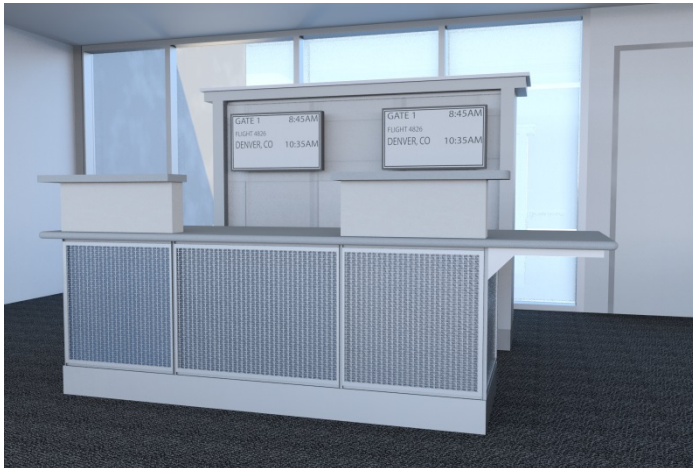
- Replacement of lighting
 - Grand Hall
 - TSA check point
 - Baggage claim
- Wayfinding will be updated
- Contractor: IPW Construction Group (Charleston)
- Construction cost: \$740k
- 210 calendar day contract
- 1st phase of terminal improvements



2015 Terminal Renovations (cont.)



- Updating of carpet & wall finishes
- New podiums at gates for Airline use
- Dynamic signage at backwalls and gate doors
- Project will incorporate power in the gate seating area for passengers
- PA and fire alarm system will be updated to current standards



2015 Terminal Renovations (cont.)



- View of Gates 1-6 with wall sconces removed and lighting updated.

2015 Terminal Renovations (cont.)

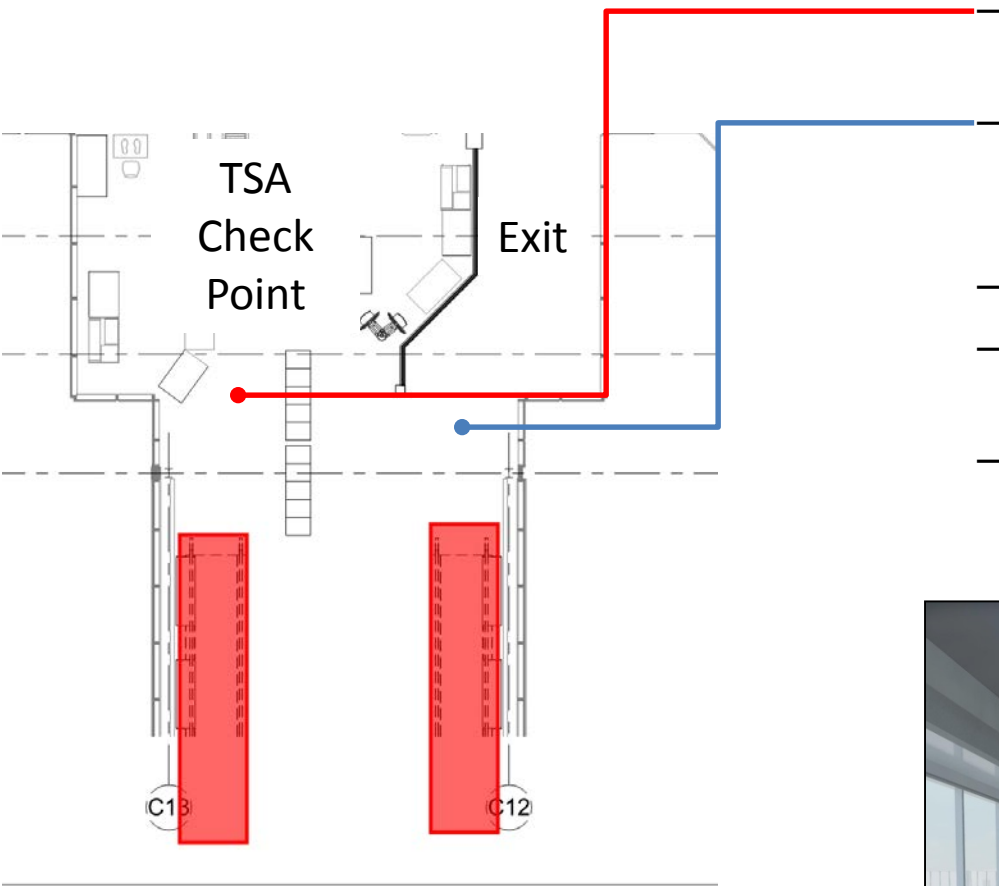


- Wayfinding will be updated to complete terminal program
- Lighting will be replaced with LED
- Tile will be incorporated into restroom entrances
- Planters in Great Hall replaced with smaller, more flexible units.
- Bidding Aug 2015 w/ construction early 2016
- Est. Construction: \$2.6M



Movable Walks

- Removal of movable walks



- Additional space at recomposure area of security checkpoint
- Exit lane replacement will require more space than current walkways allow.
- Provides added passenger seating
- Existing system requires \$66k of annual maintenance
- Replacement vs removal costs
 - Replacement ~\$750k
 - Removal ~\$210k

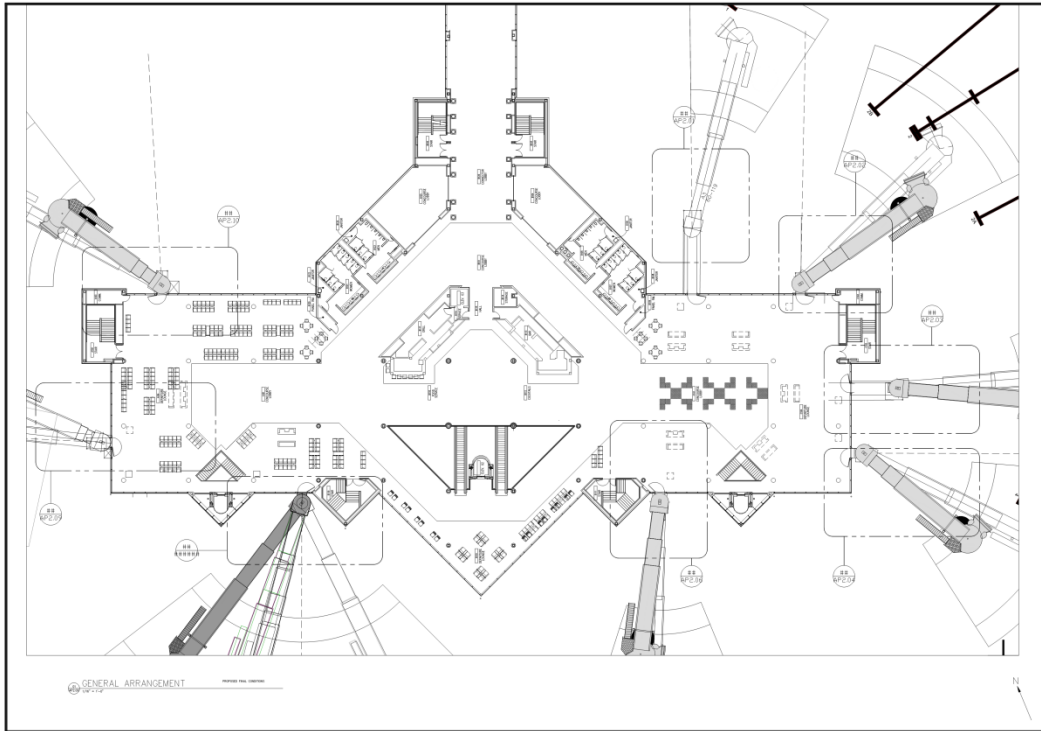


Solar Energy Project



- ConEdison selected to partner to investigate options to produce a solar energy project
 - Garage roof top array
 - Ground array
- SCANA Program
- Planning process underway

Passenger Boarding Bridge Program



- Multi year program with Ameribridge LLC
- PBB 8 removed to improve passenger circulation
- Summer '15: PBB 7 construction, PBB 10 replacement and PBB 8 Removal
- Replacement of PBB 2 (2016), PBB 4 (2017) and PBB 6 (2018)
- Construction cost: \$3.2M

CAE Park & Fly Program



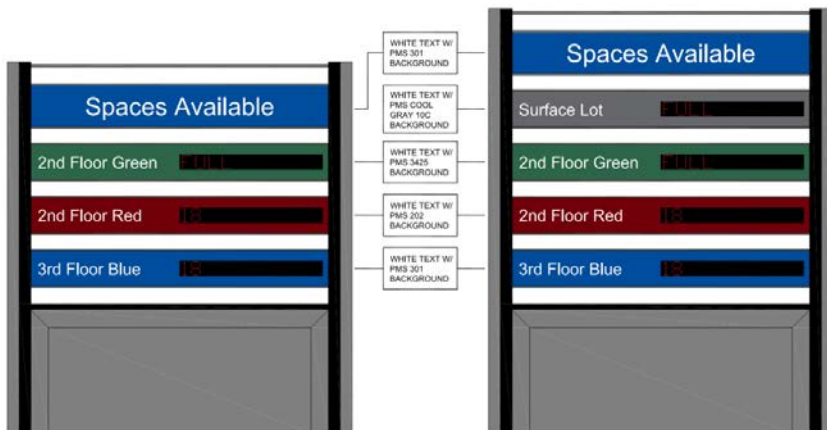
- Park & Fly Fast Lane
 - \$6 rate for surface lot
 - Credit application
 - Email receipt of each use
- Valet Parking Program
 - Promotion April 1– July 31 ~ \$12
 - No coupon or codes
- Park & Fly Premier
 - Reconstruction of “Lot A” as part of rental car relocation project.
 - Access pass
 - Corporate travelers



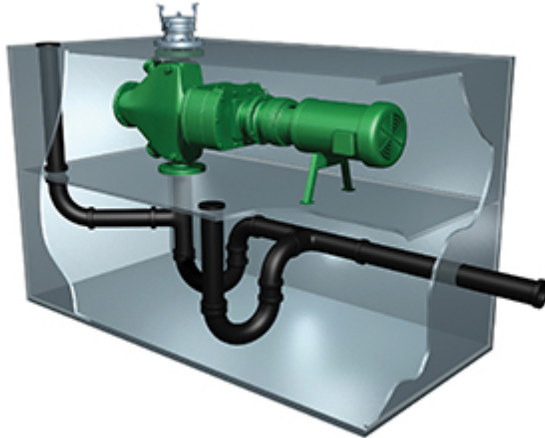
Rental Car Relocation



- Relocation of RAC into parking garage
 - Project funded with CFC, \$1.3M
 - RAC will pay down bond
- Relocation completed August '15
- Car counting system being installed to provide improved wayfinding to customers using garage.
- Public Parking to remain until Car counting system is installed.
- Contractor: China Construction (Columbia)
- Construction Cost: \$1.3M



Apron Grinder Station



- Improvements to reduce sewer blockages from plane lavatory dump operations
- Contractor: Hammer Construction (Columbia)
- Construction cost: \$125k
- Work to be completed by Nov '15

