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

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

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

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

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

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)
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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Airport General Manager

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www.FlyKCU.com