

**GREENVILLE-SPARTANBURG AIRPORT COMMISSION
MINUTES
March 12, 2012**

The Greenville-Spartanburg Airport Commission met on March 12, 2012 at 9:00 a.m. in the Greenville-Spartanburg Airport District Office Conference Room located at 2000 GSP Drive, Suite 1, Greer, SC 29651.

MEMBERS PRESENT: Minor Shaw, Leland Burch, Valerie Miller, Doug Smith and Bill Barnet. Hank Ramella participated via phone.

STAFF AND LEGAL COUNSEL PRESENT: Dave Edwards-President/CEO, Kevin Howell-Vice President/COO, Jack Murrin-Vice President Administration and Finance/CFO, Rosylin Weston-Vice President Communications, Larry Estridge-WCSR Firm, Wanda Jones-Secretary, Dan Ingram-IT Manager, Whitney Code-Marketing Coordinator, and Marsha Madore-Human Resources Manager

GUEST PRESENT: Jim Fair-Greer Today, John Buzzy-Skanska Moss, Gary Lott-LPA, and Kevin Collins-Enterprise

CALL TO ORDER: Chair Minor Shaw called the meeting to order.

CONSENT AGENDA:

A. Approval of the Greenville-Spartanburg Airport Commission January 17, 2012 Regular Meeting Minutes:

A motion was made, seconded, and unanimous vote received to approve the minutes from the January 17, 2012 Commission Meeting.

PRESENTATIONS:

A. Thanks Again Program:

Ms. Weston gave a brief presentation on the Thanks Again Program. Ms. Weston stated the Program was founded in 2004; there are over 160 participating airports, 20,000 participating businesses nationwide, and 80 million rewards program members. Thanks Again focuses on airports as rewards "hubs" and on "neighborhood" businesses in the area surrounding the airport. GSP signs up as a Thanks Again Partner for a \$1,000 monthly fee and GSP Vendors agree to participate in the Program (such as Windows, Hudson News, ABM Parking Services and Atchison Transportation). Customers register any credit or debit card to earn airline miles, cash back, or rewards cards automatically at airports and local merchants. The Program's benefits to GSP

should generate higher revenue by increasing customer spending and increasing spending frequency. Mr. Barnet asked if we have a privacy responsibility with the Thanks Again Program. Ms. Weston stated no, the consumer will be aware and will sign a disclaimer form. Ms. Shaw asked if other airports have been successful with the Program. Ms. Weston stated yes and that Staff will receive a monthly report which will be reviewed to determine the success of the Program and will report back to the Commission.

Mr. Edwards stated that the airport will start a pilot program on March 15th where customers will be able to reserve a parking space. The Parking Reservation Program will begin with fifty "50" spaces in the economy lot, twenty "20" spaces in each of the sky lots, and twenty "20" spaces in the daily lot. The customer pays \$5.00 to reserve the space and ABM retains only 3% which will generate additional revenue for the airport.

B. Terminal Improvement Program Update:

Mr. Edwards gave a brief presentation on the overall Terminal Improvement Project which included slides of the ticketing level, apron level and gate level enabling packages. Slides of the exterior roadside canopy, ticketing lobby, concourse at concessions, concessions/restrooms, and art/advertising locations were shown. Mr. Edwards discussed the proposed phasing. Phase 1 will take approximately 15 months, Phase 2 approximately 24 months, and Phase 3 approximately 6 months. A brief discussion followed the presentation. Mr. Barnet asked if the canopy will be connected to the garages. Mr. Edwards stated yes. Chair Shaw would like for the Commission to have a phasing schedule. Mr. Edwards will send the schedule to the Commission. Mr. Barnet asked if Staff had a plan to let the public know about the construction. Mr. Edwards and Ms. Weston stated that there will be print, radio, and signage. Also the development of a web site will be established. Mr. Ramella stated that Staff should make the website available in the terminal for those who may not have access to a computer at home or who are not computer literate.

C. Airfield Pavement Evaluation Study:

Mr. Howell gave a brief presentation on Airfield Pavement Study. Mr. Howell stated the project objectives were to have a proactive management of airfield pavements, a comprehensive pavement evaluation and analysis, determine repair priorities for airside apron PCC surfaces, establish short term and long term apron rehab and maintenance requirements, and develop budget cost estimates. Mr. Howell gave a brief history of the pavement. The Air Carrier Apron was originally constructed in 1962 with a 75' wide strip reconstructed in 2001. The South Cargo Apron was originally constructed in 1987 and reconstructed in 2002 due to Alkali-Silica Reactivity (ASR) problem. The

Itinerant Apron was originally constructed in 1962 with slabs replaced in 1999 and 2006. General Aviation Apron was originally constructed in 1962 and expanded in 1984. Slabs were replaced in the 1962 section in 1999 and 2006. The North Air Cargo Apron was originally constructed in 1996 and widened to the southwest and northeast in 2001. Service Equipment area was constructed on the southwest side in 2001/2002. Mr. Howell highlighted all areas from the no repair required to high priority items. The total estimated cost is \$4.7m - \$19.3m. Staff will keep the Commission informed.

OLD BUSINESS: None.

NEW BUSINESS:

A. Approval of Phase 1 of Rental Car Counter/Office Relocation Project:

Mr. Edwards stated that the Terminal Improvement Program requires that the rental car counters and offices be relocated from the baggage claim area of the terminal to the 1st and 2nd levels of Parking Garage A. The estimated budget for Phase 1 is \$1.5 million. The entire Rental Car Relocation Project will be funded with Customer Facility Charges that the airport collects.

Mr. Edwards respectfully requested the Commission to: 1) approve Phase 1 Rental Car Relocation Budget in the amount of \$1.5 million and 2) authorize the President/CEO to negotiate a Component Guaranteed Maximum Price with Skanska Moss (Construction Manager at Risk) for this phase of the project not to exceed \$1.5 million and execute the necessary documents to complete the work. A motion was made, seconded, and unanimous vote received to approve the above request.

PRESIDENT/CEO REPORT:

A. Aviation Industry Report:

Mr. Edwards stated that the Airport Improvement Program has been approved through 2015.

Mr. Edwards also stated that according to the FAA forecast, passenger enplanements will double by 2032.

The United/Continental merger is complete; however the full integration at GSP will not occur until the 3rd quarter of 2012.

B. One Year Celebration of Southwest's Service at GSP:

Southwest Airlines will celebrate one (1) year of service at GSP on March 13th. There will be a low-key celebration with a press event at 11:00 am at the Southwest Airlines gate area. Please let Dave know if you plan to attend. A letter has been prepared to Gary Kelly thanking Southwest Airlines for their contributions to GSP and the Upstate over the last 12 months. The Commission needs to sign the letter before leaving today.

C. Update on Property Acquisition:

Mr. Edwards stated two more properties have been acquired. Broadway Lighting which will generate approximately \$36,000 a year in rent and a residential property off Highway 101 which will also be rented until the property gets to a point of needing costly repairs then the property will be demolished.

D. Update on Tree Harvesting:

Mr. Edwards stated that tree harvesting has started which will allow the remaining trees to mature. Ms. Miller asked how much profit was generated from the tree harvesting. Mr. Edwards stated approximately \$200,000.

E. Concessions – Request for Proposals:

A Request for Proposals for Food/Beverage, Retail, and Coffee/Snack has been advertised. A final recommendation for the selection of the Concessionaires will be brought before the Commission at the May Meeting.

INFORMATION SECTION:

Mr. Edwards introduced the new Human Resource Manager, Marsha Madore.

Mr. Edwards asked if anyone had any questions concerning the information section. No questions from the Commission.

Ms. Miller asked when the MUFIDS will be up and running. Mr. Edwards stated Phase 1 will be ready by the end of next week.

COMMISSION MEMBER REPORTS: None.

ADJOURNMENT: There being no further business, a motion was made, and adopted to go into Executive Session to discuss legal matters and personnel matters. It was announced that no actions would be taken during the Executive Session. At the end of the Executive Session, at approximately 11:30 a.m., the meeting was adjourned.