

**GREENVILLE-SPARTANBURG AIRPORT COMMISSION
MINUTES
July 16, 2012**

The Greenville-Spartanburg Airport Commission met on July 16, 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, 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, Dan Ingram-IT Manager, Whitney Code-Marketing Coordinator, Kristie Weatherly-Finance Manager, and Marsha Madore-HR Manager.

GUEST PRESENT: Nat King-Jacobs/GSP, Gary Lott-LPA Group, Phil Parkins-CDM Smith, Cullen Pitts-MPS, Tom Lockhart-MPS, Steve Harrill-RS&H, Jim Fair-GreerToday.com, and Price Atkinson-Crawford Strategy

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

Mr. Edwards stated that New Business Item B which is the Approval of Updated Terminal Improvement Program Budget will have some potential impacts on contracts with the Construction Manager at Risk; therefore, the recommendation is to enter into Executive Session to discuss those items. Following Executive Session formal action on the item will be taken in Public Session.

Mr. Edwards also pointed out that Mr. Eric Beane, TSA Federal Security Director, will not be presenting today. Unfortunately, Mr. Beane was called to Washington, DC. Mr. Beane will be on the agenda for the September Commission Meeting. Chair Shaw stated when the security check point gets backed-up; opening the second lane makes the process go better. Mr. Edwards stated that staff is keeping a close eye on the check point and encouraging TSA to act in advance of the queue building instead of after. Mr. Edwards also stated part of the initial problem was training staff on the new AIT Units. Chair Shaw urged all Commissioners to report to Dave on any issues they may see. Mr. Ramella commented he had a very positive experience with TSA on his recent trip.

CONSENT AGENDA:

A. Approval of the Greenville-Spartanburg Airport Commission May 14, 2012 Regular Meeting Minutes:

A motion was made, seconded, and unanimous vote received to approve the minutes from the May 14, 2012 Commission Meeting.

PRESENTATIONS:

A. Terminal Improvement Program – Web Portal:

Ms. Weston stated one of the successful keys to a construction project is communication. The TIP Agency was created in order to help keep employees, customers, and the Commission up-to-date on the construction project and the progress over the next four years. The TIP Agency has representatives from Crawford Strategy in Greenville, Launch Something in Spartanburg, and the GSP Communications Team. Together three communication tools were developed: a Brand, a Website, and a Blog.

Ms. Weston stated the intent of the brand is to communicate that this is more than a construction project. It is a program about progress, sustainability, economic development, and economic impact. The website and the blog will continue those communication messages along with other messages as the project progresses. WINGSPAN is the brand. Ms. Weston presented the first phase of the website and stated that as the project grows the website will grow. Ms. Weston pointed out at the bottom of the WINGSPAN page is the Commission page. The page is password protected; you will be given your username and password today. The Commission page will allow Staff to deliver timely secure information. A similar page was also developed for airport employees in order to keep them informed as well. The Blog is updated every Wednesday and Friday and Commissioners are encouraged to view the Blog. Chair Shaw stated it is a great way of finding out what the community is thinking. A link is provided via the GSP website or you can go directly to elevatingtheupstate.com.

Mr. Burch complemented the team on a great job. He did state the presentation omitted that the Airport District will retain the beauty of the airport. Mr. Burch also wants all renderings on the website to be identified. Ms. Weston stated she will correct the presentation and that all renderings will be identified. There will also be a photo gallery and at some point a time lapse video. Mr. Edwards stated at the close of business every Friday the dash-board will be updated. Mr. Smith asked how the website will be promoted to the community. Ms. Weston stated through media coverage and speaking engagements. A Communication Round-Table will be held for the media this week to educate the media about the project. Also, discuss phases and timelines as well as introduce the media to the communication tools: the brand, the website, and the blog. Mr. Smith would like something (not a link) that he can forward to elected officials, etc. Ms. Weston stated she would send something to him.

B. Southwest Community Videos:

Ms. Weston stated a Thank You video has been created to send to the Southwest Airlines Leadership Team. Several community leaders from Spartanburg and Greenville came back to the table to help create this video. Ms. Weston presented the Thank You video. Ms. Weston stated a second video was created. Due to technical difficulties a copy of the video will be sent to each Commissioner. Chair Shaw asked if a copy would be sent to those who participated in the making of the

video. Ms. Weston stated yes.

OLD BUSINESS: None.

NEW BUSINESS:

A. Approval of the Final Design Elements of the Terminal Improvement Program:

Mr. Edwards stated we are at a point in the design process where we need to make sure everyone is comfortable in moving forward with the design elements. If any changes to the design are necessary or desired now is the time those decisions need to be made. Otherwise, we will be impacting cost and schedule. Mr. Harrill presented the phasing animation, walk-through and fly-around animation, renderings, and answered questions.

Mr. Barnet commented when he looks up to security, even with all the effort to make it look friendly, it looks cold. There are a couple of non-descriptive elevators and a no entry sign. Several Commissioners agreed. Mr. Edwards stated there are some limitations, but will work with the design team on this. Mr. Edwards also stated the animation is not showing everything such as art and advertising.

Ms. Miller commented the glass canopy looks very nice when it is clean but what is the answer to birds and debris, etc. Mr. Harrill stated rain will take care of most of it. Mr. Edwards stated the San Francisco Airport has the glass canopies and they have indicated maintenance is not a major issue to take care of.

Mr. Smith commented that he has two concerns: baggage claim being noisy and the landside garden. Mr. Harrill commented that we are working to keep the noise level down in baggage claim by adding carpet and the hanging feature offers an acoustical feature. Mr. Edwards commented that today there is no separation from bag claim and ticketing and it seems not to be a problem. On the landside garden, Mr. Edwards commented this is not scheduled to be constructed until mid-2015. If the Commission finds this is something they want to cut from the project then the option is there.

After a five minute break the meeting reconvened at 10:55 am.

Mr. Edwards respectfully requested that the Commission resolve to approve the Final Design Elements of the Terminal Improvement Program. After a brief discussion the motion was amended to read the Final Design Elements are approved subject to the approval of the final budget to be presented in New Business Item B. A motion was made, seconded, and unanimous vote received to approve the Final Design Elements of the Terminal Improvement Program subject to the approval of the final budget.

B. Approval of Updated Terminal Improvement Program Budget:

Mr. Murrin gave a recalculated twenty (20) year pro-forma presentation to identify financial impacts of the potential budget increase on the Terminal Improvement Program. The TIP current budget, TIP approved scope additions, TIP budget impacts, and the proposed updated TIP budget were included in the Commission Package.

The Commission requested to discuss the possible contractual impact of this potential budget increase in Executive Session. A motion was made, and adopted to go into Executive Session. [we should put in the time we went into Executive Session and the time we reconvened the public session]Public session reconvened.

Mr. Edwards respectfully requested that the Airport Commission resolve to approve the updated Terminal Improvement Program Budget as presented. A motion was made, seconded and unanimous vote received to approve the Updated Terminal Improvement Program Budget as presented.

PRESIDENT/CEO REPORT:

A. Aviation Industry Report:

Mr. Edwards stated United Airlines ordered one hundred fifty (150) 737's with delivery beginning in 2018, which was a fourteen (14) billion dollar order. American Airlines has opened up to potential merger options. Delta started a second non-stop daily flight from GSP to New York, LGA.

B. ACI-NA Annual Conference – September 9 -12, 2012:

The schedule will be sent to Commissioners and if Staff can help in anyway, please let us know.

C. Terminal Improvement Program Dashboard:

A draft will be posted to the website by the end of the week. Mr. Edwards encouraged the Commissioners to provide feedback with comments or anything additional you would like to see on the Dashboard.

INFORMATION SECTION:

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

Potential Items for the next meeting: Approval of the Component Guarantee Maximum Price for the Bag Claim/South Bridge Phase of the Terminal Improvement Program and Transportation Security Update

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 12:45 p.m., the meeting was adjourned.