

**GREENVILLE-SPARTANBURG AIRPORT COMMISSION**  
**"WORKSHOP" MINUTES**  
**November 14, 2011**

The Greenville-Spartanburg Airport Commission met on November 14, 2011 at 9:00 a.m. in the Greenville-Spartanburg Airport Commission Office Conference Room located at 2000 GSP Drive, Suite 1, Greer, SC 29651 for a Terminal Improvement Program Workshop.

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

**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, and Whitney Code-Marketing Coordinator

A. Terminal Improvement Program Schematic Design Presentation:

Mr. Steve Harrill gave a presentation on the design process. In the 2003 Master Plan Update the terminal recommendations were to expand the ticket lobby, provide for new technologies, automate baggage screening, expand passenger screening, connect Concourse A and Concourse B, and shift the primary concession post-security. A Terminal Area Study was initiated in 2009 to identify the best plan for the terminal going forward. The Goals and Objectives of the Terminal Area Study included: Correcting current and anticipated future functional deficiencies, sustainability/LEED integration, terminal architectural and customer service enhancements, and address the Master Plan Update recommendations. Additional recommendations from the study included: reducing energy and resource consumption, consolidating passenger screening, expanding the overall terminal for future growth, the addition of more concessions and more choices, more efficient operations, increasing natural day lighting, and updating the terminal image for today's Upstate Region.

Mr. Harrill stated the Design Team completed their due diligence and held the following meetings: one (1) meeting with Community Leaders, three (3) meetings with Stakeholders (Airlines, Rental Cars, Concessions, and TSA), five (5) meetings were held with the Task Force, and six (6) Staff Workshops were held.

Mr. Harrill's presentation continued with an overview of the structural systems, mechanical systems, plumbing, fire protection, electrical, utility, emergency power, head-end equipment, fire-alarms, public address system, sustainability and relocation of rental cars.

Mr. Floyd discussed the process utilized for the program cost estimating. He indicated that two independent cost estimates were obtained (US Costs, a RS&H sub consultant, and Skanska-Moss (construction manager at risk). The cost estimating process included an established common work breakdown structure, raw costs and mark-ups were defined, program construction phasing (preliminary) was defined, estimate reconciliation, and estimate scope review and refinement.

Mr. Murrin discussed an updated Financial Pro-Forma which he couched a being a conservative pro-forma. The Commission requested that Staff develop and alternative pro-forma that may make some more aggressive assumptions.

No action was taken at the Workshop. The meeting concluded at 12:20.