



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Conference Center
Monday, June 22, 2020
9:00 a.m.

***NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. There are request cards located outside the public seating area. These cards must be completed and presented to the Recording Secretary prior to the item being heard. Your comments will be addressed prior to the Airport Commission's discussion and you will have 5 minutes to address the Airport Commission. Thank you for your attention.

I. CALL TO ORDER:

II. CONSENT AGENDA:

- A. Approval of the Greenville-Spartanburg Airport Commission March 23, 2020 Regular Meeting Minutes ([document](#))
- B. Acceptance of the Greenville-Spartanburg Airport Commission Audit Committee April 30, 2020 Meeting Minutes ([document](#))
- C. Approval of the Greenville-Spartanburg Airport Commission May 26, 2020 Special Meeting Minutes ([document](#))

III. PRESENTATIONS:

- A. Annual Strategic Business Plan Update ([document](#))

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Fiscal Year 2020/2021 Airport District Base Budget ([document](#))
- B. Approval of Final Rankings for Air Cargo Consulting Services ([document](#))
- C. Approval of Final Rankings for Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Services ([document](#))

- D. Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Federal and State Legislative Update
- B. Coronavirus (COVID-19) Update
- C. Concessions Agreement Update

VII. INFORMATION SECTION:

(Staff presentations will not be made on these items. Staff will be available to address any questions the Commission may have.)

- A. April 2020 – Traffic Report ([document](#))
- B. April 2020 – Financial Report ([document](#))
- C. May 2020 – Development/Project Status Report ([document](#))
- D. May 2020 – Communications Status Report ([document](#))
- E. May 2020 – Commercial Business and Marketing Report ([document](#))
- F. May 2020 – OSHA Reportable Injury Report ([document](#))
- G. Industry Presentation(s)/Article(s) of Interest ([document](#))
- H. Potential Items for the Next Regular Scheduled Commission Meeting:

VIII. COMMISSION MEMBER REPORTS:

IX. EXECUTIVE SESSION:

The Airport Commission may hold an Executive Session for the purpose of receiving legal advice and discussing personnel matters.

X. ADJOURNMENT

This agenda of the Greenville-Spartanburg Airport Commission is provided as a matter of convenience to the public. It is not the official agenda. Although every effort is made to provide complete and accurate information to this agenda, The Airport Commission does not warrant or guarantee its accuracy or completeness for any purpose. The agenda is subject to change before or at the Airport Commission meeting.

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

March 23, 2020

The Greenville-Spartanburg Airport Commission met on March 23, 2020 at 9:00 a.m. via teleconference in the Greenville-Spartanburg District Office Board Room located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a regular, non-emergency meeting.

MEMBERS PRESENT (via teleconference): Minor Shaw, Hank Ramella, Leland Burch, Valerie Miller, Doug Smith, Jay Beeson

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Kevin Howell, Senior Vice President/COO (via teleconference); Basil Dosunmu, Senior Vice President-Administration and Finance/CFO; Scott Carr, Vice President Commercial Business and Communications (Enviros Area Administrator) (via teleconference); Michelle Fleming, Communications Manager; Betty O. Temple, WBD (via teleconference); Stefanie Hyder, Executive Assistant/Recording Secretary

GUESTS PRESENT: None

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:05 a.m. On behalf of the GSP Airport Commission, Mrs. Shaw extended her gratitude to GSP Airport District Staff for their efforts and response to the challenges related to the Coronavirus (COVID-19).

CONSENT AGENDA: A motion was made, seconded, and unanimous vote received to approve the Consent Agenda as follows:

- A.** The Greenville-Spartanburg Airport Commission January 13, 2020 Regular Meeting Minutes.

PRESENTATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

- A. Approval of Revisions to the Greenville-Spartanburg Airport District Human Resources Policies and Procedures**

Ms. Ashley Bruton, Director of Human Resources, presented the revisions to the Greenville-Spartanburg Airport District Human Resources Policies and Procedure

Section 205.01 – Pay Practices, Work Hours and Time Keeping and Section 205.04 – Employment Categories & Classification Plan.

The Airport Commission last adopted changes to the District’s Human Resources Policies and Procedures on September 9, 2019. From time to time, Staff will review policies and procedures and recommend changes to programs to address new issues, to add clarifying language, to maintain compliance with applicable laws, and to make adjustments based on business and operational necessity.

Ms. Bruton referred to the presentation and discussed the specific issues and proposed amendments to Section 205.01 - Pay Practices, Work Hours, and Time Keeping, as well as Section 205.04 - Employment Categories & Classification Plan. Those changes included and were related to deductions for unpaid lunch/meal breaks, clarifying the definition of full-time and part-time status, redefining classification categories for certain ARFF and police positions, and deducting sleep time permissible under FLSA regulations.

The Commission asked for further explanation as to the request for revisions to Section 205.04 to which Mr. Kevin Howell, Senior VP/COO, responded.

There was a motion to amend the Greenville-Spartanburg Airport District’s Human Resources Policies and Procedures Section 205.01 – Pay Practices, Work Hours and Time Keeping, and Section 205.04 – Employment Categories & Classification Plan as presented. The motion was seconded and unanimously approved.

B. Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations

Mr. Scott Carr, Vice President of Commercial Business and Communications, presented the revisions to the Greenville-Spartanburg Airport District Rules and Regulations.

South Carolina Code of Laws, Title 55 – Aeronautics, Chapter 11, Article 3 created the Greenville-Spartanburg Airport District (District) and empowers the District to create and enforce certain rules and regulations. The current version of the GSP Rules and Regulations were approved at the Airport Commission meeting held on June 24, 2019.

Mr. Carr provided background information with regards to the Centralized Receiving and Distribution Facility (CRDF) that opened at GSP in August 2017 and operated by Bradford Airport Logistics.

Some lease agreements and space use permits for tenants in the terminal complex do not include direct CRDF language; however, all lease agreements and space use permits do require all tenants to abide by the Greenville-Spartanburg Airport District Rules and Regulations.

Mr. Carr requested that the proposed language below be added to the Greenville-Spartanburg Airport District Rules and Regulations as:

3.18 - Centralized Receiving & Distribution Facility

All tenants within the terminal complex shall utilize the Centralized Receiving & Distribution Facility (CRDF) for all deliveries and pickups including, but not limited to, office supplies, FedEx, UPS, and other parcel services, payroll check delivery services, etc. In addition, all concessionaires shall utilize the CRDF vendor for the transport of all used cooking oil outside of any leasehold.

CRDF fees shall be calculated and assessed annually based on a proration of services to each tenant as determined by the District.

The Commission asked about feedback from tenants to which Mr. Carr responded.

There was a motion to adopt the added Greenville-Spartanburg Airport District's Rules and Regulations Section 3.18 - Central Receiving & Distribution Facility section as presented. The motion was seconded and unanimously approved.

PRESIDENT/CEO REPORT:

Aviation Industry Update:

Currently, airlines are shedding flights and parking aircraft. Staff is seeing daily cancellations and consolidation of passengers. Airlines are also seeking voluntary staff leave of absences without pay. Furthermore, airlines continue to deal with imposed restrictions on international travel as well as continued impacts of the 737 Max.

Airports are experiencing traffic declines of 50% to 70% nationwide. It is estimated that there will be a 37% decline in passenger traffic for CY2020 compared to forecast levels. Airports are holding multiple calls per week concerning the current industry challenges and ACI is projecting a \$13.9B loss for CY2020.

The Commission asked how that projection relates back to the amount that the aviation industry is seeking for airports. Mr. Edwards responded and referenced the proposed Emergency Appropriations for Coronavirus Health Response and

Agency Operations Bill – Airport Provision. Airports were included in the Bill to the tune of \$10B. Mr. Edwards further discussed allocation of funds which could amount to \$10M for GSP. The Commission asked about the Passenger Facility Charge (PFC) to which Mr. Edwards responded.

Federal and State Legislative Update:

At the Federal level, the Families First Coronavirus Act (H.R. 6201) was signed last week and takes effect April 2, 2020. This Act applies to companies that employ 1-500 and addresses paid time off for employees and caregiving responsibilities. The Commission inquired about financial projections to which Mr. Edwards responded. Mr. Edwards further elaborated on another piece of this Act related to a Family Medical Leave Act (FMLA) provision. Lastly, the REAL ID implementation date will likely be pushed out another year from the original date of October 1, 2020.

At the State level, the Airport District is still working on the Alcohol Bill S-1007 which is out of Committee and set to go to the full Senate. Mr. Edwards discussed a provision of the Governor's Executive Order under Section 4 which implemented the on-premises consumption of food, beverage, and restaurants, which effected GSP, and currently stands through March 31, 2020.

Coronavirus (COVID-19) Update:

With regards to airline service, there are minimal cancellations to date with the exception of Frontier suspending all service as of April 19, 2020. Mr. Edwards briefly discussed schedule impacts of the other carriers. All-cargo activity, international in particular, has increased. The Commission asked about GSP's capacity to handle to which Mr. Edwards and Mr. Howell responded.

There has been a reduction in passengers ranging from 50-70% and Staff is tracking numbers weekly. Mr. Edwards reviewed the current status of the food and beverage concessionaires, both airside and landside, and discussed rent relief and the Minimum Annual Guarantee (MAG). Mr. Edwards noted that force majeure will be reviewed. Economy Lot A and Parking Garage A will be closing and the shuttle bus operation will be shut down effective today. Mr. Edwards said flight activity will continue to be monitored which may lead to flight consolidations on the concourses.

The Commission inquired about impacts to terminal Staff to which Mr. Edwards responded.

With regards to Staff and customer health and welfare, all non-essential business trips have ceased. The District has reduced in person meetings. All GSP events have been canceled through April 30, 2020. The District is emphasizing the cleanliness of individual workspaces and has encouraged employees to stay home if not feeling well. The Commission asked if the District was emphasizing these

same rules for Cerulean and Air Cargo to which Mr. Howell responded. Mr. Howell noted the current challenge with supplies.

In addition, work schedules are under evaluation by department and the administrative Staff has been split into two teams for teleworking on a rotational basis. Mr. Edwards addressed school closings and the use of sick time for Staff who might need to care for their children. The District also advised that Staff that may have underlying health issues may utilize sick time if it is felt that their health could be compromised. Mr. Edwards commented on the increased custodial/janitorial services for the terminal facilities to which Mr. Howell elaborated.

From a financial standpoint, all non-essential business trips have been suspended. The District has issued a hiring freeze; however essential positions have been identified which Staff will proceed in hiring, and all other positions will be evaluated on a case by case basis. No non-essential expenditures should be made and Mr. Edwards has asked departments to seek reduction in 4th quarter spending by 40%. There is a freeze on small capital equipment and renewal and replacement purchases. Capital improvement projects, without executed construction contracts, as well as professional services projects, without executed contracts, have been placed on hold.

In preparation for the next fiscal year's budget, and in consideration of COVID-19 impacts, Staff is retooling revenue projections. On the personnel side, there are no new positions and Staff is holding off on backfilling non-essential positions that become vacant, as well as reviewing current vacant positions for budget cuts. As far as O&M, Small Capital Equipment and Renewal and Replacement Purchases, and Capital Improvement Projects, Staff will focus on essential expenditures and phased purchases, essential capital improvements and essential professional services. Staff will continue the procurement process to allow for awards when they are ready to move forward. A supplemental budget package will be developed for Commission approval if the need is determined.

Mr. Edwards noted that he will keep the Commission updated on COVID-19 and its impacts. The Commission asked about the potential impact to GSP's bottom line to which Mr. Edwards responded. The Commission also asked about the airlines request for relief, lease income from the GSP Industrial Park, and public relations efforts, to which Mr. Edwards responded.

The Commission discussed the agenda items for the next GSP Commission meeting scheduled on May 18, 2020. Mr. Edwards made the recommendation to secure a backup meeting date should COVID-19 restrictions continue.

In closing, the Commission extended their appreciation to Staff for the recent efforts made in response to COVID-19.

INFORMATION SECTION:

Mr. Edwards noted February's traffic at 8.7%.

COMMISSIONER'S REPORT: None

ADJOURNMENT:

There being no further business, a motion was made, seconded, and unanimous vote received to adjourn the meeting. The meeting was adjourned at approximately 10:57 a.m. The next meeting is scheduled for May 18, 2020 at 9:00 a.m.

SIGNATURE OF PREPARER:

Stefanie Hyder

GREENVILLE-SPARTANBURG AIRPORT (GSP) COMMISSION

AUDIT COMMITTEE MINUTES

APRIL 30, 2020

The Greenville-Spartanburg Airport Commission's Audit Committee met at 4:00 p.m. via teleconference in the Greenville-Spartanburg Airport District Administration Conference Room #1 located at 500 Aviation Parkway, Greer, SC 29651.

COMMITTEE MEMBERS PRESENT: Leland Burch (Chair), Minor Shaw, Jay Beeson

STAFF PRESENT: David Edwards, President/CEO; Basil Dosunmu, Senior Vice President Administration and Finance/CFO; Stefanie Hyder, Executive Assistant/Recording Secretary.

EXTERNAL AUDIT REPRESENTATION: Andy Rinzel, Partner, BKD; Emily Tursi, Senior Manager, BKD

The meeting package was distributed to the Audit Committee on April 22, 2020 and included the following documents for review: Audit Committee Agenda, BKD Communication Letter with GSP Audit Committee, FY2020 BKD-GSP Engagement Letter, GSP Staff Presentation, and BKD-GSP Planning Presentation.

Mr. Burch called the meeting to order at 4:21 pm and opened the floor for introductions.

Mr. Rinzel introduced both himself and Mrs. Tursi to the Audit Committee and turned the meeting over to Mr. Dosunmu to discuss the role of the Audit Committee. Mr. Dosunmu stated that the Audit Committee typically meets twice a year, in the spring and fall. The Committee supervises the process by which the financial statements are audited annually, provides independent oversight, and meets with staff and external auditors to ensure objectivity and full disclosure.

Mr. Dosunmu turned the meeting over to BKD's Mr. Rinzel to discuss BKD's role and audit process, as well as the Committee's fiduciary responsibility. Mr. Rinzel reiterated that the audit firm meets formally twice a year. He reminded the Committee that not only does the firm conduct a financial statement audit and issue an opinion on the CAFR, but they audit federal awards (Uniform Guidance) and this year, the Passenger Facility Charge (PFC) program. At the end of the audit, a Management Letter is issued as part of the required communication to both Finance and the Audit Committee.

Mr. Rinzel discussed the risk areas with regards to audit procedures to include override of controls, revenue recognition (including FBO revenue), and capital assets.

Mr. Rinzel handed the meeting over to Mrs. Tursi who opened with a discussion on accounting and auditing matters that are most significant to GSP. The first matter relates to the adoption of GASB standards (GASB 84, Fiduciary Activities), which are now expected to be delayed one year as a result of COVID-19. As mentioned earlier, the next matter includes the audit of the Passenger Facility Charge program revenues in compliance with the PFC Audit Guide. The final matter is the impact of COVID-19 on financial statements and the associated treatment of new funds, specifically CARES Act funding.

BKD also addresses the risk of error fraud in accordance with Auditing Standards No. 99 and 104-111. The firm incorporates various procedures in addressing risk to include team brainstorming sessions to discuss areas of focus and/or concern, scheduling interviews with key management personnel and the Chair of the Audit Committee, reviewing new transactions of significance, and incorporating an element of unpredictability.

Mrs. Tursi briefly reviewed the contact information on the last slide. Mrs. Tursi mentioned that planning procedures are underway for the final audit procedures that are scheduled for the end of August. Mrs. Tursi opened the floor for questions.

The Audit Committee recommended a close look at current construction projects to include the Hangar and ARFF station. The Audit Committee further recommended to keep them apprised of any issues or concerns to which Mrs. Tursi responded.

The Audit Committee inquired about onsite and remote audit work as it relates to COVID-19 and social distancing to which Mrs. Tursi and Mr. Dosunmu responded.

Mr. Rinzel asked for further questions to which the Audit Committee requested that BKD stay in communication with the Committee.

The Audit Committee asked when GSP expected to receive the CARES Act funds to which Mr. Dosunmu responded. The Audit Committee recommended that BKD provide feedback on what other airports may be doing that GSP is not to which Mr. Rinzel agreed. Lastly, the Audit Committee asked Mr. Dosunmu about staffing in the Finance Department to which he responded.

In closing, Mr. Dosunmu discussed the topic of special audit recommendations for areas of risk opportunities (typically airlines and various operations to include the FBO, parking, concessions, and ground transportation). Hudson News and Avis/Budget Rental Car were selected PRE-COVID 19. Because of the impacts of COVID-19, District Staff recommended that the Concessionaire FY2020 special audit be suspended until next year.

The Audit Committee recommended again a close look at construction projects in lieu of the special audit. Mr. Dosunmu and Mr. Rinzel explained the audit process as it relates to AIP funded projects. Discussion ensued.

At approximately 5:00 p.m., Mr. Burch and the Audit Committee teleconferenced with Mrs. Tursi and Mr. Rinzel alone.

The Audit Committee then teleconferenced with Mr. Edwards and Mr. Dosunmu in separate, private sessions.

The Audit Committee meeting adjourned at approximately 6:15 p.m.

SIGNATURE OF PREPARER:

Stefanie Hyder

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

SPECIAL MEETING MINUTES

May 26, 2020

The Greenville-Spartanburg Airport Commission met on May 26, 2020 at 9:00 a.m. via teleconference in the Greenville-Spartanburg District Office Board Room located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a special meeting.

MEMBERS PRESENT (via teleconference): Minor Shaw, Hank Ramella, Leland Burch, Valerie Miller, Doug Smith, Jay Beeson

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Kevin Howell, Senior Vice President/COO; Basil Dosunmu, Senior Vice President-Administration and Finance/CFO; Scott Carr, Vice President Commercial Business and Communications (Enviros Area Administrator); Betty O. Temple, WBD; Stefanie Hyder, Executive Assistant/Recording Secretary

GUESTS PRESENT: None

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:07 a.m.

CONSENT AGENDA: None

PRESENTATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Concessions Agreement Termination and Asset Purchase Agreement

Mrs. Shaw opened the meeting with background information on the OHM Concession Group, LLC (OHM) agreement. Mr. Edwards further spoke to the OHM agreement and the matter that was brought forth to the Commission during Executive Session in January 2019. In late 2019, Hudson Group entered into an agreement with OHM to acquire a controlling stake in their assets; however, in early April 2020, Hudson Group terminated its purchase agreement with OHM Concession Group, LLC.

Mr. Scott Carr, Vice President of Commercial Business and Communications, then presented to the Commission additional background information dating back to

2016 when MSE Brand Foods (MSE) assigned its Concession Agreement at GSP to OHM. OHM began operations with Thomas Creek Grill and R.J. Rockers Brewery, and then built out and operated DC3, Chick-Fil-A and the Kitchen by Wolfgang Puck.

OHM has experienced financial and operational challenges during their tenure at GSP. On January 3, 2019, the GSP Commission approved the District to move forward with replacing OHM with another company or negotiating a buyout for their assets. District staff completed the RFP process and received and reviewed two proposals.

In October 2019, OHM entered into an agreement with Hudson to purchase their assets at over a dozen airport across the U.S. which included GSP. District staff refrained from moving forward with a change in operators; however, due to the impact of the COVID-19 pandemic, Hudson elected to terminate their purchase agreement with OHM on April 2, 2020 during their due diligence period.

OHM owes the District for unfinished construction, past due fees, and lost revenues, and they do not have the cash to satisfy existing and future obligations. With the Hudson agreement no longer under consideration, Staff approached OHM who stated they were open to a buyout offer or a renegotiation of the terms of the agreement.

Staff has been in negotiation with OHM for the purchase of all assets as well as a waiver of all construction, vendor, and financial institution liens for \$1.2 million. OHM is entitled to funds based on the remaining term and buyout provisions. The Asset Purchase Agreement has been drafted for \$1.2 million and includes all improvements for all five concepts operated by OHM as well as kitchen equipment, small wares, and all on hand product inventory.

Staff is also examining holding franchise agreements (Chick-Fil-A and The Kitchen by Wolfgang Puck) and naming agreements (Thomas Creek Grill and R.J. Rockers Flight Room) to ensure brand standards are met. DC3 will have to change to a new concept in the future. In addition, Staff is also considering having OHM transfer their beer, wine, and liquor licenses directly to the District allowing for flexibility for social distancing requirements and maximizing concessions revenue.

As a result of COVID-19, the District has a unique opportunity to effectuate a change in operators. Hudson continues to operate Dunkin Donuts, Flatwood Grill and Baskin Robbins. Paradies (Vino Volo) and Manchester Airport Group (Escape Lounge) are expected to reopen their stores soon.

The alternative is to issue a default letter to OHM outlining all of the open and unresolved contractual issues which could result in protracted litigation and an impact on customer service. Again, the fiscal impact is \$1.2 million for the purchase of OHM's assets at all five food and beverage concepts.

Mr. Carr opened the floor for questions. The Commission inquired/commented about liquor licenses and the impact on liability insurance, the management plan/model, and the interim plan to which Mr. Carr and Mr. Edwards responded. The Commission asked to be walked through the timeline to which Mr. Carr responded that the goal is to complete the asset purchase agreement, advertise and complete the RFP process, and finalize a management agreement in 90 days. Additionally, the Commission discussed the issue of bankruptcy and litigation to which Legal Counsel responded. Discussion ensued. Lastly the Commission inquired about OHM's cash deposit to which Mr. Carr and Mr. Edwards responded.

There was a motion to (1) approve the termination of the Concessions Agreement with OHM Concessions Group, LLC; (2) authorize staff to enter into an Asset Purchase Agreement in the amount of \$1.2 million with OHM Concessions Group, LLC, and (3) authorize the President/CEO to execute all necessary documents. The motion was seconded and unanimously approved.

In closing, Mr. Edwards discussed next steps.

ADJOURNMENT:

The meeting was adjourned at approximately 10:07 a.m. The next regularly scheduled meeting is scheduled for June 22, 2020 at 9:00 a.m.

SIGNATURE OF PREPARER:

Stefanie Hyder



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: June 22, 2020

ITEM DESCRIPTION – Presentation Item A

Annual Strategic Business Plan Update

BACKGROUND

In November 2014, the Greenville-Spartanburg Airport Commission (Commission) adopted a 6-year Strategic Business Plan for the Greenville-Spartanburg Airport District (District). As part of the 6-year Strategic Business Plan, annual performance metrics were adopted to ensure that the Commission and Staff were able to measure the performance of the District on an ongoing basis.

Dr. Steve Van Beek from SDG will provide a general update on the current status of the aviation industry and recap the District's performance results for Fiscal Year 2019-2020. Lastly, Dr. Van Beek will introduce the proposed 5-year Strategic Business Plan for Fiscal Year 2021 through Fiscal Year 2025 for discussion.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Basil O. Dosunmu, Senior VP of Administration & Finance/CFO

DATE: June 22, 2020

ITEM DESCRIPTION - New Business Item A

Approval of Fiscal Year 2020/2021 Airport District Base Budget

BACKGROUND

Staff has prepared a proposed Fiscal Year 2020/2021 Base Budget for the Airport Commission's consideration (attachments).

ISSUES

The Airport Commission needs to approve a Fiscal Year 2020/2021 Base Budget prior to July 1, 2020.

ALTERNATIVES

None recommended

FISCAL IMPACT

Total budgeted revenues are expected to decrease to \$31,790,700 in FYE 6-30-2021, a 35.0% decrease over FYE 6-30-2020. Total budgeted operating expenses are expected to decrease to \$25,860,700 in FYE 6-30-2021, a 15.8% decrease over FYE 6-30-2020. Capital projects approved in prior fiscal years and carried forward into FYE 6-30-2021 are projected at \$37.3 million and new FYE 6-30-2021 capital projects of \$13.4 million combine for a total \$50.7 million capital budget.



RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to adopt the attached Fiscal Year 2020/2021 Base Budget.

Attachment

Greenville-Spartanburg International Airport



**Airport Commission Meeting –
New Business Item A**

Proposed 2020/2021 Base Budget

June 22, 2020



Introduction/Presentation Outline



- **General Statistics & Historical Overview**
- **CARES Act Funding Allocation**
- **Proposed FY 2020/2021 O&M Budget**
- **Proposed FY 2020/2021 Capital Budget**
- **Other O&M Reserve Funds**
- **Land Development P&L**
- **Cerulean Aviation P&L**
- **Investments, Debt, Fund Balance and Forecast**
- **Rates & Charges**



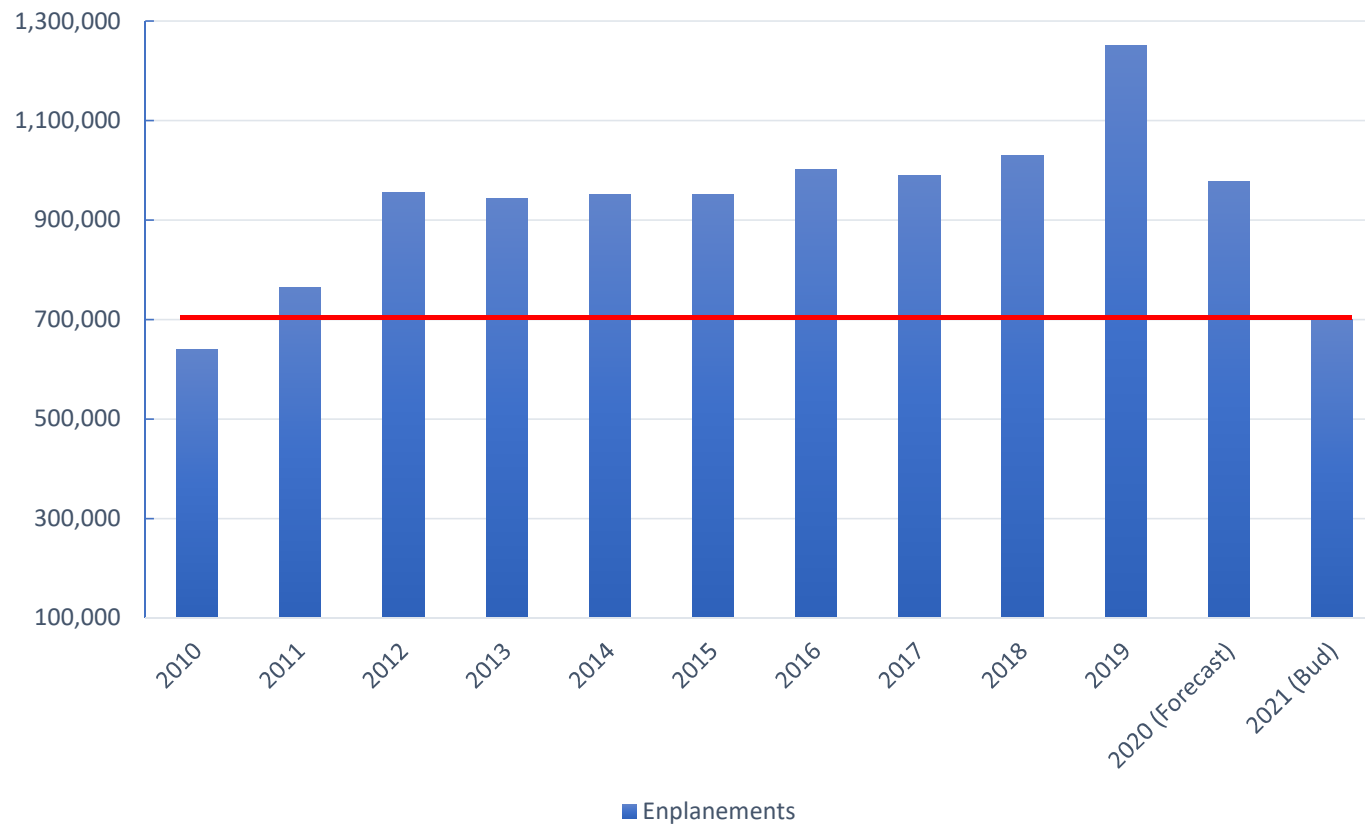
Introduction/Presentation Outline (cont'd)



- **Customer Service**
- **Potential FY2020/2021 Supplemental Budget**
- **Questions and Comments**
- **Appendix A – FY2020/2021 Budget Fluctuation**
- **Appendix B – Fees, Rates, and Charges**
- **Appendix C – Capital Improvement Plan Description**



Passenger Enplanements



Note: Fiscal Year - July through June



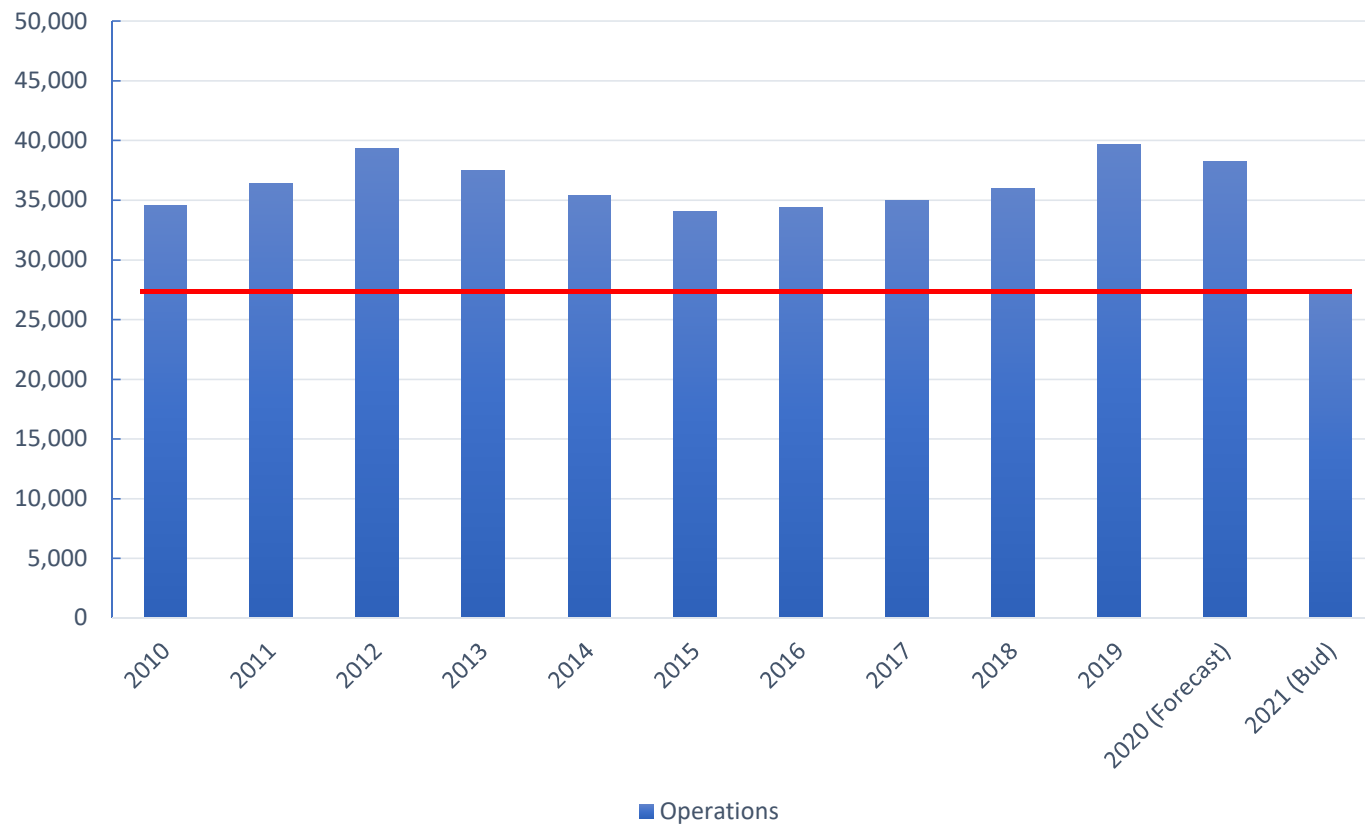
Landed Weights



Note: Fiscal Year - July through June



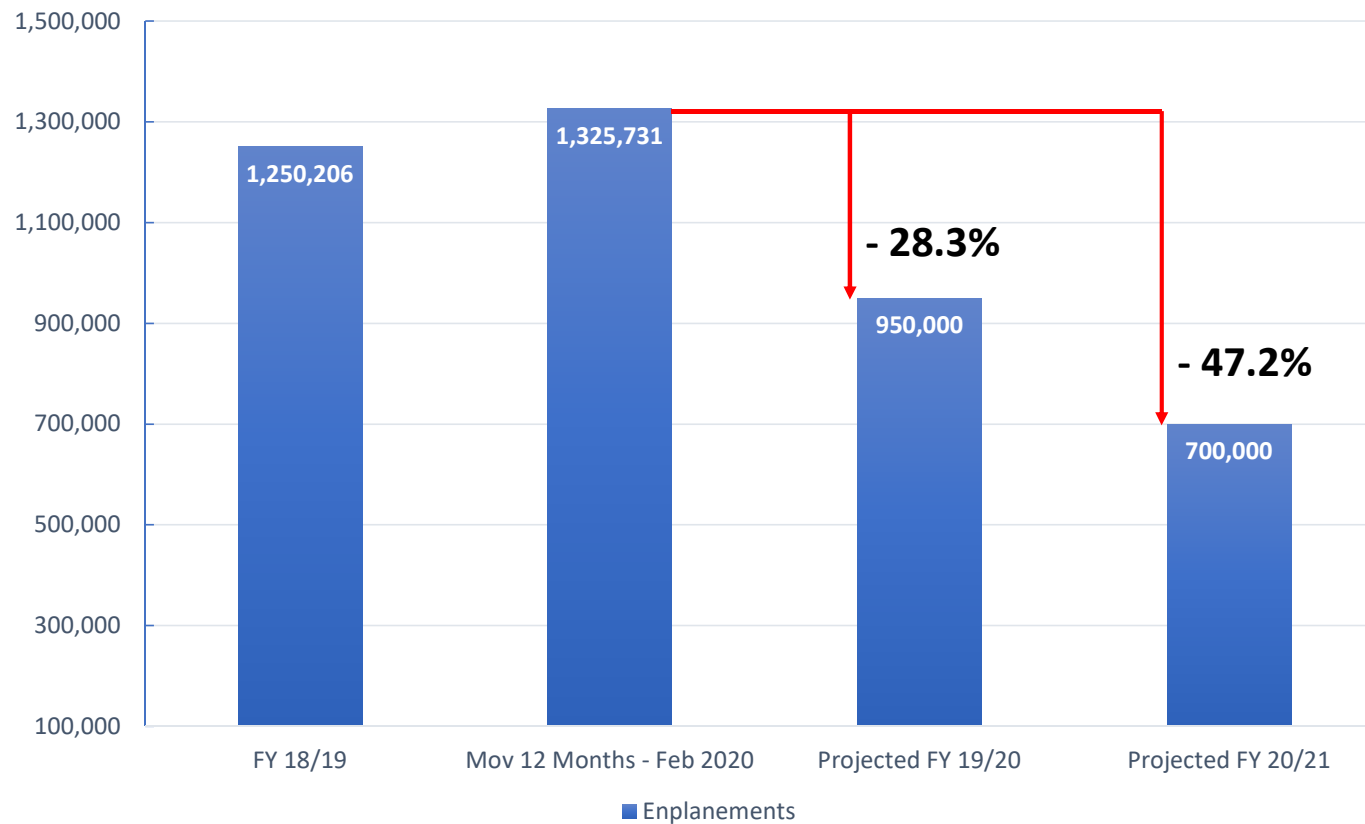
Airline Operations



Note: Fiscal Year - July through June



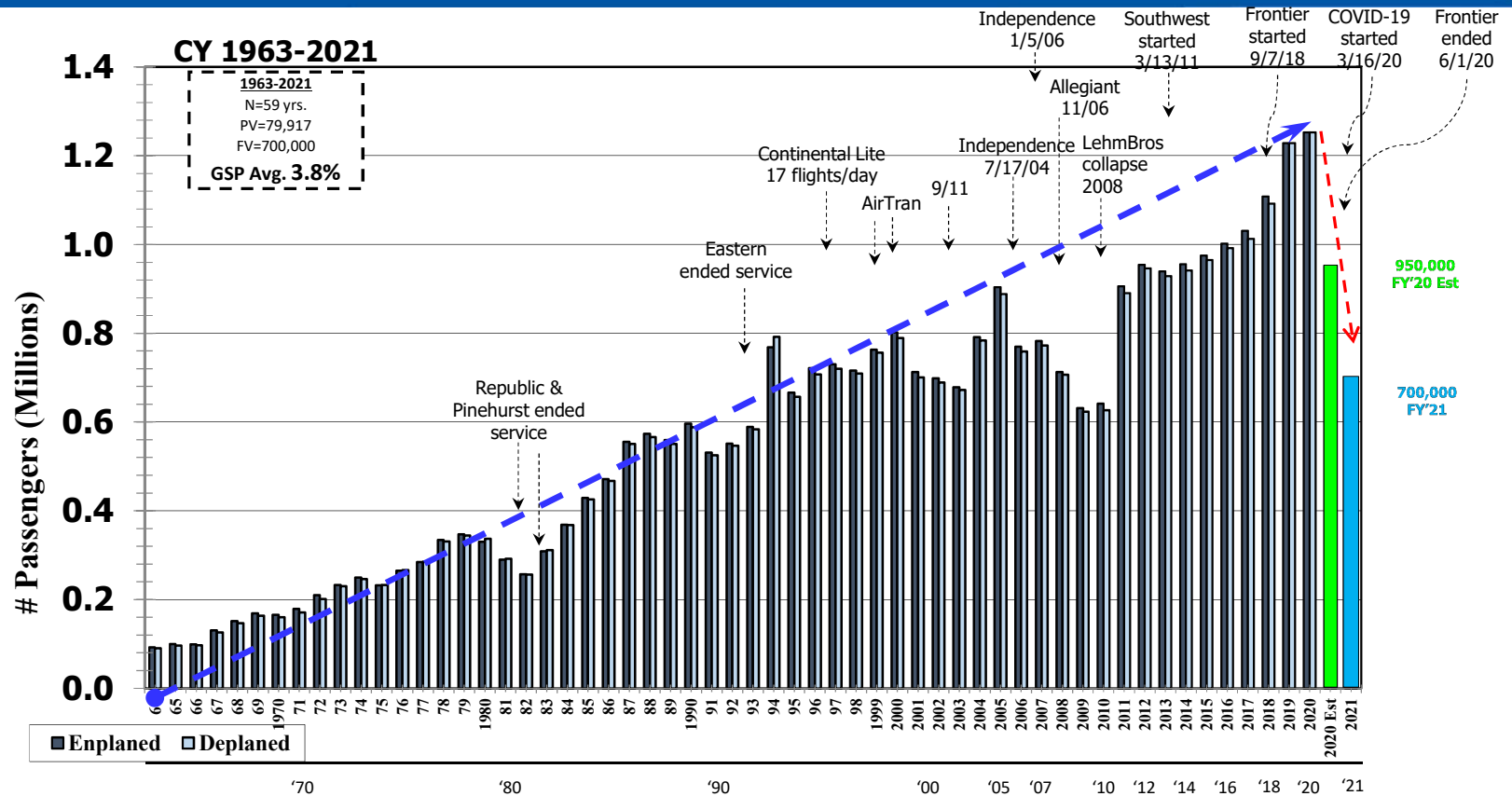
Passenger Enplanements



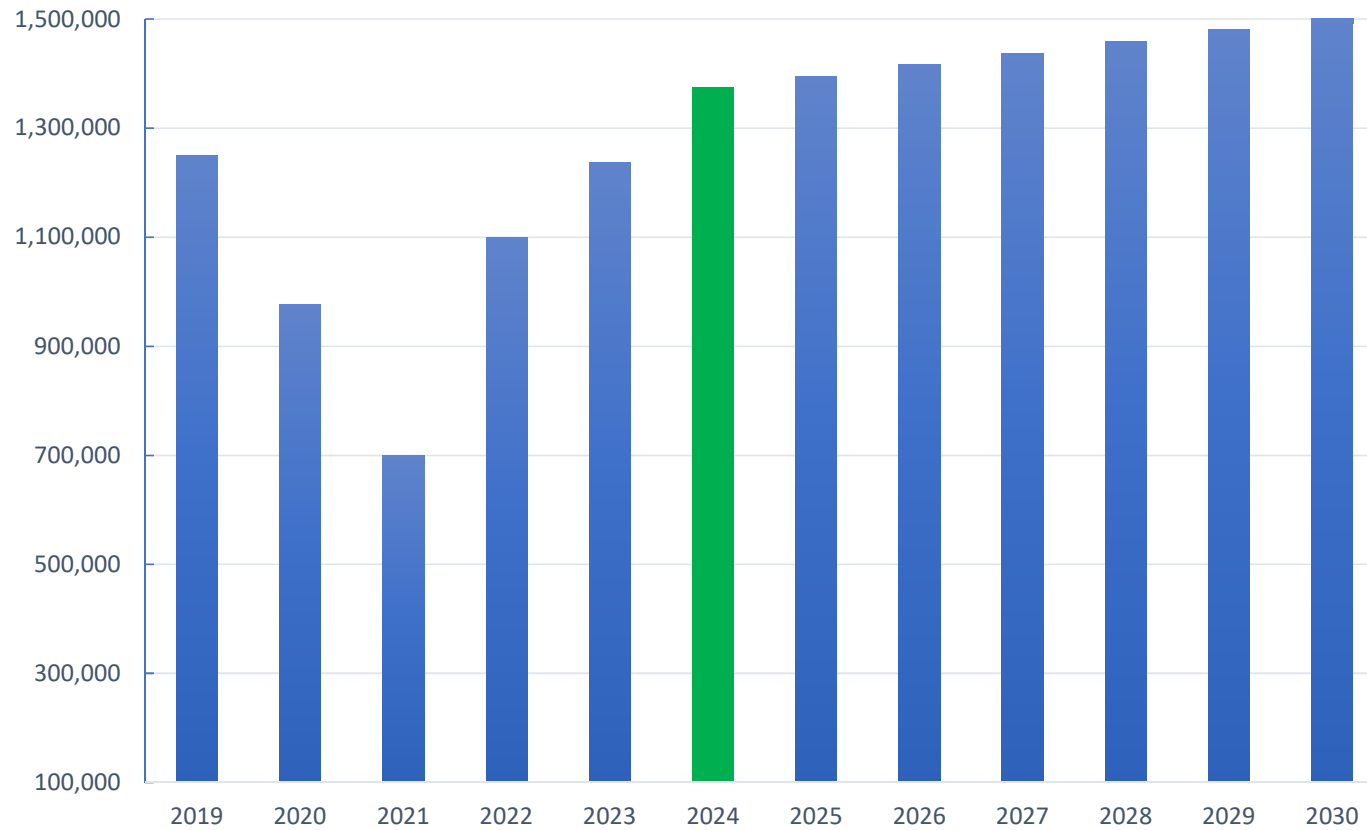
Note: Fiscal Year - July through June



GSP Passenger Growth Since Inception CY 1963 - 2021



Forecasted Recovery - Passenger Enplanements



Note: Fiscal Year - July through June



CARES Act Funding Allocation



CARES Act Funding Review



CARES Funding Allocation		\$ 25,826,371		
Revenue Category		FY 19/20 Budget	Percentage of Total	Straight CARES Funding Allocation
Landing Fees		\$ 3,092,000	6.32%	\$ 1,632,288
Aircraft Parking Fees		345,900	0.71%	182,603
Into-Plane & Fuel Flowage		128,100	0.26%	67,625
Space & Ground Rentals		13,008,505	26.59%	6,867,280
Auto Parking		15,465,000	31.61%	8,164,081
Commercial Ground Transportation		376,000	0.77%	198,493
Advertising		350,000	0.72%	184,767
Food & Beverage		823,700	1.68%	434,837
Rental Car		3,860,000	7.89%	2,037,721
Retail		674,000	1.38%	355,809
Expense Reimbursements		1,900,000	3.88%	1,003,023
Other Income		3,650,000	7.46%	1,926,860
Gross Profit on Fuel Sales		5,249,000	10.73%	2,770,983
Total Revenue		\$ 48,922,205		\$ 25,826,371



CARES Act Funding Review (cont'd)



Terminal Tenant Allocation				
Airlines	18.65%	9.85%	\$ 2,542,726.12	
Advertising	0.72%	0.38%	97,540.00	
Food and Beverage	1.68%	0.89%	229,553.43	
Rental Car	7.89%	4.17%	1,075,726.90	
Retail	1.38%	0.73%	187,834.18	
Other Terminal Tenants	5.12%	2.70%	698,056.71	
Commercial Grnd Trans	1.00%	0.53%	136,339.20	
Total			\$ 4,967,777	



CARES Act Funding Review (cont'd)



		MAG/Fees Per Month	Months	Amount	Percentage of Total Category	CARES Allocation
Airlines		\$ 682,792	4	\$ 2,731,168	100.0%	\$ 2,731,168
Advertising		29,167	4	116,667	100.0%	116,667
Food and Beverage						
OHM		45,011	4	180,043	62.7%	144,001
Vino Volo		9,583	4	38,333	13.4%	30,660
Hudson		17,158	4	68,632	23.9%	54,893
Subtotal Food and Beverage		71,752		287,008	100.0%	229,553
Rental Car						
Avis		51,579	4	206,316	18.1%	194,176
Budget		34,452	4	137,807	12.1%	129,698
Hertz		56,821	4	227,283	19.9%	213,909
Alamo/National		88,217	4	352,869	30.9%	332,105
Enterprise		54,677	4	218,709	19.1%	205,839
Subtotal Rental Car		285,746		1,142,985	100.0%	1,075,727
Retail/Service						
Hudson		35,430	4	141,721	100.0%	187,834
Palmetto Distillery		-	4	-	0.0%	-
Zoom		-	4	-	0.0%	-
Fuel Rod		-	4	-	0.0%	-
Massage Chairs & Foot Massagers		-	4	-	0.0%	-
Subtotal Retail/Service		35,430		141,721	100.0%	187,834
Other Terminal Tenants		58,250	4	233,000	100.0%	233,000
Commercial Grnd Trans						
Eastside		2,500	4	10,000	33.3%	45,446
Uber		2,500	4	10,000	33.3%	45,446
Lyft		2,500	4	10,000	33.3%	45,446
Subtotal Commercial Grnd Trans		7,500	4	30,000		136,339
Total		\$ 1,170,637		\$ 4,682,549		\$ 4,710,288



CARES Act Funding Review (cont'd)



District CARES Funding Uses (March 1, 2020 - June 30, 2021)			
<u>Item</u>		Total Need	Final Allocation
Salaries & Benefits		\$ 19,709,836	\$ 13,720,516
Insurance		1,054,869	733,134
Contractual Services		5,012,653	3,483,794
Utilities		2,613,493	1,816,378
Debt Services		2,000,000	1,390,000
Terminal Tenant Relief		4,682,549	4,682,549
Total		\$ 35,073,401	\$ 25,826,371



Proposed FY 2020/2021 O&M Budget



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Noteworthy O&M Budget Assumptions



- **Passenger Enplanements – 700,000** (down 47.2% from 12-months moving average as of February 2020 (pre-COVID-19) of 1,325,731. Revised FY2020 950,000 which is down 28.3%)
- **50% Reduction in Parking Revenues - Currently, all parking is consolidated into Garage B at \$10/day**
- **Reduction in Space Rental Revenues (# of Turns)**
- **Reduction of FBO operations, associated fuel sales and COGS (cost of goods sold), Into-Plane fees, etc.**
- **Reduction of Senator and associated long-haul international cargo service and related services such as warehousing & ground handling**
- **Reduction in all other concessions such as Rental Car, Food & Bev., Retail**
- **Reduction in Parking Management Agreement expenses and Management fees**
- **Elimination of the Annual Merit Increase and Employee Incentive Pay Program (EIPP) payout, suspension of the Internship Program and freeze of vacant positions**



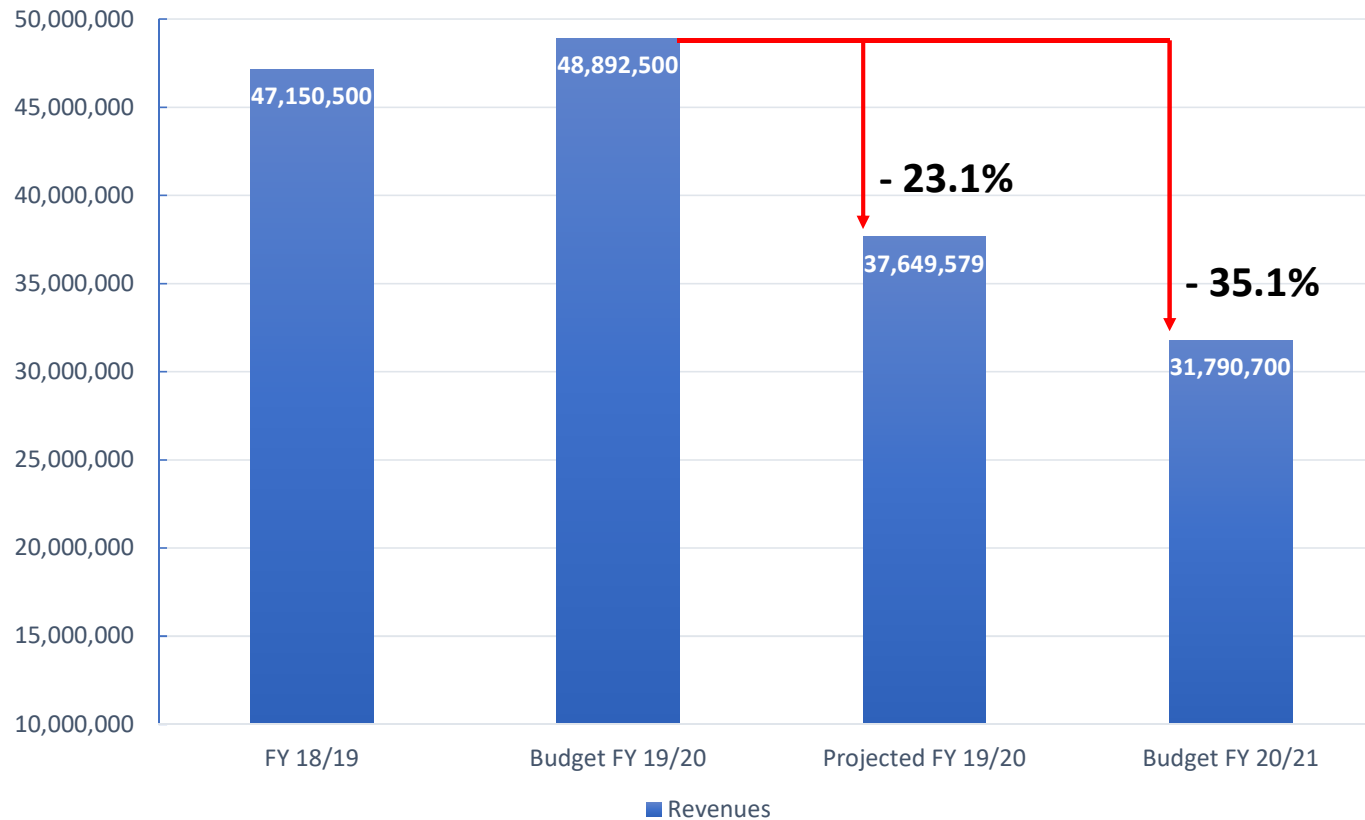
Noteworthy O&M Budget Assumptions (cont'd)



- Other reductions include Hangar Rental Rate Market Study, Land Appraisal & Economic Development, Legal fees, etc.
- Reduction of Staff Travel, Training, Dues & Subscriptions, Credit Card Processing fees and most employee activities
- Reduction in Marketing, Sponsorships, Air Service Promotion and General Brand Awareness
- Reduction in Janitorial Costs
- No change in Investment Policy – yields averaged 1.7%
- Commencing collection of \$4.50 Passenger Facility Charge (PFC)
- Fees, Rates, and Charges are noted in Appendix B



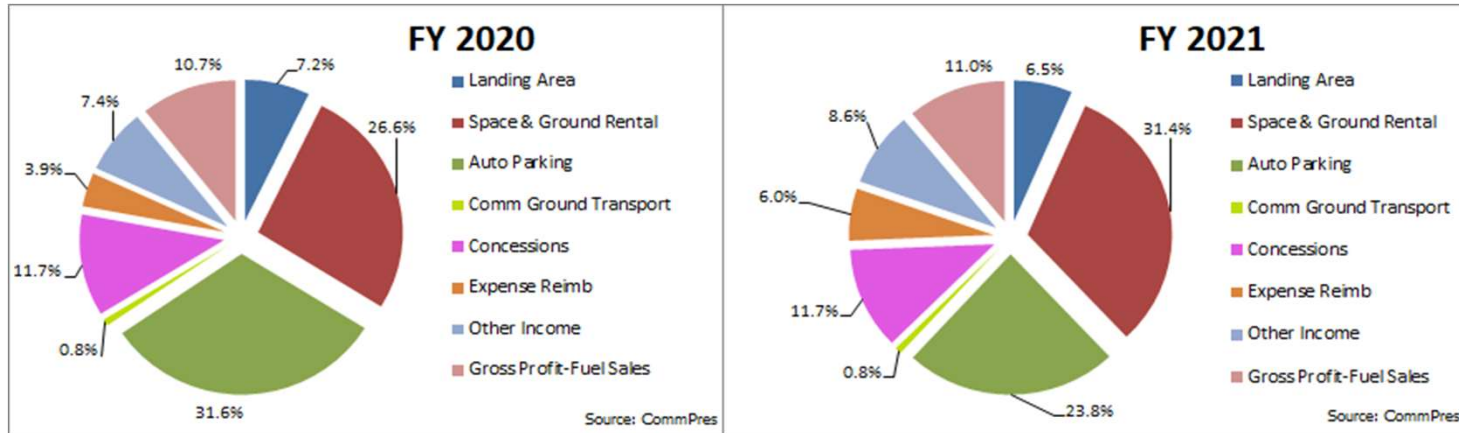
Operating Revenues



Note: Fiscal Year - July through June



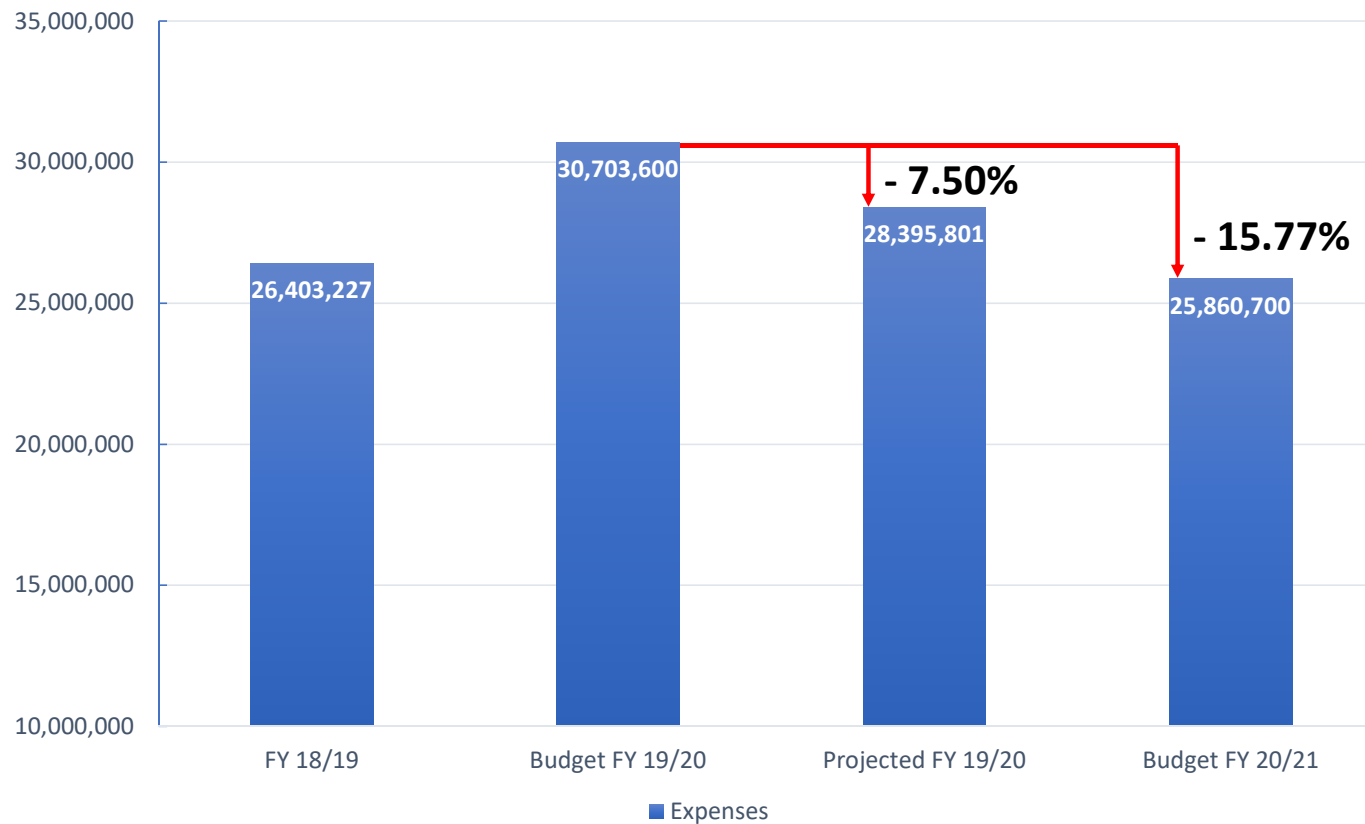
Operating Revenues (cont'd)



	FYE 6/30/20 BUDGET	FYE 6/30/21 BUDGET	Budget to Budget \$ CHANGE	Budget to Budget % CHANGE	% 6/30/20 BUDGET	% 6/30/21 BUDGET
Income						
Landing Area	\$ 3,536,000	\$ 2,078,451	\$ (1,457,549)	-41.22%	7.2%	6.5%
Space & Ground Rental	13,008,505	9,998,028	(3,010,477)	-23.14%	26.6%	31.4%
Auto Parking	15,465,000	7,580,001	(7,884,999)	-50.99%	31.6%	23.8%
Comm Ground Transport	376,000	243,270	(132,730)	-35.30%	0.8%	0.8%
Concessions	5,719,700	3,733,199	(1,986,501)	-34.73%	11.7%	11.7%
Expense Reimb	1,900,000	1,912,000	12,000	0.63%	3.9%	6.0%
Other Income	3,638,295	2,734,061	(904,234)	-24.85%	7.4%	8.6%
Gross Profit-Fuel Sales	5,249,000	3,511,690	(1,737,310)	-33.10%	10.7%	11.0%
Total Income	\$ 48,892,500	\$ 31,790,700	\$(17,101,800)	-34.98%	100.0%	100.0%



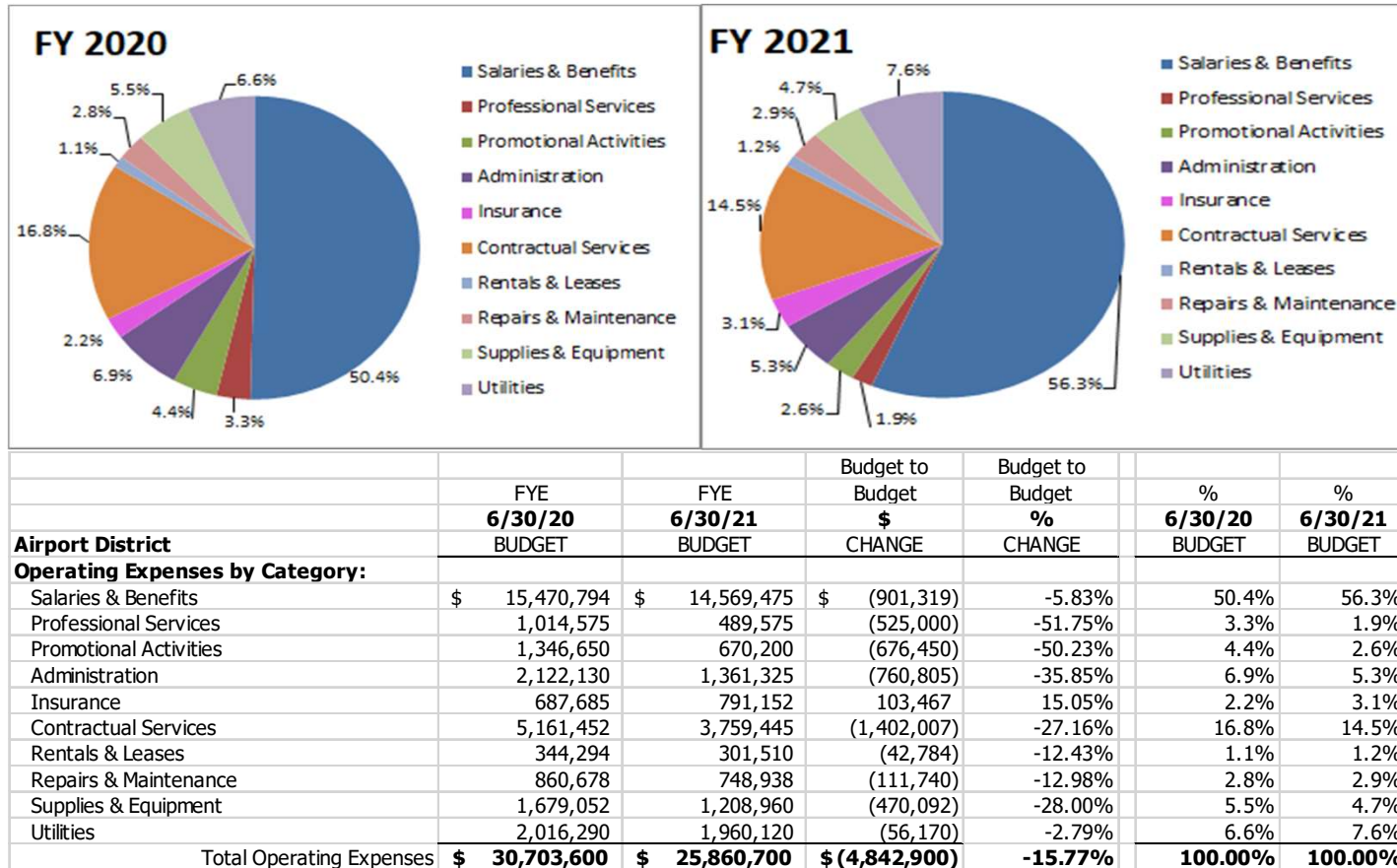
Operating Expenses



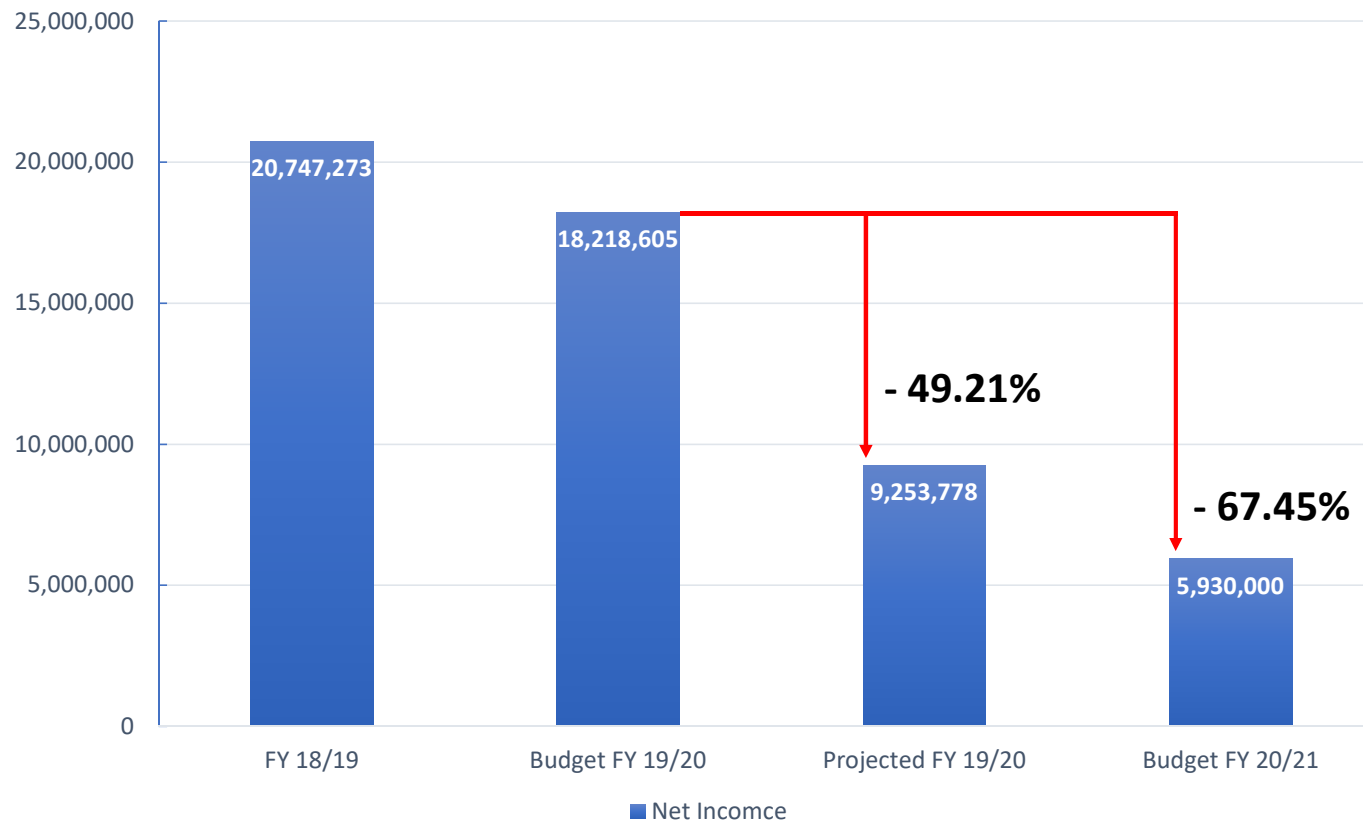
Note: Fiscal Year - July through June



Operating Expenses (cont'd)



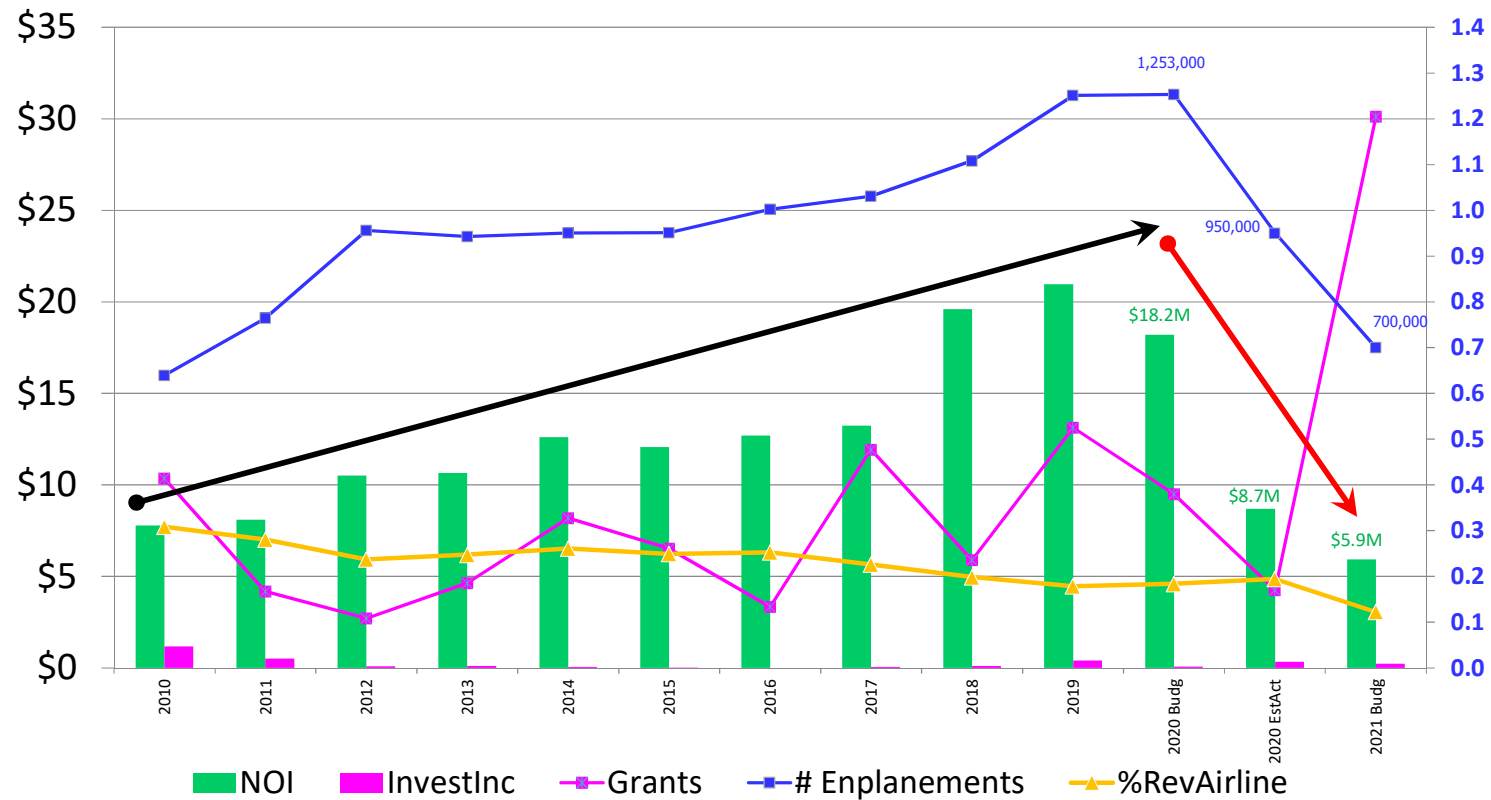
Net Operating Income



Note: Fiscal Year - July through June



Net Operating Income (cont'd) FY2010 through 2021



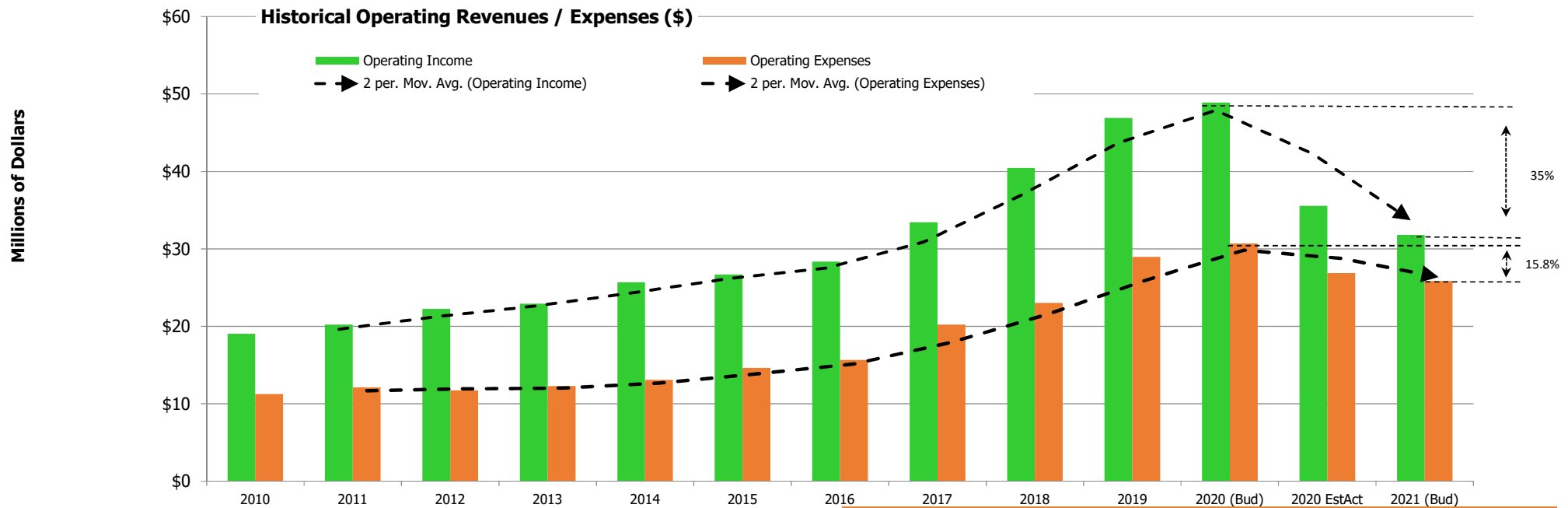
Does not include depreciation & non-operating items



Revenue/Expenses FY 2010 through

Why 35.0% (\$17.1M)?

- \$1.35M landing fees: 50% reduction in landing weights
- \$3.01M space & ground rentals: reduction in airline activities and terminal space rental rate
- \$7.88M auto parking: 50% reduction in enplanements has affected auto parking & valet parking
- \$2.12M concessions: 50% reduction in enplanements has affected food & beverage, rental car, retail and other
- \$0.90M other income: reduction in Cerulean ground handling, warehousing, etc.
- \$1.74M fuel sales: reduction in retail Cerulean JetA/AvGas fuel sales



Why 15.8% (\$4.8M)?

- \$0.90M decr. in sal. & ben. freeze 10 vacant positions, elimination of merit increase & performance pay program
- \$0.53M decr. in prof. svcs. (legal fees, GIS, engineering, hangar rental mkt study, document management, etc.)
- \$0.68M decr. in prom. act. (general marketing, air service promotion, brand awareness, sponsorships, etc.)
- \$0.76M decr. in administrative (travel, training, credit card processing, corporate functions, employee activities)
- \$1.40M decr. in contractual svcs. (parking mgmt. agreement expenses, parking mgmt. fees, janitorial costs)

Does not include non-operating revenues & expenses including depr and grant income

Source: LI-Flux



Proposed FY 2020/2021 Capital Budget



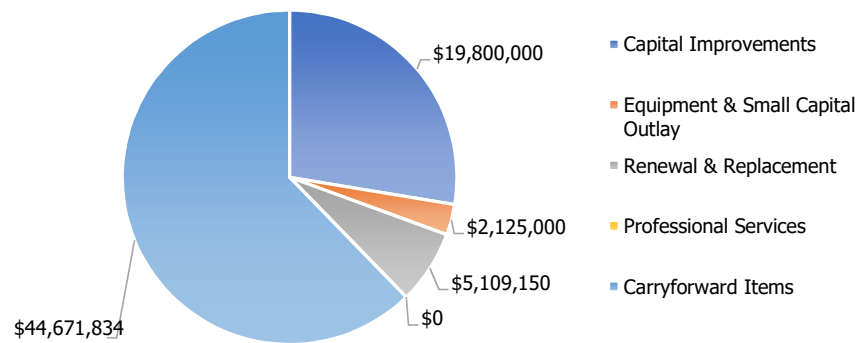
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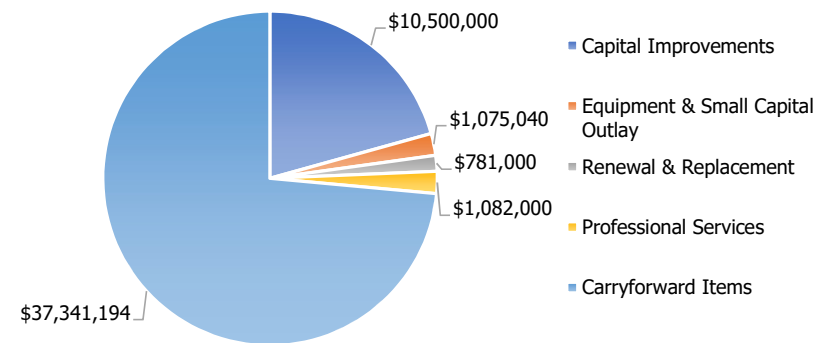
Proposed FY2020/2021 Capital Budget



FY2020 CIP



FY2021 CIP



Proposed FY2020/2021 Capital Budget (cont'd)



Description	Department	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
FY2020 Carryforward Items										
Oshkosh Multi-Purpose Snow truck w/blower	Facilities	\$ 850,000	\$ 765,000		\$ 85,000				\$ -	\$ 850,000
Surface Parking Program (includes Employee Lot, Econ C, Access Road and Round a Bout	Design & Construction	\$ 16,700,000			\$ 4,100,000				\$ 12,600,000	\$ 11,975,238
ARFF Equipment (2 x 1500)	ARFF	\$ 1,700,000	\$ 1,277,128		\$ 141,903				\$ 280,969	\$ 1,700,000
Terminal Area Planning Study	Executive	\$ 400,000			\$ 350,000				\$ 50,000	\$ 312,724
Aviation Pkwy Rehab	Design & Construction	\$ 1,500,000			\$ 1,500,000				\$ -	\$ 1,428,948
ARFF Station Construction	Design & Construction	\$ 8,220,413	\$ 5,040,638		\$ 560,071				\$ 2,619,703	\$ 5,396,560
2102 GSP Drive Hangar Renovation	Design & Construction	\$ 3,675,000							\$ 3,675,000	\$ 3,553,082
PARCS Replacement	Operations	\$ 2,000,000							\$ 2,000,000	\$ 2,000,000
Great Hall Elevator Modernization	Facilities	\$ 170,000							\$ 170,000	\$ 97,696
Perimeter Road Rehab	Facilities	\$ 165,000							\$ 165,000	\$ 165,000
Enabling Roadway and Utilities Work for Parking Garage C	Design & Construction	\$ 2,700,000							\$ 2,700,000	\$ 2,700,000
Air Cargo Apron Project	Design & Construction	\$ 11,990,522							\$ 11,990,522	\$ 6,141,033
Enterprise Resource Planning (ERP) Phases	Executive	\$ 1,060,000							\$ 1,060,000	\$ 427,189
GA Hangar Site Prep - Design Phase	Design & Construction	\$ 400,000							\$ 400,000	\$ 209,477
American Airlines Ticket Counters (To Be Billed to AA)	IT	\$ 238,761							\$ 238,761	\$ 201,247
Crew Stairs	Cerulean CA - Cargo	\$ 60,000							\$ 60,000	\$ 38,000
Crew Stairs	Cerulean CA - Cargo	\$ 60,000							\$ 60,000	\$ 60,000
Two Police Package SUVs and all equipment	Police	\$ 85,000							\$ 85,000	\$ 85,000
Total FY2020		\$ 51,974,696	\$ 7,082,766	\$ -	\$ 6,736,974	\$ -	\$ -	\$ -	\$ 38,154,955	\$ 37,341,194



Proposed FY2020/2021 Capital Budget (cont'd)



FY2021 New Items

Description	Department	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
Capital Improvements										
RSA Grade Corrections Project	Design & Construction	\$ 400,000	\$ 353,212						\$ 46,788	\$ 400,000
Airfield Improvement Program Ph 1 - Design	Design & Construction	\$ 650,000	\$ 582,606						\$ 67,394	\$ 650,000
GA Expansion Phase 1a - Design & Construction	Design & Construction	\$ 3,300,000	\$ 2,771,379						\$ 528,622	\$ 3,300,000
Campus Signage Program	Design & Construction	\$ 750,000			\$ 750,000				\$ -	\$ 750,000
Airfield Improvement Program Ph 1 - Construction	Design & Construction	\$ 2,400,000	\$ 2,160,000		\$ 240,000				\$ -	\$ 2,400,000
GA Apron Expansion - Construction Phase	Design & Construction	\$ 3,000,000	\$ 2,700,000						\$ 300,000	\$ 3,000,000
Total Capital Improvements		\$ 10,500,000	\$ 8,567,197	\$ -	\$ 990,000	\$ -	\$ -	\$ -	\$ 942,804	\$ 10,500,000
Equipment & Small Capital Outlay										
Bi-Directional Amplifier (BDA) for Central Plant	ARFF-PD-OPS-FAC	\$ 45,000							\$ 45,000	\$ 45,000
Annual Switch Replacement Project	IT	\$ 50,000							\$ 50,000	\$ 50,000
ARFF Station Appliances	ARFF	\$ 20,000							\$ 20,000	\$ 20,000
ARFF Station Furnishings	ARFF	\$ 75,000							\$ 75,000	\$ 75,000
ARFF Station Office Furniture	ARFF	\$ 85,000							\$ 85,000	\$ 85,000
Dell VxRail	IT	\$ 500,000							\$ 500,000	\$ 500,000
ARFF Station IT Equipment	ARFF	\$ 50,000							\$ 50,000	\$ 50,000
(1) GPU	Aviation Services (CA)	\$ 90,000							\$ 90,000	\$ 90,000
(4) Tow bars (A)	Aviation Services (CA)	\$ 10,000							\$ 10,000	\$ 10,000
Advertising Program - New Display Hardware and Video Wall (A)	Commercial Business	\$ 20,000							\$ 20,000	\$ 20,000
FBO Security cameras	Aviation Services (GA)	\$ 30,040							\$ 30,040	\$ 30,040
Ops IT Equipment	Operations	\$ 10,000							\$ 10,000	\$ 10,000
FBO Security Camera Project	Aviation Services (GA)	\$ 40,000							\$ 40,000	\$ 40,000
Safety Railing and Bollard for WH	Cerulean CA - Cargo	\$ 50,000							\$ 50,000	\$ 50,000
Total Equipment & Small Capital Outlay		\$ 1,075,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,075,040	\$ 1,075,040



Proposed FY2020/2021 Capital Budget (cont'd)



Description	Department	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
Renewal & Replacement										
Hubble Lighting Control System, Phase 3 - Connect Great Hall & A/B Concourses to BAS	Facilities	\$ 16,000							\$ 16,000	\$ 16,000
Bunker Gear	ARFF	\$ 20,000							\$ 20,000	\$ 20,000
Boarding Bridges (13) - Touch-up Painting	Facilities	\$ 20,000							\$ 20,000	\$ 20,000
PGB - Stairwell/Railing - Painting	Facilities	\$ 20,000							\$ 20,000	\$ 20,000
Central Plant - Install Bypass on DA Tank	Facilities	\$ 30,000							\$ 30,000	\$ 30,000
A/F Pavement Flaking Markings - Remove and Replace	Facilities	\$ 45,000							\$ 45,000	\$ 45,000
Sewer Line Repairs	Facilities	\$ 45,000							\$ 45,000	\$ 45,000
R&R for Terminal Tenant	Executive	\$ 100,000							\$ 100,000	\$ 100,000
Daniel Fountain - Replace 12-inch Mueller Strainer Basket	Facilities	\$ 15,000							\$ 15,000	\$ 15,000
AOC Unified Communications Suite	Operations	\$ 150,000							\$ 150,000	\$ 150,000
Existing Admin Office Renovation for Police, Ops,	Operations	\$ 250,000							\$ 250,000	\$ 250,000
FF&E Relocate/Combine AOC/OPS	Operations	\$ 20,000							\$ 20,000	\$ 20,000
Furniture, Fixtures & Equip-Ops	Operations	\$ 15,000							\$ 15,000	\$ 15,000
Office furniture for remodeled space	Police	\$ 35,000							\$ 35,000	\$ 35,000
Total Renewal & Replacement		\$ 781,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 781,000	\$ 781,000



Proposed FY2020/2021 Capital Budget (cont'd)



Description	Department	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
Professional Service Projects										
Tract A - Palmetto Sites Requirement	Commercial Business	\$ 57,000							\$ 57,000	\$ 57,000
Creation of a new website for www.gspairport.com.	Communications	\$ 75,000							\$ 75,000	\$ 75,000
Access Control/VMS Upgrade (Design)	Operations	\$ 100,000							\$ 100,000	\$ 100,000
Master Plan Environmental Assessment	Executive	\$ 500,000			\$ 500,000				\$ -	\$ 500,000
Utility Master Plan	Design & Construction	\$ 300,000							\$ 300,000	\$ 300,000
District/Tenant Development Standards Manual	Commercial Business	\$ 50,000							\$ 50,000	\$ 50,000
Total Professional Services Projects		\$ 1,082,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 582,000	\$ 1,082,000
Total FY2021 New Items		\$ 13,438,040	\$ 8,567,197	\$ -	\$ 1,490,000	\$ -	\$ -	\$ -	\$ 3,380,844	\$ 13,438,040
FY2020 Carryforward & FY2021 New Items		\$ 65,412,736	\$ 15,649,963	\$ -	\$ 8,226,974	\$ -	\$ -	\$ -	\$ 41,535,799	\$ 50,779,234



Other O&M Reserve Funds



Other O&M Reserve Funds



Such funding will be provided from existing fund balance resources if such expenditures are incurred.

\$ Amount	Justification
\$500,000	Emergency Repair/Replacement/Operations Fund: to fund emergency / unanticipated repairs, replacements to property, plant & equipment and for unanticipated Operational needs (e.g., unusual weather storm damage, icing, ...)
\$500,000	Business Development/Agreement Obligations & Incentives
\$1,000,000	Contingency Fund: to fund unanticipated operational and capital needs



Land Development P&L



Land Development P&L (FY2020/2021)



LAND DEVELOPMENT PROFORMA P&L		
Budget FY 2020-'21		
Income:		
<i>Current Billable Projects:</i>		
Billboard Income	\$ 7,200	
Greer CPW substation	\$ 16,500	
National Weather Service	\$ 51,800	
Runion Property & Misc Leases	\$ 519,582	
Centerpoint-Track I	\$ 104,000	
Centerpoint-Track II	\$ 53,000	
Centerpoint-Track IIIA	\$ 74,200	
Centerpoint-Track IIIB	\$ 20,400	
Centerpoint-Track IV	\$ 64,100	
Panatoni-BMW	\$ 254,600	
SB Acquisitions	\$ 94,600	
Subtotal Lease Income	\$ 1,259,982	
Centerpoint & Panatoni CAM	\$ 54,300	
South Carolina Inland Port CAM Fees	\$ 13,000	
Subtotal CAM Fees	\$ 67,300	
Total Income		\$ 1,327,282
Expenses:		
Direct Logistics Park Expenses:		
Contractual Expenses	\$ 57,784	
Repairs & Maintenance	\$ 5,000	
Supplies & Equipment	\$ 2,925	
Utilities	\$ 9,000	
Subtotal Direct Logistics Park Expenses	\$ 74,709	



Land Development P&L (FY2020/2021) (cont'd)



LAND DEVELOPMENT PROFORMA P&L		
Budget FY 2020-'21		
Direct Land Use Expenses:		
Contractual Expenses	\$	14,832
Rentals & Leases	\$	2,000
Repairs & Maintenance	\$	7,668
Supplies & Equipment	\$	4,000
Utilities	\$	18,000
Runion Property LOC Int Expense	\$	105,160
Subtotal Direct Land Use Expenses	\$	151,660
Indirect Allocation of District Expenses:		
Executive	\$	19,269
Communications	\$	7,668
Finance	\$	13,962
IT	\$	15,133
HR	\$	4,000
Properties & Dev	\$	12,191
ARFF	\$	29,319
Police	\$	74,755
Ops	\$	32,788
Facilities	\$	177,205
Subtotal Indirect Expenses	\$	386,289
Total Operating Expenses		\$ 612,658
Net Operating Income		\$ 714,624



Cerulean Aviation P&L



Cerulean Aviation P&L (FY2020/2021)



	FY2020-21 Budget		
	General Aviation	Commercial Aviation	Total Aviation
Operating Revenues (Excluding Fuel Sales)	\$ 1,432,022	\$ 2,145,085	\$ 3,577,107
Operating Revenues (Fuel Sales)	\$ 3,256,927	\$ 2,025,893	\$ 5,282,820
Less Cost of Goods Sold (COGS)	\$ (1,771,130)	\$ -	\$ (1,771,130)
Operating Revenue (Fuel Sales, Net of COGS)	\$ 1,485,797	\$ 2,025,893	\$ 3,511,690
Total Operating Revenues	\$ 2,917,819	\$ 4,170,978	\$ 7,088,797
Less: Operating Expenses	\$ 1,560,807	\$ 3,833,555	\$ 5,394,362
Net Operating Income	\$ 1,357,012	\$ 337,423	\$ 1,694,435
Gross Margin	46.51%	8.09%	23.90%



Investments, Debt, and Fund Balance Forecast



Proposed FY2020/2021 Budget/Investment Plan



	\$ Amount (Estimated)			
OPERATING FUND SUMMARY	Budg FY 2019-2020	Budg FY 2020-2021	Difference	% Change
Operating Revenues	48,892,500	31,790,700	(17,101,800)	-35.0%
Operating Expenses	30,703,600	25,860,700	(4,842,900)	-15.8%
Net Operating Income	18,188,900	5,930,000	(12,258,900)	-67.4%
Add: Interest Income	76,000	225,000	149,000	196.1%
Add: RAC CFCs	1,138,772	516,228	(622,544)	-54.7%
Less: Interest Expense/Other	(1,058,314)	(1,160,484)	(102,170)	9.7%
Add: Unrealized Investment Gains	(100)	75,000	75,100	-75100.0%
Net Income (Excluding Depr only)	18,345,258	5,585,744	(12,759,514)	-69.6%
Investment Fund Summary				
BOY Cash/Investment Balance (Proj)	31,500,000	32,000,000	500,000	1.6%
Add: Net Income	18,345,258	5,585,744	(12,759,514)	-69.6%
Add: Projected Grant Income (AIP)	13,686,733	4,300,000	(9,386,733)	-68.6%
Add: Projected Grant Income (CARES Act)	-	25,826,400	25,826,400	
Add: Projected LOC drawdowns	25,000,000	-	(25,000,000)	-100.0%
Add: PFC Collections		3,073,000	3,073,000	
Add: New Term Loan		35,000,000	35,000,000	
Less: Prior Yr Items Appr/carried forward	44,671,834	37,341,194	(7,330,640)	-16.4%
Less: Capital Improvements	7,813,267	10,500,000	2,686,733	34.4%
Less: Equip/Small Capital Outlays	2,125,000	1,075,040	(1,049,960)	-49.4%
Less: Renewal & Replacement	3,409,150	781,000	(2,628,150)	-77.1%
Less: Professional Service Projects	-	1,082,000	1,082,000	
Less: Old Term Loan Payoff		14,607,591	14,607,591	
Less: Bond & Debt principal payment	420,000	1,914,000	1,494,000	355.7%
EOY Est Cash/Investments	30,092,740	38,484,319	8,391,579	27.9%
4/30/2020 Cash/Inv Balance	32,130,150			
Updated Estimated YrEnd Balances	32,000,000			

Source: CommPres

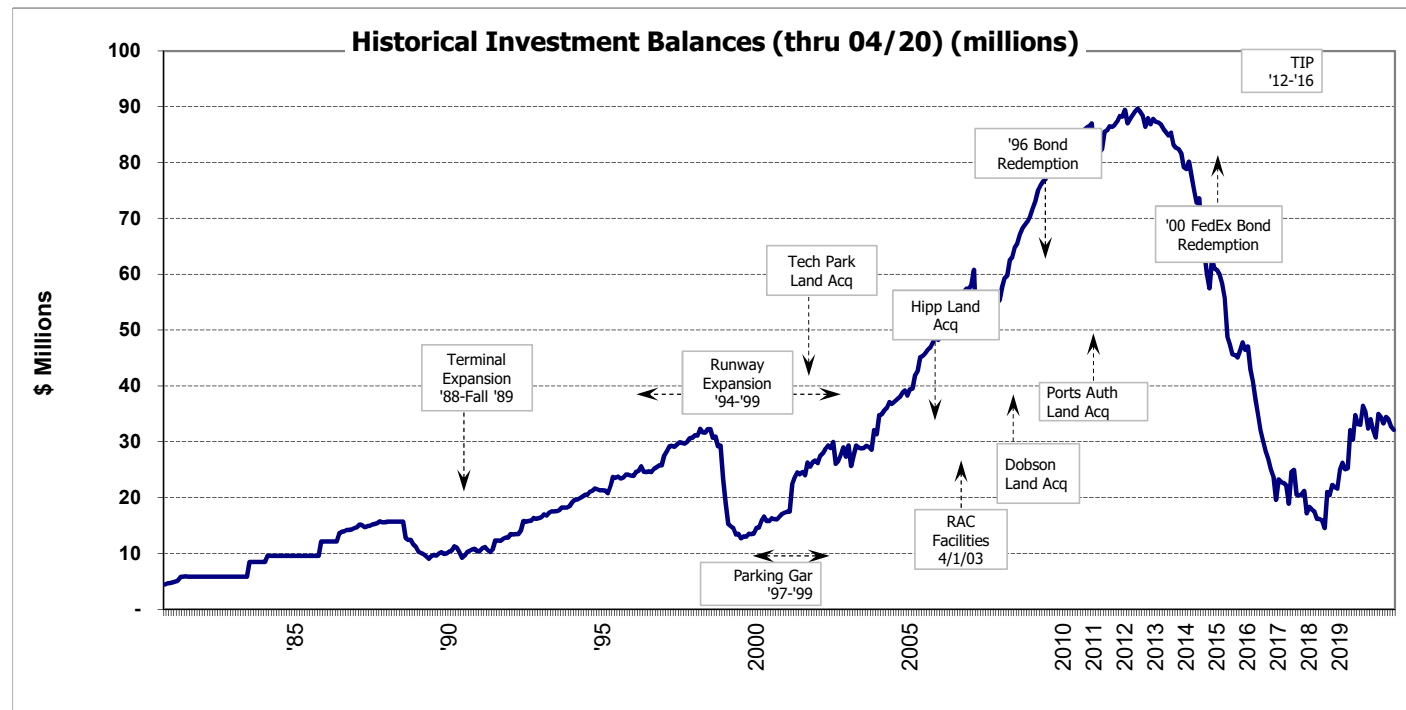
	FY 2020-21 Budgeted		
	GSP w/o AvServ	AvServ	Total
Gross Inc bef Fuel Sales	24,701,903	3,577,107	28,279,010
Fuel Sales (net of COGS)		3,511,690	3,511,690
Gross Income	24,701,903	7,088,797	31,790,700
Less: Oper Expenses	20,466,338	5,394,362	25,860,700
Net Op Inc Bef Depr	4,235,565	1,694,435	5,930,000
Gross Margin	17.15%	23.90%	18.65%

Goal >= 18%

Actual FYTD thru
04/30/20 (10
months) annualized
= 36.9%



Historical & Projected Investment Balances



Note: balances include checking, savings, securities



Fund Balance Financial Forecast – 5 Years



	Proposed Budget Fiscal Year	FORECAST			
	1	2	3	4	5
FUND BALANCE FINANCIAL FORECAST - 5 YEARS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
OPERATING INCOME:					
Landing Fees	\$ 1,710,798	\$ 2,088,353	\$ 2,349,397	\$ 2,610,441	\$ 2,649,597
Aircraft Parking Fees	284,000	346,676	390,010	433,345	439,845
Into-Plane & Fuel Flowage Fees	83,653	102,114	114,879	127,643	129,558
Space & Ground Rentals	9,998,028	12,204,485	13,730,046	15,255,606	15,484,441
Auto Parking	7,580,001	9,252,825	10,409,428	11,566,031	11,739,522
Commercial Ground Transportation	243,270	296,957	334,077	371,196	376,764
Concessions-Food & Beverage	440,947	538,259	605,542	672,824	682,916
Concessions-Rental Car	2,537,734	3,097,785	3,485,008	3,872,231	3,930,314
Concessions-Retail	430,125	525,049	590,680	656,311	666,156
Concessions-Other	324,393	395,983	445,481	494,979	502,403
Expense Reimbursements	1,912,000	2,333,958	2,625,703	2,917,447	2,961,209
Other Income	2,734,061	3,337,439	3,754,619	4,171,799	4,234,376
Fuel Sales Profit	3,511,690	4,286,682	4,822,517	5,358,353	5,438,728
TOTAL OPERATING INCOME	\$ 31,790,700	\$ 38,806,565	\$ 43,657,385	\$ 48,508,206	\$ 49,235,829
OPERATING EXPENSES:					
Salary & Benefits	14,569,475	14,668,869	16,502,478	18,336,086	18,611,128
Professional Services	489,575	492,915	554,529	616,144	625,386
Promotional Activities	670,200	674,772	759,119	843,465	856,117
Administrative	1,361,325	1,370,612	1,541,939	1,713,265	1,738,964
Insurance	791,152	796,549	896,118	995,687	1,010,622
Contractual Services	3,759,445	3,785,092	4,258,229	4,731,365	4,802,336
Rentals & Leases	301,510	303,567	341,513	379,459	385,151
Repairs & Maintenance	748,938	754,047	848,303	942,559	956,698
Supplies & Equipment	1,208,960	1,217,208	1,369,359	1,521,509	1,544,332
Utilities	1,960,120	1,973,492	2,220,179	2,466,865	2,503,868
TOTAL OPERATING EXPENSES	\$ 25,860,700	\$ 26,037,124	\$ 29,291,765	\$ 32,546,405	\$ 33,034,601
NET OPERATING INCOME	\$ 5,930,000	\$ 12,769,441	\$ 14,365,621	\$ 15,961,801	\$ 16,201,228



Fund Balance Financial Forecast – 5 Years (cont'd)



	Proposed Budget Fiscal Year	FORECAST			
FUND BALANCE FINANCIAL FORECAST - 5 YEARS	1	2	3	4	5
	FY2021	FY2022	FY2023	FY2024	FY2025
NON-OPERATING INCOME/ (EXPENSES):					
Interest Income	225,000	207,000	207,000	207,000	207,000
CFC Collections (<i>partial</i>)	516,228	805,316	906,349	1,007,382	1,022,495
PFC Collections	3,073,000	4,793,879	5,395,308	5,996,740	6,086,699
Interest Expense	(1,160,484)	(1,050,000)	(1,050,000)	(1,050,000)	(1,050,000)
Other Non-Operating (<i>Unrealized Investment Gains</i>)	75,000	75,000	75,000	75,000	75,000
Federal Capital Grant (AIP)	4,300,000	3,267,462	2,407,603	3,755,861	4,227,062
Federal Capital Grant (CARES Act)	25,826,400	-	-	-	-
TOTAL NON-OPERATING INCOME/ (EXPENSES):	32,855,144	8,098,656	7,941,260	9,991,982	10,568,256
NET INCOME (<i>excl Depr</i>)	38,785,144	20,868,097	22,306,881	25,953,783	26,769,484
FUND BALANCE (Cash & Investments) Beginning	\$ 32,000,000	\$ 38,484,319	\$ 40,067,989	\$ 46,115,443	\$ 35,109,800
Long-Term Debt (<i>Term Loan</i>)	35,000,000	-	-	-	-
Construction In Progress and Other Small Equipment/Capital Outlay	(50,779,234)	(17,790,427)	(14,765,427)	(35,465,427)	(26,865,427)
Term Loan (<i>Pay-off</i>)	(14,607,591)	-	-	-	-
Bond & Debt Principal Payment	(1,914,000)	(1,494,000)	(1,494,000)	(1,494,000)	(1,494,000)
FUND BALANCE (Cash & Investments) Ending	\$ 38,484,319	\$ 40,067,989	\$ 46,115,443	\$ 35,109,800	\$ 33,519,857



Rates & Charges (“R&C”)



R&C Overview and their impact on the airlines and the District



FY2020/2021 CPEs							
	BUDGETED FY2020/2021						
	American	United	Delta	Allegiant	Southwest	Frontier	Total
# Enplanements	231,000	105,000	252,000	28,000	63,000	21,000	700,000
Landing Fees	\$ 497,032	\$ 225,923	\$ 542,216	\$ 60,246	\$ 135,554	\$ 45,185	\$ 1,506,156
Terminal Rent-direct charged portion	\$ 85,322	\$ 85,250	\$ 127,289	\$ 3,352	\$ 119,485	\$ 4,585	\$ 425,282
Shared Tenant Services (STS)	\$ 16,440	\$ 10,320	\$ 17,760	\$ 3,384	\$ 10,800	\$ 453	\$ 59,157
Security Fees	\$ 50,820	\$ 23,100	\$ 55,440	\$ 6,160	\$ 13,860	\$ 4,620	\$ 154,000
CUSS Ticketing Stock	\$ 11,222	\$ 5,101	\$ 12,242	\$ 1,560	\$ 3,509	\$ 1,170	\$ 34,804
Per Turn Fees	\$ 577,701	\$ 309,753	\$ 528,773	\$ 54,993	\$ 222,386	\$ 14,813	\$ 1,708,418
Total	\$ 1,238,536	\$ 659,447	\$ 1,283,720	\$ 129,694	\$ 505,594	\$ 70,825	\$ 3,887,817
Cost per Enplaned Passenger	\$ 5.36	\$ 6.28	\$ 5.09	\$ 4.63	\$ 8.03	\$ 3.37	\$ 5.55
Current FY2019/2020 Budgeted CPE	\$ 6.61	\$ 7.15	\$ 5.89	\$ 4.94	\$ 8.83	\$ 6.43	\$ 6.54
Change btw FY2020/2021 and FY2019/2020	-18.91%	-12.13%	-13.53%	-6.26%	-9.13%	-47.58%	-15.06%

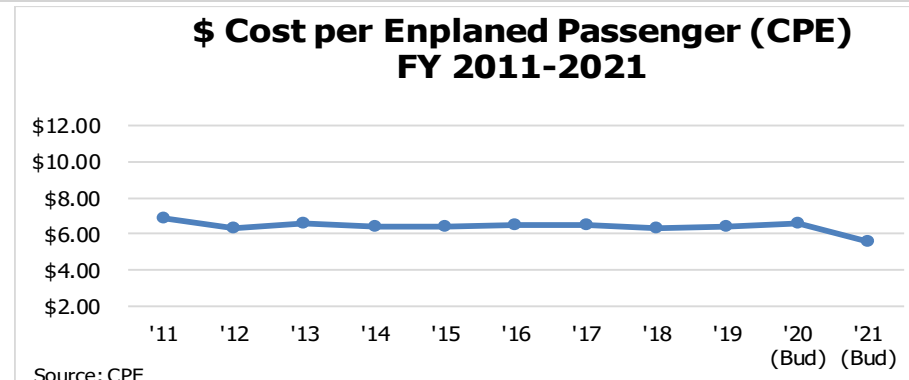


R&C Overview and their impact on the airlines and the District (cont'd)



EXHIBIT A			
GSP AIRPORT DISTRICT			
STATEMENT OF AIRLINES' ANNUAL RATES AND CHARGES			
Budget FY 2020-21			
SUMMARY OF RATES AND CHARGES			
	2020	Projected	
	Rates & Chrgs	2021	
Scheduled Airline Rates			
Terminal Building Rental Rate (PSF)	\$ 40.86	\$ 23.94	
Landing Fee Per 1,000 LBS	\$ 1.49	\$ 1.49	
Passenger Loading Bridge Annual Rental Fee	(A)	(A)	
Apron rental fee (parking position) per year	(A)	(A)	
Dumpster fee per year	(A)	(A)	
Triturator fee per year (per enplanement)	(A)	(A)	
Cargo Airline Rates			
Landing Fee Per 1,000 LBS	\$ 1.49	\$ 1.49	

(A) included in Per-Turn Rates



R&C Overview and their impact on the airlines and the District (cont'd)



FY2020/2021 CPEs (before CEO Discretionary Adjustments)							
	BUDGETED FY2020/2021						
	American	United	Delta	Allegiant	Southwest	Frontier	Total
# Enplanements	231,000	105,000	252,000	28,000	63,000	21,000	700,000
Landing Fees	\$ 901,282	\$ 409,673	\$ 983,216	\$ 81,935	\$ 245,804	\$ 109,246	\$ 2,731,156
Terminal Rent-direct charged portion	\$ 135,147	\$ 135,033	\$ 201,621	\$ 5,309	\$ 189,259	\$ 7,262	\$ 673,630
Shared Tenant Services (STS)	\$ 16,440	\$ 10,320	\$ 17,760	\$ 3,384	\$ 10,800	\$ 453	\$ 59,157
Security Fees	\$ 50,820	\$ 23,100	\$ 55,440	\$ 4,620	\$ 13,860	\$ 6,160	\$ 154,000
CUSS Ticketing Stock	\$ 11,222	\$ 5,101	\$ 12,242	\$ 1,560	\$ 3,509	\$ 1,170	\$ 34,804
Per Turn Fees	\$ 710,280	\$ 379,690	\$ 657,422	\$ 68,059	\$ 272,458	\$ 18,414	\$ 2,106,323
Total	\$ 1,825,190	\$ 962,918	\$ 1,927,700	\$ 164,867	\$ 735,690	\$ 142,705	\$ 5,759,070
Cost per Enplaned Passenger	\$ 7.90	\$ 9.17	\$ 7.65	\$ 5.89	\$ 11.68	\$ 6.80	\$ 8.23
Current FY2019/2020 Budgeted CPE	\$ 6.61	\$ 7.15	\$ 5.89	\$ 4.94	\$ 8.83	\$ 6.43	\$ 6.54
Change btw FY2020/2021 and FY2019/2020	19.53%	28.26%	29.87%	19.19%	32.25%	5.68%	25.80%



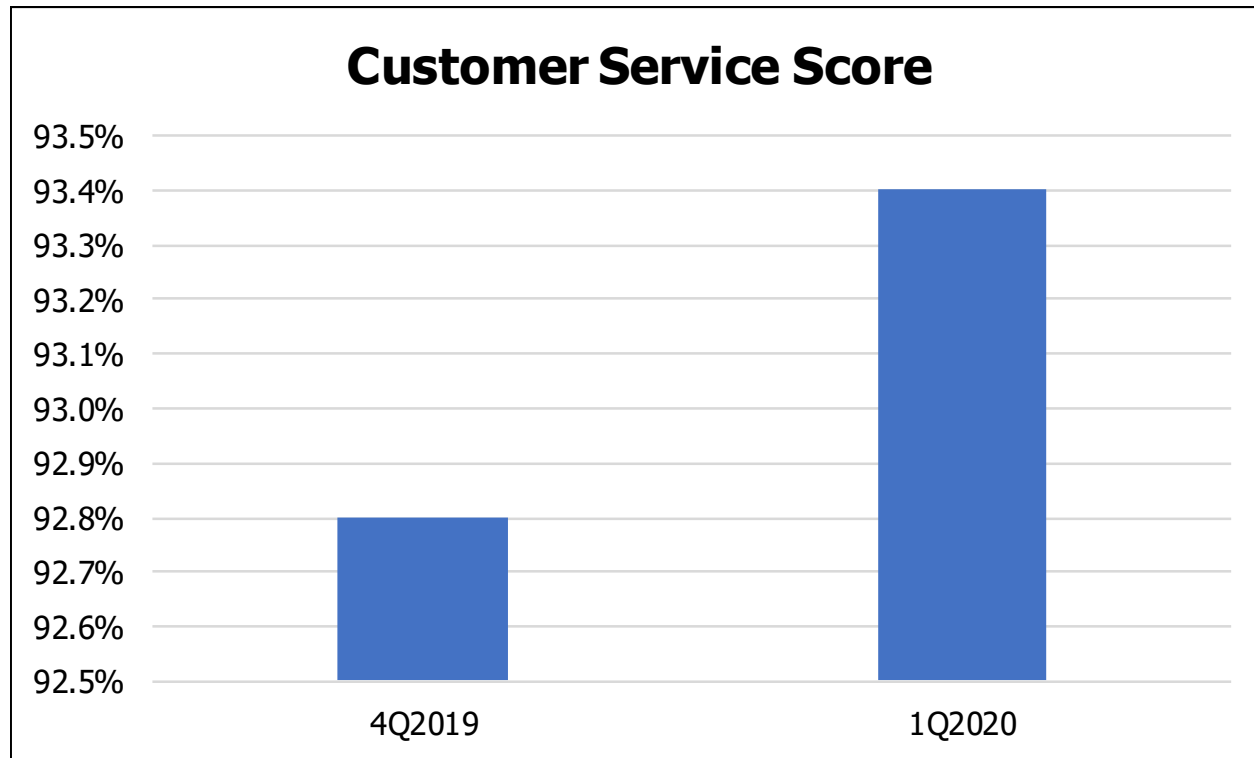
Customer Service



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Customer Service Goal



Goal \geq 80%



Potential FY2020/2021 Supplemental Budget



FY2020/2021 Supplemental O&M



	ORIGINAL FYE 6/30/21 BUDGET	REVISED FYE 6/30/21 BUDGET	ORIGINAL vs. REVISED \$ CHANGE	ORIGINAL vs. REVISED % CHANGE
OPERATING INCOME:				
Landing Fees	\$ 3,119,152	\$ 1,710,798	\$ (1,408,354)	-45.2%
Aircraft Parking Fees	313,350	284,000	(29,350)	-9.4%
Into-Plane & Fuel Flowage Fees	119,910	83,653	(36,257)	-30.2%
Space & Ground Rentals	13,163,355	10,517,609	(2,645,746)	-20.1%
Auto Parking	16,163,300	7,580,001	(8,583,299)	-53.1%
Commercial Ground Transportation	560,750	243,270	(317,480)	-56.6%
Concessions-Food & Beverage	866,177	440,947	(425,230)	-49.1%
Concessions-Rental Car	3,863,000	2,537,734	(1,325,266)	-34.3%
Concessions-Retail	740,000	430,125	(309,875)	-41.9%
Concessions-Other	429,000	324,393	(104,607)	-24.4%
Expense Reimbursements	1,920,000	1,912,000	(8,000)	-0.4%
Other Income	2,571,000	2,214,480	(356,520)	-13.9%
Fuel Sales Profit	4,679,212	3,511,690	(1,167,522)	-25.0%
TOTAL OPERATING INCOME	\$ 48,508,206	\$ 31,790,700	\$ (16,717,506)	-34.5%
EXPENSES:				
Salary & Benefits	16,562,692	14,569,475	(1,993,217)	-12.0%
Professional Services	1,018,575	489,575	(529,000)	-51.9%
Promotional Activities	1,315,200	670,200	(645,000)	-49.0%
Administrative	2,124,868	1,361,325	(763,543)	-35.9%
Insurance	792,652	791,152	(1,500)	-0.2%
Contractual Services	5,520,336	3,759,445	(1,760,891)	-31.9%
Rentals & Leases	337,694	301,510	(36,184)	-10.7%
Repairs & Maintenance	1,073,533	748,938	(324,595)	-30.2%
Supplies & Equipment	1,634,135	1,208,960	(425,175)	-26.0%
Utilities	2,166,720	1,960,120	(206,600)	-9.5%
TOTAL OPERATING EXPENSES	\$ 32,546,405	\$ 25,860,700	\$ (6,685,705)	-20.5%
NET OPERATING INCOME	\$ 15,961,801	\$ 5,930,000	\$ (10,031,801)	-62.8%



FY2020/2021 Supplemental Capital



Description	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
Capital Improvements									
Facilities Building Expansion Project - Design	\$350,000							\$350,000	\$ 350,000
FBO Terminal Bldg. Expansion - Design Phase	\$450,000							\$450,000	\$ 450,000
Fuel Farm Expansion - Design	\$175,000							\$175,000	\$ 175,000
Facilities Expansion Ph 1 - Design	\$350,000							\$350,000	\$ 350,000
Fuel Farm Expansion	\$4,000,000							\$4,000,000	\$ 4,000,000
	\$5,325,000	\$	-	\$	-	\$	-	\$	-
								\$5,325,000	\$5,325,000
Equipment & Small Capital Outlay									
Tenant T-600 Hangar Floor Scrubber	\$14,000							\$14,000	\$ 14,000
Vehicle Gate Switch Refresh Project	\$15,000							\$15,000	\$ 15,000
Fiber Optic Premise Distribution Updates	\$20,000							\$20,000	\$ 20,000
ARFF Station Fitness Equipment	\$40,000							\$40,000	\$ 40,000
Advertising Program	\$50,000							\$50,000	\$ 50,000
ARFF Station IT Equipment	\$45,500							\$45,500	\$ 45,500
(1) AC/ Heat Cart	\$235,000							\$235,000	\$ 235,000
(4) Tow bars (B)	\$10,000							\$10,000	\$ 10,000
Advertising Program - New Display Hardware and Video Wall (B)	\$50,000							\$50,000	\$ 50,000
Gate Management Program	\$75,000							\$75,000	\$ 75,000
Fuel Farm Storage	\$11,000							\$11,000	\$ 11,000
2 ETD Devices	\$40,000							\$40,000	\$ 40,000
1 Medium sized X-ray machine, 2 walk through metal detectors	\$206,000							\$206,000	\$ 206,000
	\$811,500	\$	-	\$	-	\$	-	\$	-
								\$811,500	\$811,500



FY2020/2021 Supplemental Capital (cont'd)



Description	Total Cost	AIP Entitlements	AIP Discretionary	PFC Capital	CFC	LOC	Other	Airport Capital	FY2021 Estimated Expenditures
Renewal & Replacement									
R&R for Terminal Tenant	\$200,000							\$200,000	\$ 200,000
FBO Ramp - Pole Lights Addition (LED)	\$40,000							\$40,000	\$ 40,000
PSA Ramp - Joint Seal Removal and Replacement	\$45,000							\$45,000	\$ 45,000
New Ford Transit Van - Replace M86 (New Tech III) Club car	\$28,000							\$28,000	\$ 28,000
New Ford Transit Van - Replace M87 (Tommy Bishop) Club car	\$28,000							\$28,000	\$ 28,000
A/F Perimeter Fence on West Side of R/W - Add 2 Headwalls to 72-Inch Pipe	\$35,000							\$35,000	\$ 35,000
	\$376,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$376,000	\$376,000
Professional Services Projects									
Tract I - Palmetto Sites Requirement	\$ 25,000							\$25,000	\$ 25,000
Apron LED Lighting Evaluation & Planning	\$50,000							\$50,000	\$ 50,000
	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
	\$6,587,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,587,500	\$6,587,500



Recommended Action



RECOMMENDED ACTION



It is respectfully requested that the Airport Commission resolve to approve the Greenville-Spartanburg Airport District FYE 6-30-2021 Base Operating, Capital, and Other O&M Reserve Budget to include:

- **Operating revenues of \$31,790,700;**
- **Operating expenses of \$25,860,700;**
- **Capital projects of \$50,779,234; and**
- **Other O&M Reserve Funds**
 - **Emergency Repair/Replacement/Operations Fund of \$500,000;**
 - **Business Development/Agreement Obligations & Incentive Fund of \$500,000; and**
 - **Contingency Fund of \$1,000,000**



Questions and Comments



Appendix A – FY2020/2021 Budget Fluctuation



Appendix A – FY2020-2021 Budget Fluctuation



FY2020-2021 PROPOSED OPERATING BUDGET

(based on 9 months actual)
Estimated

	FYE 2020 BUDGET	FYE 2020 ACTUAL	FYE 6/30/21 BUDGET	Budget to Budget \$ CHANGE	Budget to Budget % CHANGE	
OPERATING INCOME:						
Landing Fees	3,062,000	2,206,860	1,710,798	(1,351,202)	-44.1%	A
Aircraft Parking Fees	345,900	269,161	284,000	(61,900)	-17.9%	
Into-Plane & Fuel Flowage Fees	128,100	86,838	83,653	(44,447)	-34.7%	B
Space & Ground Rentals	13,008,505	9,630,508	9,998,028	(3,010,477)	-23.1%	C
Auto Parking	15,465,000	11,466,195	7,580,001	(7,884,999)	-51.0%	D
Commercial Ground Transportation	376,000	347,144	243,270	(132,730)	-35.3%	E
Concessions-Food & Beverage	823,700	541,473	440,947	(382,753)	-46.5%	F
Concessions-Rental Car	3,860,000	2,862,492	2,537,734	(1,322,266)	-34.3%	G
Concessions-Retail	674,000	522,439	430,125	(243,875)	-36.2%	H
Concessions-Other	362,000	283,039	324,393	(37,607)	-10.4%	
Expense Reimbursements	1,900,000	1,445,422	1,912,000	12,000	0.6%	
Other Income	3,638,295	2,323,603	2,734,061	(904,234)	-24.9%	I
Fuel Sales Profit	5,249,000	3,582,874	3,511,690	(1,737,310)	-33.1%	J
TOTAL OPERATING INCOME	\$48,892,500	\$35,568,048	\$31,790,700	\$ (17,101,800)	-35.0%	
EXPENSES:						
Salary & Benefits	15,470,794	14,921,365	14,569,475	(901,319)	-5.8%	K
Professional Services	1,014,575	553,913	489,575	(525,000)	-51.7%	L
Promotional Activities	1,346,650	782,485	670,200	(676,450)	-50.2%	M
Administrative	2,122,130	1,458,328	1,361,325	(760,805)	-35.9%	N
Insurance	687,685	636,109	791,152	103,467	15.0%	O
Contractual Services	5,161,452	4,197,516	3,759,445	(1,402,007)	-27.2%	P
Rentals & Leases	344,294	298,939	301,510	(42,784)	-12.4%	
Repairs & Maintenance	860,678	896,110	748,938	(111,740)	-13.0%	Q
Supplies & Equipment	1,679,052	1,314,355	1,208,960	(470,092)	-28.0%	R
Utilities	2,016,290	1,814,385	1,960,120	(56,170)	-2.8%	S
TOTAL OPERATING EXPENSES	30,703,600	26,873,504	25,860,700	(4,842,900)	-15.8%	
NET OPERATING INCOME	18,188,900	8,694,544	5,930,000	(12,258,900)	-67.4%	
Non-Operating Income/(Loss):						
Interest Income	76,000	332,686	225,000	149,000	196.1%	
Facility Rental (RAC CFC)	1,138,772	1,592,097	516,228	(622,544)	-54.7%	
PFC Collections	-	-	3,073,000	3,073,000		T
Interest Expense	(1,008,214)	(630,484)	(1,160,484)	(152,270)	15.1%	
Other Non-Operating	(50,100)	189,950	75,000	125,100	-249.7%	
Capital Contributions (AIP)	-	1,712,567	4,300,000	4,300,000		U
Capital Contributions (CARES Act)	-	-	25,826,400	25,826,400		V
Total Non-Operating	156,458	3,196,817	32,855,144	32,698,686	20899.3%	
NET INCOME (excl Depr)	18,345,358	11,891,361	38,785,144	20,439,786	111.4%	



Appendix A – FY2020-2021 Budget Fluctuation (cont'd)



FLUX EXPLANATIONS

A - 50% (972 M pounds) Reduction in landing weights
B - Reduction in commercial fuel sales
C - CEO discretionary adjustment in Space Rate \$1.5M and Reduction in number of turns
D - Reduction in parking revenues due to reduced traffic
E - Reduction in ground transportation due to reduced traffic
F - Reduction in food & beverage concessions due to reduced traffic
G - Reduction in rental car concessions due to reduced traffic
H - Reduction in retail concessions due to reduced traffic
I - Reduction in warehousing fees (\$390K) and aircraft ground handling (\$380K)
J - Reduction in Into-Plane fees (\$1.16M), Jet A sales (\$1M), AvGas sales (\$90K), ThroughPut fees (\$166K) & COGS (-\$715K)
K - Elimination of Annual Merit Increase (\$450K), EIPP payout (\$696K), summer internship program (\$40K) and freeze of 10 vacant positions (\$493K)
L - Reduction in consulting (\$30K), legal (\$40K), professional photography/graphic design (\$11K), GIS (\$150K), document management (\$75K), engineering support (\$68K), advertising & marketing/air service development (\$59K), land appraisal & economic development (\$25K), hangar rental rate market study (\$30K), informational video #2 (\$10K), etc.
M - Reduction in sponsorships (\$34K), community engagement, general marketing (\$203K), RFP/Bid advertising (\$4K), special event (\$40K), upstate relocation guide (\$8.4K), air service promotion (\$200K), general brand awareness (\$80K), Cerulean advertising (\$36K), giveaways (\$4K), etc.
N - Reduction in corporate functions (\$5K), dues & subscription/ training/travel (\$440K), fingerprinting (\$5K), annual employee activities/quarterly association dinners/lunch & learns/volunteer events (\$45K), credit card processing fees (\$180K), etc.
O - Increase in Insurance cost (\$103K) due to unprecedented industry loss history such as airline accident, Boeing MAX challenges and contraction in the aviation insurance market
P - Reduction in parking management agreement expenses (\$1.0M), parking management fees (\$41K), janitorial services (\$317K), catering cost (9.5K), etc.
Q - Reduction in radio batteries/radios (\$1K), in car camera (\$1.5K), boarding bridges/building/electrical/lighting (\$178K), etc.
R - Reduction in various supplies such as office supplies (\$8K), computer equipment, signage (\$2K), ink/postage (\$3K), ammunition (\$1.4K), ID supplies (\$6.5K), ice machine (\$3.5K), Aviation retail supplies (\$2.8K), cleaning/janitorial/electrical/painting (\$333K), etc.
S - Reduction in gas, electric, water & sewage cost (\$56K)
T - New program, acknowledged by the FAA and approved for collection May 1, 2020
U - Projected FY2021 AIP grant (\$4.3M) based on 2019 enplanement levels
V - CARES Act grant (\$25.8M) to assist Airport mitigate the impact of COVID-19 on Airport Operations



Appendix B – Fees, Rates, and Charges



Appendix B - Fees, Rates, and Charges



<u>Badging Fees</u>	
Initial Issue (Processed under GSP fingerprint code)	\$60.00
Initial Issue (Processed under non-GSP fingerprint code)	\$60.00
Initial Issue (STA ONLY = FAA, USDA, Public badge issue)	\$30.00
Badge Renewal (Processed under GSP fingerprint code)	\$25.00
Badge Renewal (Processed under non-GSP fingerprint code)	\$40.00
Damaged Badge Renewal	\$15.00
Fingerprint Card	\$15.00
Lost Badge Renewal (1 st time)	\$50.00
Lost Badge Renewal (2 nd time)	\$150.00
Lost Badge Renewal (3 rd time)	\$250.00
Badge Not Returned Upon Termination	
per Week	\$50.00
Not to Exceed per Badge	\$500.00
Parking Hang Tag Not Returned Upon Termination	
per Week	\$25.00
Not to Exceed per Hang Tag	\$250.00



Appendix B - Fees, Rates, and Charges (cont'd)



<u>Parking Rates</u>		
Valet (per Day)		\$17.00
Garage (A & B) (per Day)		\$15.00
Sky Lot (per Day)		\$9.00
Daily Lot (per Day)		\$9.00
Economy Lot (per Day)		\$7.00
Employee (per Month)		\$20.00
Employee Manager (per Month)		\$40.00
Parking Reservation (per Reservation)		\$5.00
<u>Non-Tenant Summary</u>		
<u>Non-Tenant Type Agreements</u>		
Hotel/Motel Courtesy Vehicles		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	Room Fee (per Transaction)	\$3.50
Limousines (6 or fewer passengers)		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	Pick-up Fee (per Transaction)	\$3.50
Buses (more than 6 passengers)		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	Pick-up Fee (per Transaction)	\$8.58



Appendix B - Fees, Rates, and Charges (cont'd)



Baggage Transporter		
	N/A	\$0.00
	Vehicle Fee (per Year)	\$250.00
	Pick-up Fee (per Transaction)	\$1.76
RAC Courtesy Vehicles		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	RAC Fee (per Transaction)	\$15.17
Parking Lot Courtesy Vehicles		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	Off-airport Parking	10%
FedEx Fueling (Quick Fleet Fuel)		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	Fuel Fee (per Gallon)	\$0.0813
Off-airport catering service		
	Admin Fee (per Year)	\$25.00
	Vehicle Fee (per Year)	\$250.00
	% of Billings	8%
One-time service		
	Admin Fee (per Year)	\$50.00
	Vehicle Fee (per Year)	\$50.00
	N/A	\$0.00
	Transportation Network Companies (TNCs)	
	Up to \$3.50 per pick up and drop off	\$3.50



Appendix B - Fees, Rates, and Charges (cont'd)



<u>Non-Tenant Airport Use Agreements for No-Lease Operators</u>		
Ground Handlers:		
DGS for Delta	% of Billings	3%
DGS for United Express	% of Billings	3%
Trego/Dugan	% of Billings	3%
American Eagle for United Express	% of Billings	3%
GAT Enterprises	% of Billings	3%
Jet Star Aviation	% of Billings	3%
Majestic Terminal Services (also pays \$2,161 per month starting 3/11/11)	% of Billings	3%
G2 Secure Staff, LLC (also pays \$247 per month starting 3/1/11)	% of Billings	3%
Prime flight	% of Billings	3%
Harold Hendricks Cleaning Co	% of Billings	3%



Appendix B - Fees, Rates, and Charges (cont'd)



<u>Non-Tenant Airport Use Agreements for Small Business Non-Lease Operators</u>		
Reddy Ice		
	<\$5,000 (Flat Fee)	\$150.00
	>\$5,000 (% Of Billings)	3%
Fly and Shine - Gorilla Detailing DBA Precision Detailing		
	% of Billings	6%
Best Buy Zooms Systems		
	% of Billings	7%
Benefit Cosmetics Kiosk Zoom Systems		
	% of Billings	7%
Massage Chairs (IVS)		
	% of Billings	50%
Foot Massages (Mark Ebert)		
	% of Billings	17%
Tricopian LLC/Fuel-Rod & Saveme Batteries		
	% of Billings	10%
<u>Labor Rate</u>		
Maintenance Department Rate (per Hour)		\$61.02



Appendix B - Fees, Rates, and Charges (cont'd)



Shared Tenant Services Rates		
IT Labor Rate (per Hour)		
	Labor Rate(per Month)	\$125.00
Premise Distribution System (PDS)		
	Fiber up to 3,000 ft. (per Strand) (per Month)	\$25.00
	Spare Category 6 Copper Cable 0 - 100 meters (per Month)	\$6.00
Phone		
	Phone PDS Fee, if GSP System is not installed (per Month)	\$40.00
	Voice Extension with DID (includes voicemail) (per Month)	\$50.00
	Analog FAX/Modem Extension with DID	\$50.00
	Extra phone Extension	\$15.00
	Long Distance (US & Canada)	Included
Phone Equipment		
	Telephone ShoreTel IP230G (Standard 3 line Telephone) (per Month)	\$10.00
	Telephone ShoreTel IP655 (High end 6 line Telephone) (per Month)	\$20.00
Data		
	Data PDS, if GSP data is not used (per Month)	\$40.00
	Dedicated Internet Bandwidth (1 Mb) (per Month)	\$50.00
	Dedicated Internet Bandwidth (1.5 Mb) (per Month)	\$75.00
	Dedicated Internet Bandwidth (3Mb) (per Month)	\$125.00
	Dedicated Internet Bandwidth (6Mb) (per Month)	\$200.00
	Dedicated Internet Bandwidth (10Mb) (per Month)	\$300.00
	Dedicated Internet Bandwidth (20Mb) (per Month)	\$400.00
	Dedicated Internet Bandwidth (30Mb) (per Month)	\$450.00
	Dedicated Internet Bandwidth (40Mb) (per Month)	\$500.00
	Dedicated Internet Bandwidth (50Mb) (per Month)	\$600.00



Appendix B - Fees, Rates, and Charges (cont'd)



Conference Center Rental Rates

1 Section (Rental)

(per Hour)	\$50.00
Maximum (per Day)	\$300.00
Clean-up	\$50.00

2 Sections (Rental)

(per Hour)	\$75.00
Maximum (per Day)	\$450.00
Clean-up	\$75.00

3 Sections (Full Center) (Rental)

(per Hour)	\$100.00
Maximum (per Day)	\$600.00
Clean-up	\$100.00

Aviation Services Fees

Commercial Aviation Fuel Farm Thru-put Fee

per Gallon	\$0.0300
------------	----------

Based Operator Into-plane Fees (ITP)

(Fees will be managed to maintain fuel pricing competitive with similar size airports in our region and/or fuel providers in our region with similar levels of service)

per Gallon	\$0.05 - \$0.250
------------	------------------



Appendix B - Fees, Rates, and Charges (cont'd)



Non-Tenant Operator Into-plane Fees (ITP) (Fees will be managed to maintain fuel pricing competitive with similar size airports in our region and/or fuel providers in our region with similar levels of service)		
	per Gallon	\$0.15 - \$1.25
Landing Fee		
	per 1,000 lbs.	\$1.49
Ramp Parking Fees (Fees are charged for aircraft parking on the ramp for active ground service [less than 4 hrs.])		
	per Turn	\$10.00 - \$500.00
Remain Over Night (RON) Parking Fees (Fees are charged for aircraft parking on the ramp overnight)		
	per Night	\$50.00 - \$1,000.00
Passenger Aircraft Handling Fees (Fees are charged for passenger and cargo services related to private and public passenger charters)		
	per Turn	\$500.00 - \$5,000.00
Cargo Aircraft Handling Fees (Fees are charged for services related to all cargo charters)		
	per Turn	\$250.00 - \$5,000.00



Appendix B - Fees, Rates, and Charges (cont'd)



General Aviation Fuel		
	Fuel Flowage Fee (per Gallon)	\$0.0813
	Fuel Farm Thru-put Fee (per Gallon)	\$0.0300
Transient Retail Jet A Discount Rate		
	per Gallon	\$0.10 - \$1.20
Transient Retail 100LL Discount Rate		
	per Gallon	\$0.10 - \$0.50
Transient Contract Fuel Into-Plane Fee		
	per Gallon	\$1.30 - \$3.00
GSP Based Customers Jet A Fuel Fee		
	per Gallon	\$0.75 - \$2.00
Corporate Aviation Association (CAA) Jet Fuel Discount Rate		
	per Gallon	\$0.25 - \$1.30
General Aviation Facility Fees (Fees are charged for aircraft that do not uplift the required minimum gallons of fuel)		\$10.00 - \$1,000.00
Remain Over Night (RON) Parking Fees (Fees are charged for aircraft parking on the ramp overnight)		\$5.00 - \$250.00



Appendix B - Fees, Rates, and Charges (cont'd)



Overnight Hangar Fees (Fees are charged for aircraft parking inside a hangar overnight)	\$50.00 - \$800.00
<u>Bulk Hangar Storage Rates (per Square Foot)</u>	
Non-Exclusive Hangar Deck Space (per square foot)	\$6.00 - \$8.00
Exclusive (Dedicated) Bulk Hangar Deck Space (per square foot)	\$7.00 - \$9.00
Office Space (per square foot)	\$6.00 - \$14.00
Shop Space (per square foot)	\$3.00 - \$7.00



Appendix C – Capital Improvement Plan Description



Appendix C – Capital Improvement Plan Description



Capital Improvements

\$400,000 RSA Grade Corrections Project

AIP project to correct RSA grade issues. Expecting 100% funding in FY20 AIP grant.

\$650,000 Airfield Improvement Program Ph 1 - Design

AIP project for design for Phase 1 on the airfield improvement program, includes TW L mill and overlay, high speeds mill and overlay, shoulders mill and overlay, TW L4 and L5 full depth reconstruction and widening. Expecting 100% funding in FY20 AIP grant for \$625k fee. Budget includes \$500k contingency.

\$3,300,000 GA Expansion Phase 1a - Design & Construction

AIP project for construction of GA Expansion Ph 1a. Includes site prep for future expansion of GA ramp area north of most recent bulk hangar.

\$750,000 Campus Signage Program

Campus signage project to replace all directional / wayfinding not included in the surface parking program.



Appendix C – Capital Improvement Plan Description (cont'd)



\$2,400,000 Airfield Improvement Program Ph 1 - Construction

AIP project for construction phase for Phase 1 on the airfield improvement program, includes TW L mill and overlay, high speeds mill and overlay, shoulders mill and overlay, TW L4 and L5 full depth reconstruction and widening. Expecting 90% funding in FY21 AIP grant. Total construction budget is \$9.6M. Expecting 25% in FY21, balance of budget to be carried in FY22.

\$3,000,000 GA Apron Expansion - Construction Phase

This project includes evaluation of existing utility infrastructure and planning/engineering work related to improving and expanding current infrastructure required for future projects.

Equipment and Small Capital Outlays

\$45,000 Bi-Directional Amplifier (BDA) for Central Plant

Currently no radio communications in central plant; BDA will give radio coverage during maintenance work on that area and in case emergency response is required.

\$50,000 Annual Switch Replacement Project

Replace network switches in IDF17, IDF18, IDF19, IDF20, IDF21, IDF22, IDF23, IDF24 all of which have reached end of sale and end of life milestones according to the hardware manufacturer.



Appendix C – Capital Improvement Plan Description (cont'd)



\$20,000 ARFF Station Appliances

New Station FF&E; replace old appliances as well as new NFPA requirements for gear washing.

\$75,000 ARFF Station Furnishings

New Station FF&E; furnishings other than office; kitchen tables, chairs, recliners, beds, lockers, lamps, etc.

\$85,000 ARFF Station Office Furniture

New Station FF&E; office furniture.

\$500,000 Dell VxRail

This is a fully redundant active/active system that will replace end of life servers and storage hosting ALL the district and airline virtual servers and workstations. By replacing this equipment, I will be able to eliminate \$75K from 6206 (computer annual contracts). Click Link for supporting details.

\$50,000 ARFF Station IT Equipment

New Station FF&E; phones, training and conference room audiovisual, computers, tv's, routers, etc.



Appendix C – Capital Improvement Plan Description (cont'd)



\$90,000 (1) GPU

Ground power unit (GPU) for Cerulean Aviation.

\$10,000 (1) Tow bar

Purchasing one 747 capable tow bar for Cerulean Aviation.

\$20,000 Advertising Program - New Display Hardware and Video Wall

This hardware will be installed throughout the terminal building, FBO, and parking facilities to generate additional advertising revenue.

\$30,040 FBO Security cameras

Project addresses existing and critical gaps in security and risk management camera coverage on the FBO campus. Includes ramp side and bulk storage hangar interior applications.

\$10,000 Ops IT Equipment

Add monitors to AOC video wall and provide dedicated monitor for OPS Gate Management System.



Appendix C – Capital Improvement Plan Description (cont'd)



\$40,000 FBO Security Camera Project

Camera system is needed to monitor FBO Ramp operations (the only apron not currently monitored by cameras). Hangar 2112 needs security cameras inside the hangar. Hangar is remote with frequent aircraft movements and regular tenant personnel operations.

\$50,000 Safety Railing and Bollard for Warehouse

Railings and Bollards identified for install in CC Warehouse.



Appendix C – Capital Improvement Plan Description (cont'd)



Renewal and Replacement

\$16,000 Hubble Lighting Control System, Phase 3 - Connect Great Hall & A/B Concourses to BAS

This project will complete the Hubble conversion to the BAS system. Phases 1 and 2 were completed in FY19 and FY20, respectively. Hubble lighting control system has never worked properly; Hubble does not support product, nor can they get the system to work. Currently, we are not able to control lighting (turn lights on or off with the control system). We have to go back to the breaker to turn off lighting when maintenance is required (which is a code violation, as the Hubble System is a control device, not an over-current protection device). The plan is to do sections of the building over the next couple of years, until all systems are off the Hubble system and tied directly to the BAS.

\$20,000 Bunker Gear

Replacing 6 sets of old gear which starts a regular replacement cycle. These 6 sets are what was remaining after current year budget of replacing gear.



Appendix C – Capital Improvement Plan Description (cont'd)



\$20,000 Boarding Bridges (13) - Touch-up Painting

8 bridges - 8 years old, 2 Bridges - 16 years old, 2 bridges - 10 years old. Bridges are starting to show signs of rust underneath tunnels, rotundas, cab floors, and roofs. Bridges do not need a full paint job, but definitely have areas that need to have rust removed and surfaces painted to prevent metal failures.

\$20,000 PGB - Stairwell/Railing - Painting

3 stairwells (center north side, center south side, and center west side) are badly rusted and lower handrails on north and south sides.

\$30,000 Central Plant - Install Bypass on DA Tank

Bypass is needed for annual inspection/repairs of DA tank. Currently, we are unable to inspect or make repairs without taking boilers out of service. Per the state of SC & Insurance company, we need to do annual internal inspections of the DA tank. Also, if the DA tank failed, the boilers would be rendered inoperable.



Appendix C – Capital Improvement Plan Description (cont'd)



\$45,000 A/F Pavement Flaking Markings - Remove and Replace

Per recent FAA-139 inspection, several areas of paint are flaking; possible paint buildup is leading to the flaking. Additionally, some markings have curing compound underneath which doesn't allow the paint to bond to the pavement.

\$45,000 Sewer Line Repairs

Additional point repairs are needed along with CIPP lining to ensure cracks in the pipe are sealed. This is in an area where the line is 18'+ deep and lining is a much better option than digging. This is across from PGA (East Side) MH 51 to 50 and MH 50 to 49.

\$100,000 R&R for Terminal Tenant

Funds set aside for tenant space refresh/rehab as tenants move out, etc.

\$15,000 Daniel Fountain - Replace 12-inch Mueller Strainer Basket

Strainer basket is original equipment. GSP Grounds made a temporary repair, but a permanent solution is needed. OEM replacement part is available, so no retrofitting/fabrication should be required for replacement. Vendor: WP Law Fountain Division.



Appendix C – Capital Improvement Plan Description (cont'd)



\$150,000 AOC Unified Communications Suite

The radio console is 10+ years old and is coming to its end-of-life for support in 2021. The unified communications suite will not only replace the console, but it will also integrate the 7+ communication systems in the AOC (phone, radio, RATH phones, emergency callboxes, crash phone, gate intercoms, etc.) into one system to enable more efficient and timely communications. Additionally, with the shift in mutual requests that is anticipated to happen in the next 6 months, this system will essentially stream-line that process through a hot-line integration with the county dispatch agencies. Lastly, this system is anticipated to reduce the need for future additional staffing in the AOC.

\$250,000 Existing Admin Office Renovation for Police, Ops

Remodel previous admin space to create new office space for Operations and Police Department; bring end of building space up to code requirements.

\$20,000 FF&E Relocate/Combine AOC/OPS

Move AOC to new (after remodel) office space to combine AOC and OPS shift personnel; create consolidated operations center.



Appendix C – Capital Improvement Plan Description (cont'd)



\$15,000 Furniture, Fixtures & Equip-Ops

FF&E required above/beyond what will be repurposed from old admin space for AOC/OPS and Badging.

\$35,000 Office furniture for remodeled space

FF&E required above/beyond what will be repurposed from old admin space for the new Police offices.

Professional Services

\$57,000 Tract A - Palmetto Sites Requirement

Palmetto Sites Program is managed by the SC Dept. of Commerce and it designates available property that successfully compete the program as "Palmetto Site". This initiative allows the Airport District to better market available property for development since it provides additional information to developers.

Requirements includes Phase I ESA, Wetlands Delineation, Jurisdiction Determination, Threatened and Endangered Species Survey, Archaeological and Historical Investigation, Geotechnical Assessment.



Appendix C – Capital Improvement Plan Description (cont'd)



\$75,000 Creation of a new website for www.gspairport.com.

The airport's primary website has outlived its usefulness and lacks many required design elements that ensure accessibility for viewers with disabilities, protections of viewers data and portability to mobile devices. The current site is also designed with a proprietary content management system that is not easily edited by airport staff which generates additional fees from web designers. The new website would also bring other airport websites (Cerulean Aviation, GSP360, Wingspan) all under one host and master site.

\$100,000 Access Control/VMS Upgrade (Design)

The access control and video management systems are coming to their end of life. This project will include the development of a basis of design, RFP, construction documents, and bidding administration for the replacement of the access control and video management systems.

\$500,000 Master Plan Environmental Assessment

Environmental Assessment for upcoming master plan projects years 1-5.

\$300,000 Utility Master Plan

Utility planning and engineering work for future infrastructure work.



Appendix C – Capital Improvement Plan Description (cont'd)



\$50,000 District/Tenant Development Standards Manual

This manual will provide a guide for both current and prospective tenants regarding the District's land development and terminal building development standards.





MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Senior Vice President/COO

DATE: June 22, 2020

ITEM DESCRIPTION - New Business Item B

Approval of Final Rankings for Air Cargo Consulting Services

BACKGROUND

The Greenville-Spartanburg Airport District desires the services of an air cargo consultant professional/firm to provide consulting services to assist the District with developing programs and strategies to respond to changing air-cargo market conditions, to expand the levels of service provided by existing air cargo carriers, and to assist the District in positioning itself to attract additional all-cargo air service to GSP.

Staff prepared a Request for Qualifications (RFQ) for Air Cargo Consulting. Four submittals of Qualifications (SOQs) were received.

Firms submitting SOQs were (prime firms listed below alphabetically):

Hubpoint Strategic Advisors, LLC
IMS Worldwide, Inc.
Landrum and Brown
Strategic Aviation Solutions International

The Selection Committee reviewed the SOQs and evaluated them in accordance with the evaluation criteria as outlined in the RFQ. Two firms were short-listed for the second phase of the selection process, which included presentations and interviews with the Selection Committee.



Short-listed firms (listed below alphabetically):

Hubpoint Strategic Advisors, LLC
IMS Worldwide, Inc.

Presentations and interviews were held with the short-listed firms on June 11, 2020.

ISSUES

In accordance with administrative policy, Staff conducted the RFQ solicitation process and is making a recommendation of final rankings to the Commission. The Commission has final approval of the rankings.

The Selection Committee's recommended final ranking for air cargo consulting services is:

1. IMS Worldwide, Inc.
2. Hubpoint Strategic Advisors, LLC

Upon approval of the final rankings, Staff will attempt to negotiate an agreement with the highest ranked firm. In the event an agreement cannot be reached with the highest ranked firm, Staff will formally terminate the negotiations and proceed to negotiate with the next highest ranked firm.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

Approval of the final ranking itself does not have a direct fiscal impact. Once the master services agreement is finalized, the consultant will be providing services as requested and each assignment will be agreed to with a work authorization which includes a detailed explanation of the scope and fee. Consulting services are budgeted annually in the fiscal year budget.



RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve the final rankings for Air Cargo Consulting Services as presented above; (2) authorize Staff to negotiate and finalize an agreement with the highest ranked firm (if an acceptable agreement cannot be reached with the highest ranked firm, negotiations will be formally terminated and will then proceed with the next ranked firm) and (3) authorize the President/CEO to execute all necessary documents.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: June 22, 2020

ITEM DESCRIPTION - New Business Item C

Approval of Final Rankings for Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Services

BACKGROUND

In September 2019, the Commission approved a policy allowing the utilization of the IDIQ contracting method for non-federally funded construction projects with an estimated value less the \$5,000,000 in total Project Costs. A Request for Qualifications (RFQ) was prepared and published. Sixteen submittals were received. Contractors submitting were (listed alphabetically):

Cely Construction Company, Inc.
Clayton Construction Company, Inc.
Cleveland Construction, Inc.
Denham-Blythe Company, Inc.
DPR Construction
Edison Foard, Inc.
Harper General Contractors
Hogan Construction Group, LLC
J. Davis Construction
LaSalle Construction Services
Mavin Construction, LLC
Premier Constructors
Raby Construction Company, LLC
Rodgers Builders, Inc.
Southside Constructors, Inc.
Walbridge Southeast, LLC



District Staff reviewed the qualifications from each company and evaluated them per the RFQ/RFP requirements. Four firms were shortlisted for presentations/interviews (listed alphabetically):

Cely Construction Company, Inc.
Harper General Contractors
Hogan Construction Group, LLC
Mavin Construction, LLC

Follow up interviews and presentations were held with the finalists to further evaluate the companies, their team, and their qualifications.

ISSUES

In accordance with administrative policy, Staff conducted the RFQ solicitation process and is making a recommendation of final rankings to the Commission. The Commission has final approval of the rankings.

The recommended final rankings for the IDIQ Contractor Services are:

1. Mavin Construction, LLC
2. Cely Construction Company, Inc.
3. Harper General Contractors
4. Hogan Construction Group, LLC

Upon approval of the final rankings, Staff will finalize master agreements with the IDIQ contractors. Future projects will be contracted under individual work authorizations.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

Approval of the final ranking itself does not have a direct fiscal impact. However, once contracts are executed, projects will proceed per the authorized budgets and the contractors will be compensated per the individual project work authorizations.



RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve the final rankings for Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Services as presented above; (2) authorize Staff to negotiate and finalize agreements with the three highest ranked companies (if an acceptable agreement cannot be reached with one of the highest ranked firms, negotiations will be formally terminated and will then proceed with the next ranked firm); and (3) authorize the President/CEO to execute all necessary documents.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Mike Kossover, Senior Director of Operations and Public Safety

DATE: June 22, 2020

ITEM DESCRIPTION - New Business Item D

Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations

BACKGROUND

South Carolina Code of Laws, Title 55 – Aeronautics, Chapter 11, Article 3 created the Greenville-Spartanburg Airport District (District) and empowers the District to create and enforce certain rules and regulations.

The purpose of the Greenville-Spartanburg International Airport (GSP) Rules and Regulations document is to establish guidelines for the safe and efficient operation of the Airport and associated property owned by the District.

The Greenville-Spartanburg Airport Commission is authorized to employ police officers commissioned by the Governor to enforce all laws and the rules and regulations, and these officers shall be authorized to issue summonses for violations in the manner authorized for state highway patrolmen.

ISSUES

The current version of the GSP Rules and Regulations were updated at the Airport Commission meeting held on March 23, 2020. The following rules and regulations sections are proposed to be revised/added as follows:

3.17 – Fire Prevention and Inspection

The most recent codes adopted by the South Carolina Buildings Code Council are hereby adopted by the District for the purpose of:



a. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.

b. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.

4.9 Weight Limits

Center Cargo Ramp 1,092,000 pounds double dual tandem wheel load

6.6 Escorts – Movement Area

Those providing the escort must have an “E” on their airport issued ID media and if escorting a vehicle must have an “M” driver’s permit.

6.7 Escorts – Non-Movement Area

Those providing the escort must have an “E” on their airport issued ID media and if escorting a vehicle must have either an “R” or “M” driver’s permit.

9.17 Unattended Baggage

No person shall leave their suitcase, backpack, pocketbooks or other similar articles unattended within the Airport terminal building to include the front curb area of the facility.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

None



RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to adopt the revisions and additions to the Greenville-Spartanburg Airport District's Rules and Regulations Sections 3.17, 4.9, 6.6, 6.7 and 9.17 as presented.

Attachment

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



RULES AND REGULATIONS

Adopted June 24, 2019

Rules and Regulations

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Section 3 – Commercial Activity

3.17 Fire Prevention and Inspection

The most recent codes adopted by the South Carolina Buildings Code Council are hereby adopted by the District for the purpose of:

a. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.

b. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.

~~a. The most recent edition of the International Building Codes adopted by the South Carolina Buildings Code Council, with revisions, is hereby adopted by the District for the purpose of:~~

~~i. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.~~

~~ii. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.~~

~~b. The most recent edition of the National Fire Protection Association (NFPA) Codes, with revisions, is hereby adopted by the District for the purpose of proper fire safety procedures relating to the protection of persons, aircraft, and property.~~

3.18 Centralized Receiving & Distribution Facility

All tenants within the terminal complex shall utilize the Centralized Receiving & Distribution Facility (CRDF) for all deliveries and pickups including, but not limited to, office supplies, FedEx, UPS, and other parcel services, payroll check delivery services, etc. In addition, all concessionaires shall utilize the CRDF vendor for the transport of all used cooking oil outside of any leasehold.

CRDF fees shall be calculated and assessed annually based on a proration of services to each tenant as determined by the District.

Rules and Regulations

Section 4 – Designated & Restricted Areas

4.6 North Cargo Ramp (L9)

The North Cargo Ramp is for the loading and unloading of passengers and cargo, the inspection of private international aircraft and passengers entering into the U.S. Customs – Federal Inspection Services facility, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The North Cargo Ramp shall be prior coordinated with Airport Operations.

4.7 Restricted Areas

- a. All areas of the Airport are restricted except those areas open to the public. No person shall enter upon a runway, taxiway, ramp, airline office, concourse, aircraft hangar, cargo facility, Air Traffic Control Tower, or through an aircraft boarding door except:
- (1) Authorized, badged employees of the Airport
 - (2) Authorized employees of the FAA, NTSB, or DHS
 - (3) Passengers enplaning or deplaning an aircraft, under appropriate supervision
 - (4) Escorted individuals with a need to be in a restricted area
 - (5) Emergency personnel responding to an emergency
 - (6) As a means of escape during an emergency

4.8 Airport Issued ID Media

Individuals possessing Airport issued ID media will remain in areas they are authorized as indicated by the card color issued to them. If an individual requires access to an area not allowed by their ID, they must be escorted by someone authorized to be in that area and possess an "E" on their ID. Individuals not in possession of their Airport issued ID media **CANNOT** be escorted for any reason.

4.9 Weight Limits

The following are weight bearing capabilities at the Airport; waivers may be approved by the President/CEO or their designee:

Runway 04/22	Pavement Classification Number (PCN) 65 R/B/W/T
Itinerant Ramp	60,000 pounds dual wheel load
FBO Ramp	60,000 pounds dual wheel load
Passenger Ramp	210,000 pounds dual wheel load
South Cargo Ramp	753,000 pounds double dual tandem wheel load
Center Cargo Ramp	1,092,000 pounds double dual tandem wheel load
North Cargo Ramp	753,000 pounds double dual tandem wheel load

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.5 Authorized Vehicles – Non-Movement Area

Only authorized vehicles and equipment are permitted in the non-movement area. Vehicles must be in sound mechanical order and have 2 working headlights and at least 1 working tail light. Vehicles leaving the non-movement area and returning must have a current AOA inspection decal affixed to the lower left corner of the windshield. Vehicles in the non-movement area must have their company logo, in a minimum of 4" lettering, affixed to both sides of the vehicle either by permanent lettering or magnetic placard. Vehicles with permanent State or Federal Government license plates are exempt from the placard rule.

6.6 Escorts – Movement Area

Vehicles and/or operators not authorized in the movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have an "AM" driver's permit. Permission to enter the movement area must also be granted by the Air Traffic Control Tower.

6.7 Escorts – Non-Movement Area

Vehicles and/or operators not authorized in the non-movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have either an "R" or "AM" driver's permit.

6.8 Speed Limit

Vehicles in the non-movement area will not be operated in excess of 30 miles per hour. Vehicles operating within 50 ft. of an aircraft will not exceed 10 miles per hour. Vehicle operators shall reduce their speed when the pavement is wet, icy or during periods of low visibility.

6.9 Right of Way

Vehicles will always give way to aircraft pushing back, preparing to taxi or taxiing. Ground vehicles must give way to emergency vehicles responding to an emergency and to fuel trucks at all times.

Rules and Regulations

Section 9 – Conduct of the Public

carts used inside the Airport Fixed Based Operator facility or terminal building are required to have pneumatic wheels.

9.12 Model Aircraft

The use of model aircraft, kites, hot air balloons or parachutes on any part of the Airport is prohibited.

9.13 Hunting and Firearm Discharge

Hunting or the discharge of firearms on Airport property is prohibited unless authorized by the President/CEO, or their designee.

9.14 Gambling

Gambling or the operation of gambling devices on property owned by the Airport is prohibited. Lottery pools for the purpose of playing legal lotteries are exempt from this prohibition.

9.15 Emergency Equipment

Fire alarms, hydrants, extinguishers and emergency call devices are to only be used in emergencies.

9.16 Radio Interference

Federal Government regulations 47 U.S.C. 301, 302b, and 333 as well as FCC Commission Rules 15.1c and 2.803g prohibit the use of unlicensed radio frequencies, devices which interfere with radio reception, and the use of intentional radiators and jamming devices.

9.17 Unattended Baggage

No person shall leave their suitcase, backpack, pocketbooks or other similar articles unattended within the Airport terminal building to include the front curb area of the facility.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item A

April 2020 - Traffic Report

SUMMARY

As a result of COVID-19, April 2020 passenger traffic was once again weak with a **95.8%** decrease over the same month in 2019. Cargo numbers for April 2020 were down **11.4%** for the same period. Passenger load factors were down **86.9%** at an average of **10.5%**.

A comparison of the North America National Passenger Traffic Growth Averages for **2020** to GSP's Passenger Traffic Growth is depicted below:

Month	2020		
	GSP	National Average	Difference
Jan	16.80%	4.80%	12.00%
Feb	8.50%	6.40%	2.10%
Mar	-42.00%	-50.40%	8.40%
April	-95.80%	Data not available to date	
May			
June			
July			
August			
September			
October			
November			
December			
Average	-28.13%	-13.07%	-15.06%

Attached are copies of the detailed traffic report for April 2020.

Providing a look forward into the service levels for **July 2020** is a schedule comparison for the month vs the same month last year, including flights and seats by airline and non-stop markets served. GSP flights are down at 18.2%, and seats are down at 23.5%.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel July 2020 vs. July 2019											
All flights, seats, and ASMs given are per week.											
Travel Period				Jul 2020		Jul 2019		Diff		Percent Diff	
Mkt AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	GSP	CLT	76	61	4,493	62	4,481	(1)	12	(1.6%)	0.3%
AA	GSP	DCA	396	19	1,145	19	1,040	0	105	0.0%	10.1%
AA	GSP	DFW	862	21	2,324	20	2,696	1	(372)	5.0%	(13.8%)
AA	GSP	MIA	638	14	700	14	700	0	0	0.0%	0.0%
AA	GSP	ORD	577	20	1,520	19	1,220	1	300	5.3%	24.6%
AA	GSP	PHL	514	21	1,442	21	1,427	0	15	0.0%	1.1%
DL	GSP	ATL	153	35	4,620	59	7,789	(24)	(3,169)	(40.7%)	(40.7%)
DL	GSP	DTW	508	0	0	20	1,758	(20)	(1,758)	(100.0%)	(100.0%)
DL	GSP	LGA	610	0	0	18	1,368	(18)	(1,368)	(100.0%)	(100.0%)
F9	GSP	DEN	1,278	0	0	4	738	(4)	(738)	(100.0%)	(100.0%)
F9	GSP	LAS	1,851	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
F9	GSP	MCO	449	0	0	2	366	(2)	(366)	(100.0%)	(100.0%)
G4	GSP	FLL	620	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)
G4	GSP	PIE	482	2	372	3	468	(1)	(96)	(33.3%)	(20.5%)
G4	GSP	SFB	426	2	333	3	468	(1)	(135)	(33.3%)	(28.8%)
UA	GSP	DEN	1,278	7	496	7	532	0	(36)	0.0%	(6.8%)
UA	GSP	EWB	594	20	1,000	21	1,102	(1)	(102)	(4.8%)	(9.3%)
UA	GSP	IAD	383	28	1,700	21	1,050	7	650	33.3%	61.9%
UA	GSP	IAH	838	14	1,064	14	1,022	0	42	0.0%	4.1%
UA	GSP	ORD	577	20	1,000	21	1,050	(1)	(50)	(4.8%)	(4.8%)
WN	GSP	ATL	153	19	2,717	20	2,860	(1)	(143)	(5.0%)	(5.0%)
TOTAL				305	25,280	373	33,038	(68)	(7,758)	(18.2%)	(23.5%)

Attachment

Monthly Traffic Report

Greenville-Spartanburg International Airport

April 2020



Category	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
Passenger Traffic									
Enplaned	4,300	104,473	-95.9%	251,720	383,207	-34.3%	1,181,557	1,217,183	-2.9%
Deplaned	<u>4,421</u>	<u>103,066</u>	-95.7%	<u>252,831</u>	<u>380,809</u>	-33.6%	<u>1,171,214</u>	<u>1,202,130</u>	-2.6%
Total	8,721	207,539	-95.8%	504,551	764,016	-34.0%	2,352,771	2,419,313	-2.8%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	983,305	1,092,309	-10.0%	3,629,161	3,631,965	-0.1%	11,552,153	11,358,572	1.7%
Deplaned	<u>774,532</u>	<u>953,812</u>	-18.8%	<u>3,131,199</u>	<u>3,401,674</u>	-8.0%	<u>11,574,079</u>	<u>11,303,154</u>	2.4%
Subtotal	1,757,837	2,046,121	-14.1%	6,760,360	7,033,639	-3.9%	23,126,232	22,661,726	2.0%
Freight									
Enplaned	2,547,814	2,643,959	-3.6%	11,963,888	11,303,973	5.8%	34,666,382	38,026,943	-8.8%
Deplaned	<u>3,881,606</u>	<u>4,554,720</u>	-14.8%	<u>15,790,775</u>	<u>19,592,858</u>	-19.4%	<u>53,408,974</u>	<u>58,599,239</u>	-8.9%
Subtotal	6,429,420	7,198,679	-10.7%	27,754,663	30,896,831	-10.2%	88,075,356	96,626,182	-8.8%
Total	8,187,257	9,244,800	-11.4%	34,515,023	37,930,470	-9.0%	111,201,658	119,287,908	-6.8%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Monthly Traffic Report

Greenville-Spartanburg International Airport

April 2020



Category	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
Aircraft Operations									
Airlines	970	2,170	-55.3%	8,331	8,519	-2.2%	28,486	25,741	10.7%
Commuter /Air Taxi	<u>194</u>	<u>1,199</u>	-83.8%	2,621	4,160	-37.0%	10,970	12,837	-14.5%
Subtotal	<u>1,164</u>	<u>3,369</u>	-65.4%	<u>10,952</u>	<u>12,679</u>	-13.6%	<u>39,456</u>	<u>38,578</u>	2.3%
General Aviation	408	810	-49.6%	2,597	2,996	-13.3%	9,764	10,328	-5.5%
Military	<u>187</u>	<u>114</u>	64.0%	<u>647</u>	<u>696</u>	-7.0%	<u>2,486</u>	<u>2,472</u>	0.6%
Subtotal	<u>595</u>	<u>924</u>	-35.6%	<u>3,244</u>	<u>3,692</u>	-12.1%	<u>12,250</u>	<u>12,800</u>	-4.3%
Total	1,759	4,293	-59.0%	14,196	16,371	-13.3%	51,706	51,378	0.6%
Fuel Gallons									
100LL	1,607	3,104	-48.2%	7,088	8,627	-17.8%	26,314	31,095	-15.4%
Jet A (GA)	28,621	112,772	-74.6%	358,925	460,678	-22.1%	1,277,865	1,517,973	-15.8%
Subtotal	<u>30,228</u>	<u>115,876</u>	-73.9%	<u>366,013</u>	<u>469,305</u>	-22.0%	<u>1,304,179</u>	<u>1,549,068</u>	-15.8%
Jet A (A/L)	<u>466,919</u>	<u>1,507,829</u>	-69.0%	<u>4,566,555</u>	<u>5,792,782</u>	-21.2%	<u>17,043,208</u>	<u>18,295,576</u>	-6.8%
Total	497,147	1,623,705	-69.4%	4,932,568	6,262,087	-21.2%	18,347,387	19,844,644	-7.5%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Scheduled Airline Enplanements, Seats, and Load Factors

Greenville-Spartanburg International Airport



April 2020

	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
Allegiant Air						
Enplanements	0	4,714	-100.0%	8,695	15,644	-44.4%
Seats	0	6,309	-100.0%	12,825	21,381	-40.0%
Load Factor	#Num!	74.7%	#Type!	67.8%	73.2%	-7.3%
American Airlines						
Enplanements	2,180	33,203	-93.4%	88,532	125,430	-29.4%
Seats	17,359	43,052	-59.7%	144,852	173,005	-16.3%
Load Factor	12.6%	77.1%	-83.7%	61.1%	72.5%	-15.7%
Delta Air Lines						
Enplanements	1,133	39,167	-97.1%	85,494	139,578	-38.7%
Seats	9,896	45,517	-78.3%	137,332	175,770	-21.9%
Load Factor	11.4%	86.0%	-86.7%	62.3%	79.4%	-21.6%
Frontier Airlines						
Enplanements	1	2,545	-100.0%	7,070	9,664	-26.8%
Seats	180	3,348	-94.6%	11,340	13,446	-15.7%
Load Factor	0.6%	76.0%	-99.3%	62.3%	71.9%	-13.3%

Friday, May 15, 2020

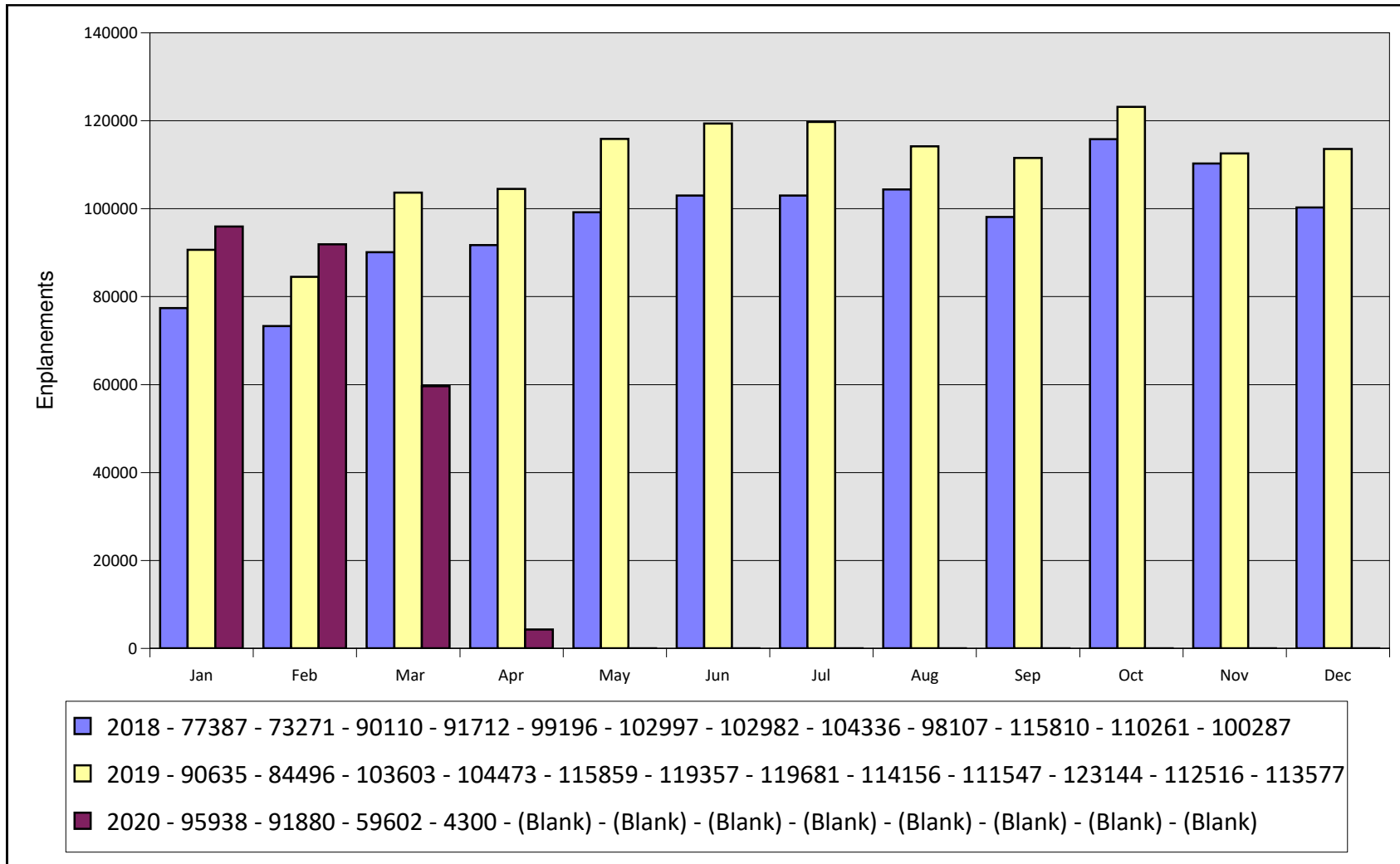
*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

	Apr 2020	Apr 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
Southwest Airlines						
Enplanements	430	8,666	-95.0%	22,634	32,428	-30.2%
Seats	9,188	12,744	-27.9%	57,110	49,068	16.4%
Load Factor	4.7%	68.0%	-93.1%	39.6%	66.1%	-40.0%
United Airlines						
Enplanements	556	15,943	-96.5%	37,632	58,647	-35.8%
Seats	4,496	19,392	-76.8%	61,401	75,354	-18.5%
Load Factor	12.4%	82.2%	-85.0%	61.3%	77.8%	-21.3%
Totals						
Enplanements	4,300	104,238	-95.9%	250,057	381,391	-34.4%
Seats	41,119	130,362	-68.5%	424,860	508,024	-16.4%
Load Factor	10.5%	80.0%	-86.9%	58.9%	75.1%	-21.6%

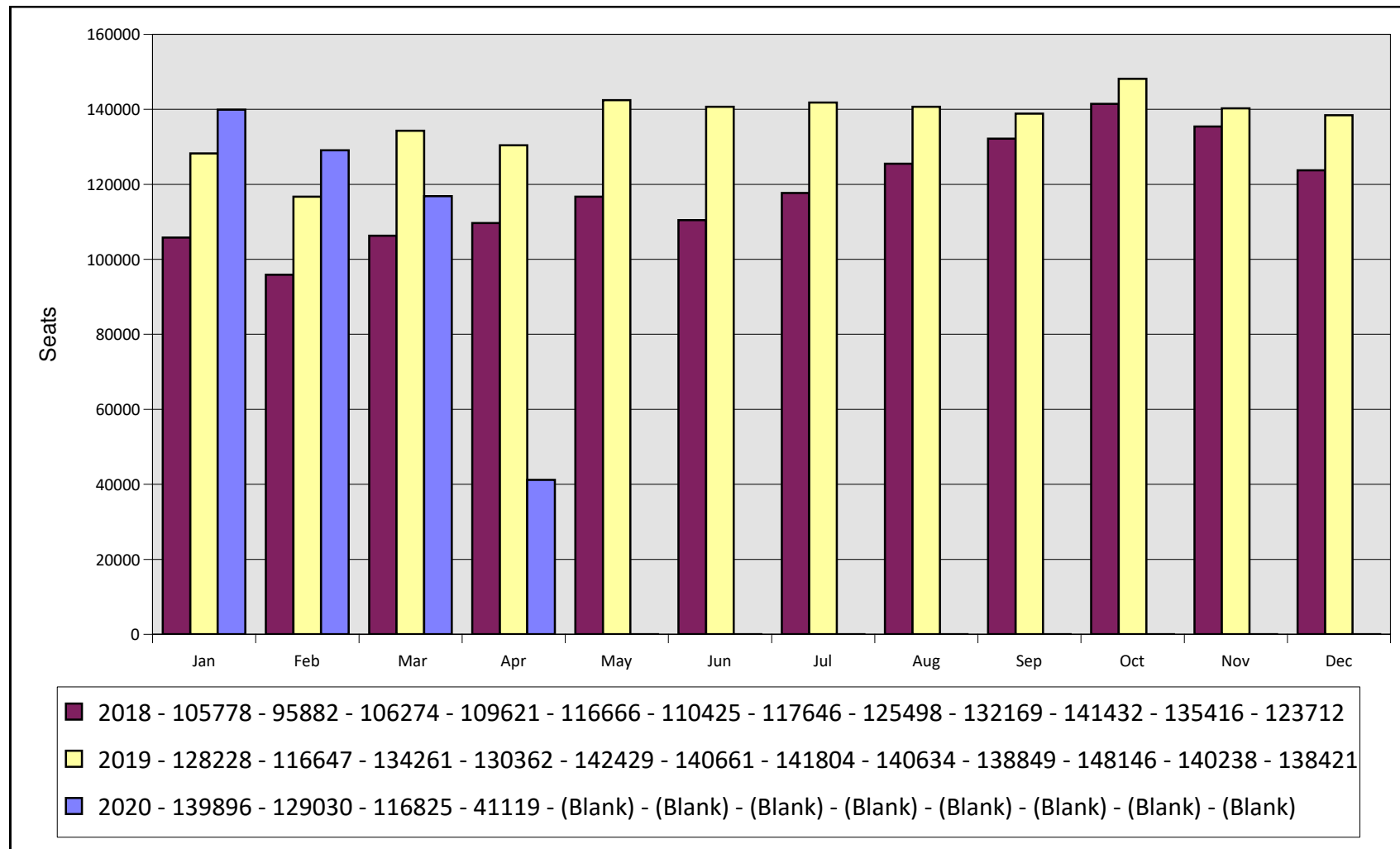
Friday, May 15, 2020

*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

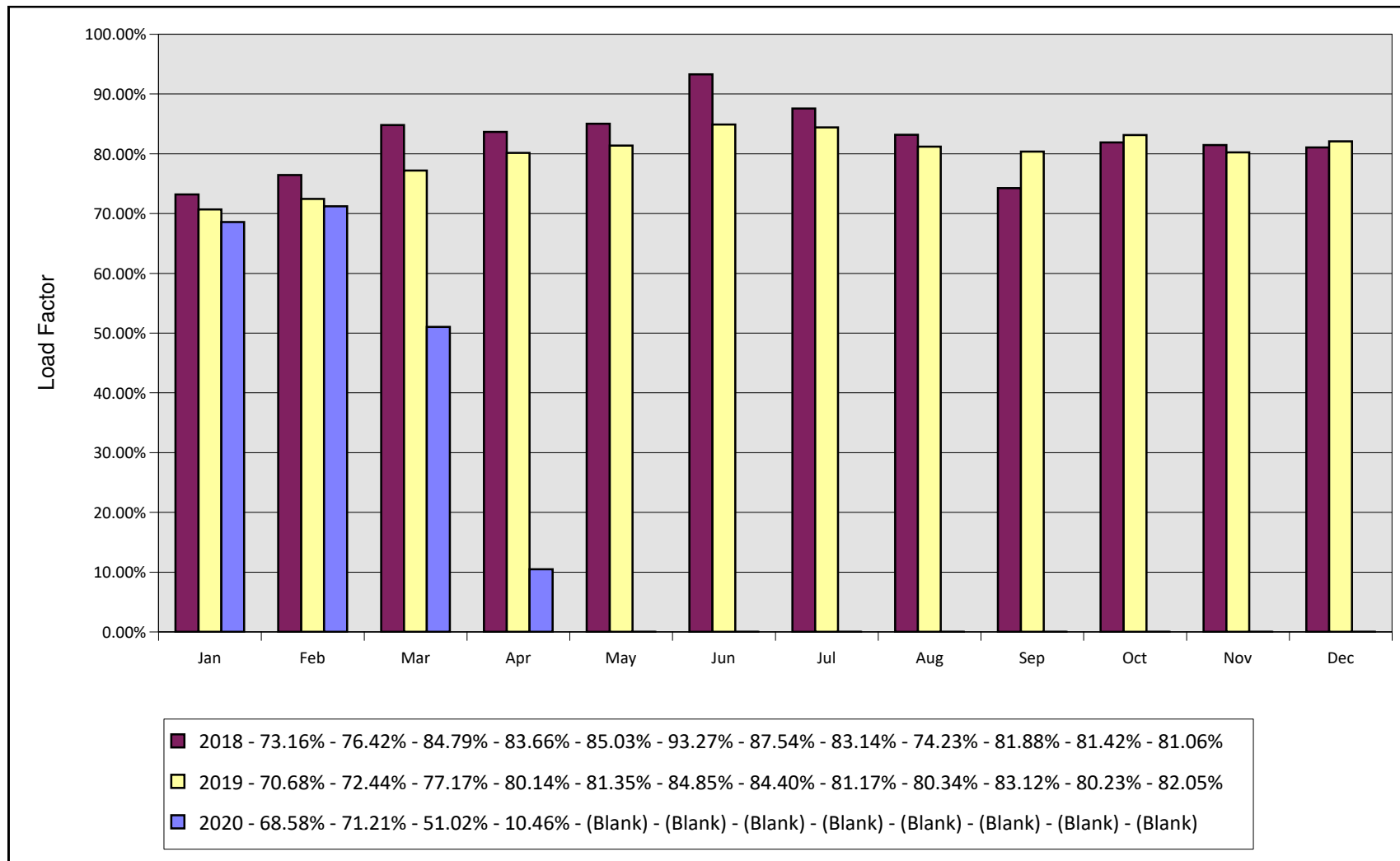
Monthly Enplanements By Year Greenville-Spartanburg International Airport



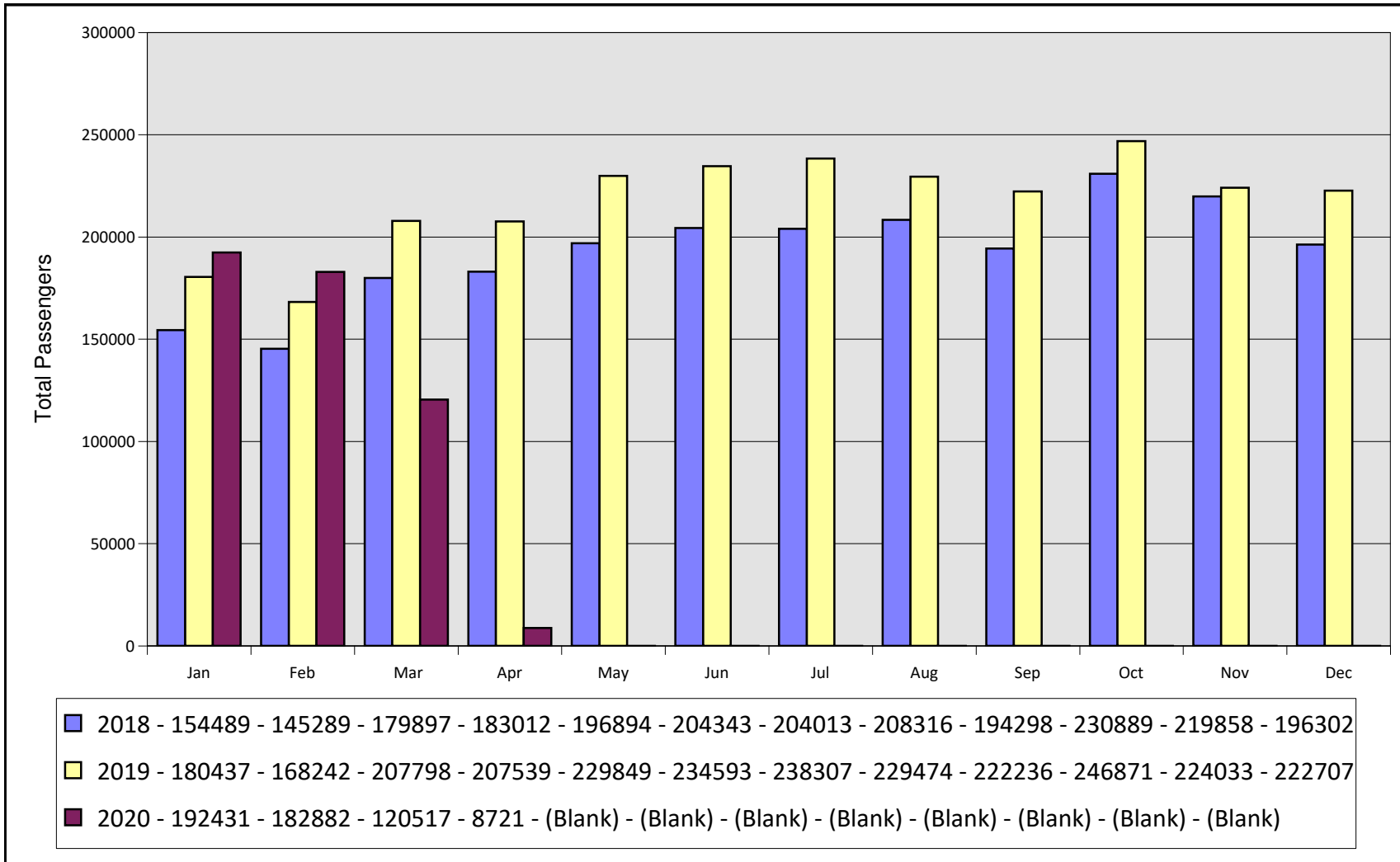
Monthly Seats By Year Greenville-Spartanburg International Airport



Monthly Load Factors By Year Greenville-Spartanburg International Airport

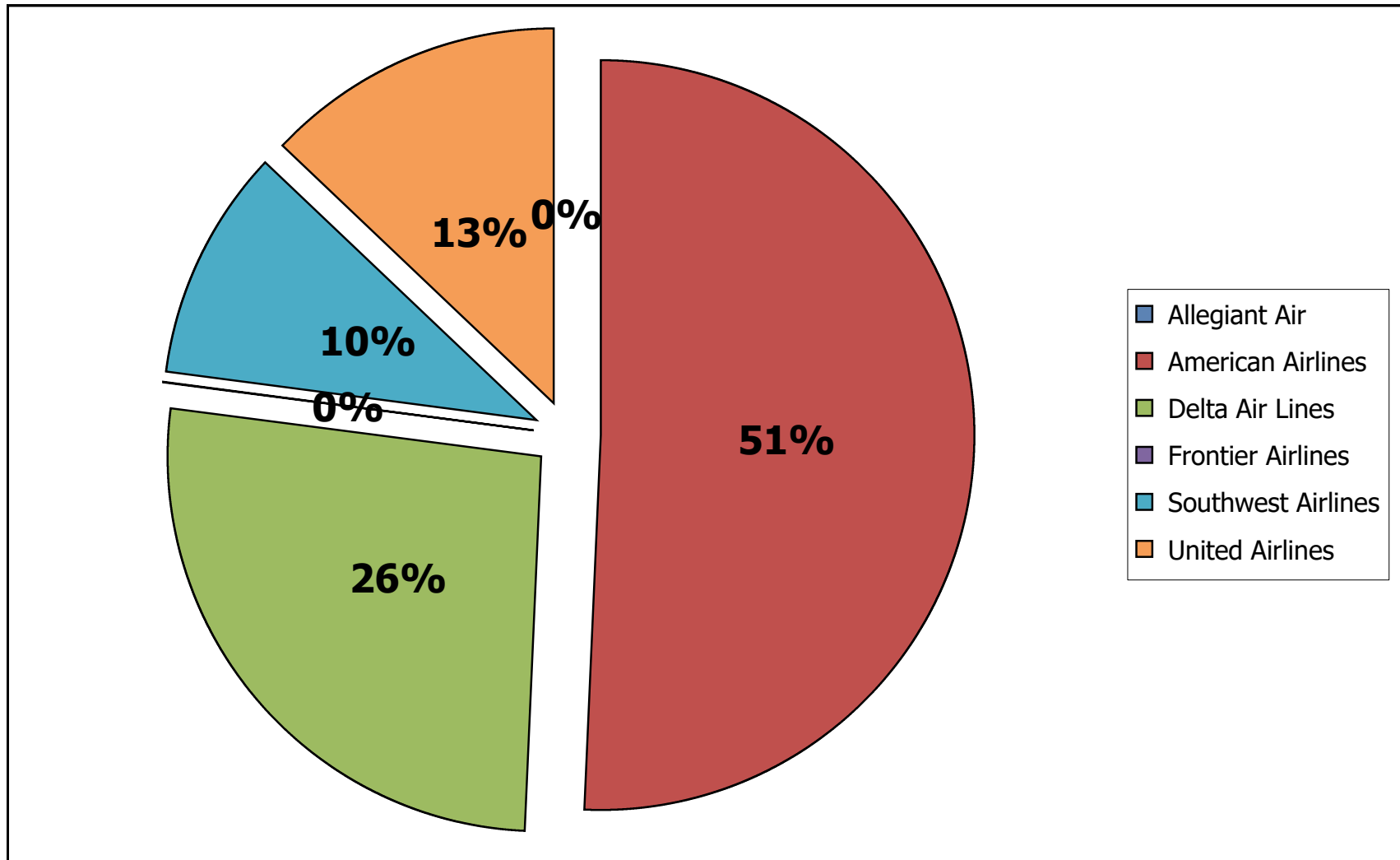


Total Monthly Passengers By Year Greenville-Spartanburg International Airport



Scheduled Airline Market Shares (Enplanements) Greenville-Spartanburg International Airport

Report Period From April 2020 Through April 2020



Airline Flight Completions Greenville-Spartanburg International Airport

April 2020



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Air Atlanta Icelandic	13	0	0	0	0	0	100.0%
Allegiant Air	0	0	0	0	0	0	#Num!
American Airlines	395	0	0	0	151	151	61.8%
Atlas Air	1	0	0	0	0	0	100.0%
Delta Air Lines	68	0	0	0	0	0	100.0%
Federal Express	44	0	0	0	0	0	100.0%
Frontier Airlines	9	0	0	0	8	8	11.1%

Friday, May 15, 2020

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
IFL Group	1	0	0	0	0	0	100.0%
Royal Air Freight	1	0	0	0	0	0	100.0%
Southwest Airlines	60	0	0	0	0	0	100.0%
United Airlines	76	0	0	0	0	0	100.0%
UPS	36	0	0	0	0	0	100.0%
Total	704	0	0	0	159	159	77.4%

Friday, May 15, 2020



MEMORANDUM

TO: Members of the Airport Commission

FROM: Basil O. Dosunmu, Senior VP of Administration & Finance/CFO

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item B

April 2020 – Financial Report

SUMMARY

Attached is a copy of the detailed financial report for April 2020.

Operating Income was down by **9.11%** when compared to the budget for Year-to-Date April 2020. Operating Expenses were down by **8.91%** when compared to the budgeted amount for the period. Net operating income was down by **9.45%** when compared to the budget through April 2020. For the period ending April 2020, which represents ten (10) month of the fiscal year, a total of about **\$13.66 million** has been returned to the bottom line in operating income.

Please recognize that this is a preliminary report, unaudited, and only represents *ten months* of activity resulting in variances from budget which can be quite volatile.

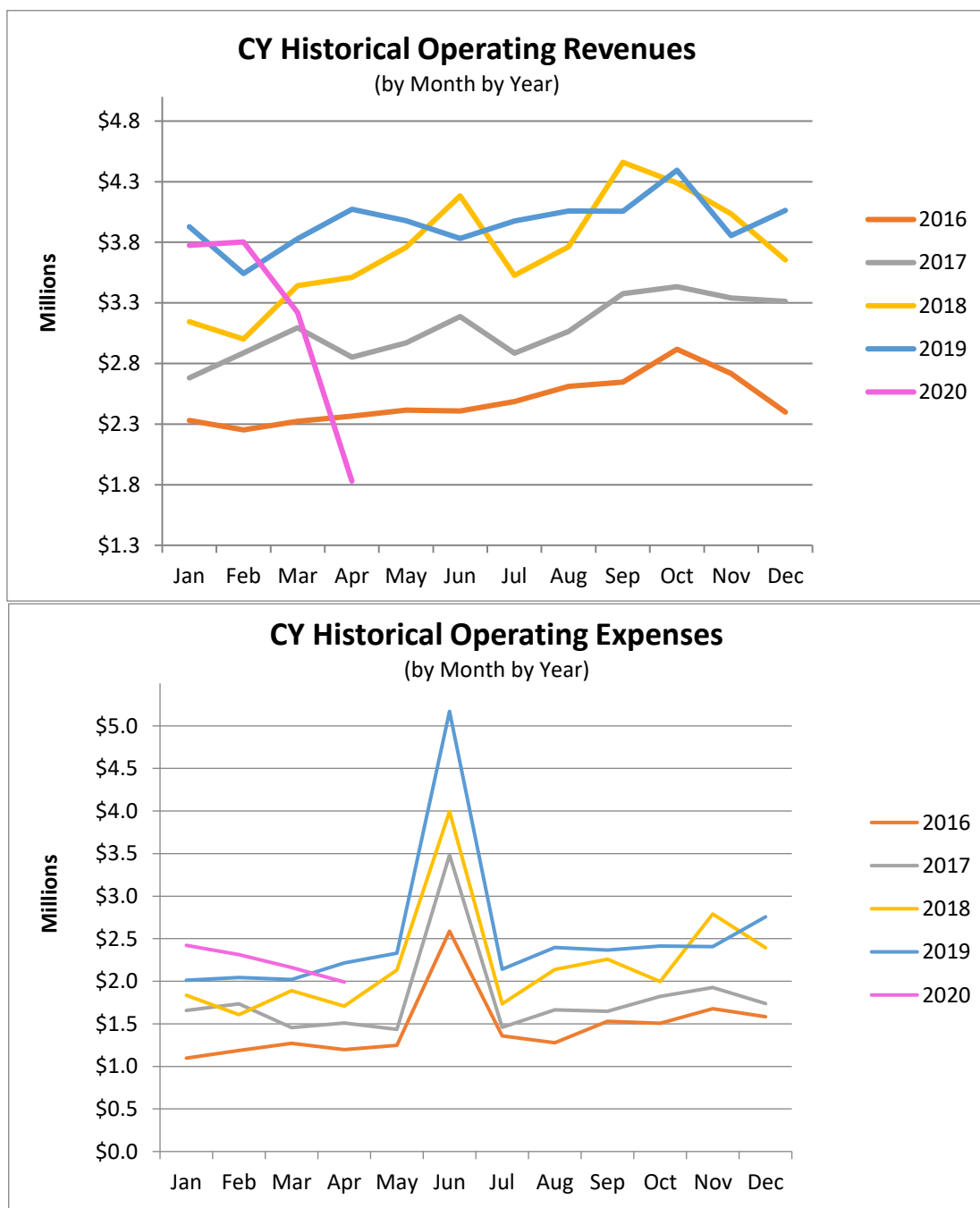
Attachment

April 30, 2020 FINANCIAL STATEMENT PACKAGE

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	Current Month Current FY 4/30/2020	Current Month Prior FY 4/30/2019
Assets		
Cash Accounts	11,419,179.54	21,280,569.91
Investments-Airport	20,710,969.97	15,157,519.80
Bond Trustee Assets	395,627.96	353,566.54
Accounts Receivable	1,502,611.10	1,483,984.52
Less: Reserve for Doubtful Accts	(149,500.00)	
Net Accounts Receivable	<u>1,353,111.10</u>	<u>1,483,984.52</u>
Inventory	457,289.95	605,777.57
Prepaid Insurance	353,143.84	271,954.70
Notes Receivable-RAC District Funds	865,039.61	1,132,227.05
Property, Plant & Equipment (PP&E)	451,133,374.68	419,057,013.79
Less: Accumulated Depreciation	(169,314,310.05)	(158,401,261.91)
Net PP&E	<u>281,819,064.63</u>	<u>260,655,751.88</u>
TOTAL ASSETS	<u>317,373,426.60</u>	<u>300,941,351.97</u>
PLUS: Deferred Outflows of Resources		
Deferred Pension	5,883,488.04	4,794,092.39
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>5,883,488.04</u>	<u>4,794,092.39</u>
LESS: Liabilities		
Accounts Payable	3,643,270.37	3,148,791.65
TD Bank LOC	-	-
Revenue Bonds Payable	914,154.92	1,283,524.46
TD Bank LT Debt	14,576,618.00	15,361,010.00
SCRS Pension Liability	19,293,277.00	15,243,794.00
Benefit Liability	1,572,881.17	1,334,855.35
TOTAL LIABILITIES	<u>40,000,201.46</u>	<u>36,371,975.46</u>
LESS: Deferred Inflows of Resources		
Deferred Revenues	995,499.61	1,147,403.05
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>995,499.61</u>	<u>1,147,403.05</u>
NET POSITION		
Invested in Capital Assets, net of Related Debt	265,512,407.02	242,907,514.83
Restricted:		
A/P - Capital Projects - Restricted	346,473.04	325,042.08
Contract Facility Charge	2,168,254.00	2,131,384.96
Total Restricted:	<u>2,514,727.04</u>	<u>2,456,427.04</u>
Unrestricted	14,234,079.51	22,852,123.98
TOTAL NET POSITION	<u>282,261,213.57</u>	<u>268,216,065.85</u>

GREENVILLE SPARTANBURG AIRPORT DISTRICT
REVENUES AND EXPENSES TREND GRAPHS



GREENVILLE SPARTANBURG AIRPORT DISTRICT
PROFIT and LOSS STATEMENT

	<----- FISCAL YEAR TO DATE ----->			
	April 30, 2020 Actual	April 30, 2020 Budget	Actual - Budget	% Change
INCOME				
Landing Area:				
Landing Fees	2,381,876.56	2,551,666.60	(169,790.04)	-6.65% (a)
Aircraft Parking Fees	302,421.56	288,250.00	14,171.56	4.92%
Subtotal Landing Area	2,684,298.12	2,839,916.60	(155,618.48)	-5.48%
Space & Ground Rentals	10,975,797.77	11,197,337.20	(221,539.43)	-1.98% (b)
Auto Parking	11,481,675.68	12,887,500.00	(1,405,824.32)	-10.91% (c)
Commercial Ground Transportation	380,230.28	301,666.70	78,563.58	26.04% (d)
Concessions:				
Advertising	314,352.50	291,666.70	22,685.80	7.78%
Food & Beverage	505,506.09	686,416.70	(180,910.61)	-26.36% (e)
Rental Car	2,929,635.88	3,216,666.70	(287,030.82)	-8.92% (f)
Retail	532,483.38	561,666.70	(29,183.32)	-5.20%
Subtotal Concessions	4,319,038.72	4,797,250.10	(478,211.38)	-9.97%
Expense Reimbursements	1,604,063.92	1,583,333.30	20,730.62	1.31%
Other Income	1,986,376.88	2,655,829.30	(669,452.42)	-25.21% (g)
Gross Profit on Fuel Sales	3,599,011.07	4,480,916.60	(881,905.53)	-19.68% (h)
Total Operating Income	37,030,492.44	40,743,749.80	(3,713,257.36)	-9.11%
EXPENSES				
Salary & Benefits	13,658,733.42	13,097,735.80	560,997.62	4.28% (i)
Professional Services	383,125.13	845,479.10	(462,353.97)	-54.69% (j)
Promotional Activities	671,675.62	1,122,208.50	(450,532.88)	-40.15% (k)
Administrative	1,016,226.44	1,563,034.00	(546,807.56)	-34.98% (l)
Insurance	574,070.90	573,070.90	1,000.00	0.17%
Contractual Services	3,353,208.90	4,314,543.10	(961,334.20)	-22.28% (m)
Rentals & Leases	260,453.46	286,911.70	(26,458.24)	-9.22%
Repairs & Maintenance	784,912.35	717,231.50	67,680.85	9.44% (n)
Supplies & Equipment	1,065,309.25	1,399,210.30	(333,901.05)	-23.86% (o)
Utilities	1,599,919.37	1,734,890.67	(134,971.30)	-7.78% (p)
Total Operating Expenses	23,367,634.84	25,654,315.57	(2,286,680.73)	-8.91%
NET OPERATING INCOME	13,662,857.60	15,089,434.23	(1,426,576.63)	-9.45%

April 30, 2020

YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY

(a)	Landing Fees	UNDER BUDGET	\$169,790.04	Minimal airline activities in April due to the COVID-19 Pandemic - Magma Aviation under budget 111K due to downturn in airfreight market, budgeted 6 operations per week while currently serving 4 per week. - Charter Cargo under budget 54K due to slowed manufacturing which has slowed demand for emergency charters.
(b)	Space & Ground Rentals	UNDER BUDGET	\$221,539.43	Blended effects of the following: - TSA began new space on November 21st, 46K under budget - Senator space 32K over budget - Per Turn Fees 13K over budget - American South Cargo 76K under budget - FBO new tenants 90K under budget - Centralized Distribution 99K under budget - Airline Terminal Space 71K over budget - FBO Facility fees 28K under budget - RAC Ground Space 41K over budget
(c)	Auto Parking	UNDER BUDGET	\$1,405,824.32	- Traffic was significantly down in April due to the global impact of COVID-19
(d)	Commercial Ground Transportation	OVER BUDGET	\$78,563.58	- TNC (Uber/Lyft) activity overall trending higher than budget
(e)	Food & Beverage	UNDER BUDGET	\$180,910.61	- Vino Volo construction completed on December 16th, 51K under budget - As of August 1st, all catering for the SAB is directly paid by Magma under the new Magma contract, 111K under budget
(f)	Rental Car	UNDER BUDGET	\$287,030.82	- Concessions for National, Hertz and Budget are over budget by 1.2% collectively while Avis & Enterprise are under budget by 6.3% collectively due to global impact of COVID-19
(g)	Other Income	UNDER BUDGET	\$669,452.42	- Ground handling & Warehouse fess under budget 379K & 297K due to downturn in airfreight market, budgeted 6 operations per week currently serving 4 per week - Ground handling (non-tenant) 10K over budget - A/C Ground handling PAX 15K over budget - A/C Deicing & Sales 43K under budget - De-Icer Sales Net 12K over budget - Parking Tickets/Seized Funds 17K under budget - Airline CUSS Ticketing Stock not budgeted 52K - Timber cutting income not budgeted 11K - Triturator & Incinerator under budget 20K - GovDeal sales not budgeted 20K - GSE Lease/Usage under budget 42K

April 30, 2020

YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY

(h)	Gross Profit on Fuel Sales	UNDER BUDGET	\$881,905.53	<ul style="list-style-type: none"> - The global impact of COVID-19 and fewer widebody and Hot Shot cargo operations have negatively impacted the amount of fuel uplifted relative to budgeted/projected - Fees Flowage (GA)-under Budgeted 20K - Jet A Into-Plane Fees-under Budgeted 577K - 'DOD Into-Plane Fees-GA under budget 28K - Retail Jet A Sales-GA under budget 382K - Retail AvGas Sales-GA under budget 56K - Throughput Fees-GA under budget 54K - COGS Jet A-GA under budget 198K - COGS AvGas-GA under budget 37K
(i)	Salary & Benefits	OVER BUDGET	\$560,997.62	<ul style="list-style-type: none"> - 230 employees are budgeted vs 206 employed as of April 30th - Partially offset by an increase in Retirement due to our monthly accrual to account for the year end PEBA adjustment anticipated
(j)	Professional Services	UNDER BUDGET	\$462,353.97	<p>Professional Services is under budget due to the following and the curtailed spendings due to the impact of COVID-19</p> <ul style="list-style-type: none"> - Consulting 220K under budget - Legal 118K under budget - Engineering/Design 138K under budget - Audit 14K over budget
(k)	Promotional Activities	UNDER BUDGET	\$450,532.88	<p>Promotional Activities is under budget due to the following and the curtailed spendings due to the impact of COVID-19</p> <ul style="list-style-type: none"> - Advertising expense 297K under budget, \$200K planned for Southwest ad December through February - General marketing expenses 79K under budget - Special Events expenses 20K under budget - Sponsorships expenses 55K under budget
(l)	Administrative	UNDER BUDGET	\$546,807.56	<p>Administrative is under budget due to the following and the curtailed spendings due to the impact of COVID-19</p> <ul style="list-style-type: none"> - Travel/Tuition 402K under budget - Recruiting 38K under budget - Dues & Subscriptions 36K under budget - Corporate Function 43K under budget

April 30, 2020

YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY

(m)	Contractual Services	UNDER BUDGET	\$961,334.20	Contractual Services is under budget due to the following and the curtailed spendings due to the impact of COVID-19 <ul style="list-style-type: none">- Parking Management agreement expenses 377K under budget- Janitorial Services 142K under budget- Computer-annual contracts 126K under budget- Miscellaneous 31K under budget- Nursery & Landscaping 38K under budget- Plants 15K under budget- Snow Removal 25K under budget- Telephone Equip 20K under budget- As of August 1st, all Magma catering is paid directly by Magma 157K
(n)	Repairs & Maintenance	OVER BUDGET	\$67,680.85	<ul style="list-style-type: none">- Electrical/Lighting 14K under budget- Building 70K over budget- Radio 18K under budget- Street & Roads 19K under budget- Heating & Air 11K under budget- Vehicles 23K under budget- Project Unanticipated 99K over budget:<ul style="list-style-type: none">Drain repair in Garage AValet parking relocationGlass Design near TSA
(o)	Supplies & Equipment	UNDER BUDGET	\$333,901.05	Supplies & Equipment is under budget due to the following and the curtailed spendings due to the impact of COVID-19 <ul style="list-style-type: none">- Equipment 29K under budget- Auto 11K under budget- Lamps 28K under budget- Fuel-Vehicles 46K under budget- Nursery & Landscaping 36K under budget- Office Supplies 17K under budget- Snow Removal 58K under budget- Tires 61K under budget
(p)	Utilities	UNDER BUDGET	\$134,971.30	<ul style="list-style-type: none">- Gas budgeted 233K YTD spread evenly across the year; milder Winter than budgeted- Water & Sewer due to conservative budgeting

Note: Please recognize that this is a preliminary report, unaudited, and only represents ten month of activity, resulting in variances which can be quite volatile.

GREENVILLE SPARTANBURG AIRPORT DISTRICT
Other Operating and Maintenance Reserve Funds

	FY \$ Amount Authorized	Estimated Cost	Date	\$ Amount Used YTD	
Emergency Repair/Replacement/Operations Fund	\$ 750,000				
Glass near DC3		\$ 10,000	9/17/2019	\$ 6,538	Glass Doctor
Tranch Drain Slab Repair		\$ 15,000			
Concrete Slab Repaiss (A8 & A9)		\$ 15,000	10/31/2019	\$ 9,317	Concrete Connections
			12/26/2019	\$ 12,100	Concrete Connections
Slope Drain Repair		\$ 30,000			
Valet Relocation			1/10/2020	\$ 24,985	Seegars Fence
			2/7/2020	\$ 4,000	Palmetto Surface Solutions
		\$ 70,000		\$ 56,940	
Uncommitted Balance	\$ 680,000				
Business Development Obligations/Incentives	\$ 1,000,000				
		\$ 182,195	8/26/2019	\$ 182,195	MAG US Lounge
		\$ 182,195		\$ 182,195	
Uncommitted Balance	\$ 817,805				

Greenville-Spartanburg Airport District
April 30, 2020

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
US Treasury						
Note	7/3/2019	5/31/2020	1.375%	1,791,378.00	1,800,000.00	1,801,890.00
Note	9/24/2018*	6/30/2020	2.500%	1,346,072.21	1,350,000.00	1,355,332.50
Note	11/12/2019	7/31/2020	2.650%	1,799,328.38	1,800,000.00	1,799,694.00
Note	9/24/2018*	8/31/2020	1.375%	1,410,635.18	1,400,000.00	1,408,834.00
Note	9/24/2018*	9/30/2020	1.375%	1,318,195.00	1,350,000.00	1,355,751.00
Note	10/7/2019	10/31/2020	1.750%	1,318,658.56	1,350,000.00	1,357,276.50
Note	10/7/2019	11/30/2020	1.625%	1,602,848.00	1,600,000.00	1,612,816.00
Note	1/28/2019	12/31/2020	2.375%	1,600,944.00	1,600,000.00	1,614,000.00
Note	12/23/2019	3/31/2021	2.250%	1,346,287.50	1,350,000.00	1,370,034.00
Note	1/7/2020	6/30/2021	1.625%	1,512,210.00	1,500,000.00	1,528,890.00
Note	2/19/2020	7/31/2021	1.750%	1,512,210.00	1,500,000.00	1,423,954.00
				1,506,405.00	1,500,000.00	1,529,655.00

Subtotal-UST

18,065,171.83 18,100,000.00 \$ 18,158,127.00

Money Market Fund Balance (matured UST)

\$ 2,552,842.97

Total Investment Balance

\$ 20,710,969.97

* These notes were initially purchased in 9/2018 with a par of \$1M. In 1/2019, additional notes were purchased from the same issuances.

Weighted blended
yield =
1.4531%

US Treasury Investment Types		<u>T-Bill</u>	<u>T-Note</u>	<u>T-Bond</u>	<u>Fed Ag</u>
Negotiable Debt Obligation		Yes	Yes	Yes	Yes
Backed by Gov Full Faith/Credit		Yes	Yes	Yes	No
Maturity		< 1 yr	1-7 yrs	7+ yrs	1-5 yrs
Coupon-Bearing		No	Yes	Yes	Yes
Interest is paid		at Maturity	Semi-Ann	Semi-Ann	Semi-Ann
State & Local Tax Exemption		Yes	Yes	Yes	Only FHLB (*)
(*) Note: Since GSP is a political subdivision of SC, we are tax-exempt from all taxes, including state and local.					

4/30/2020

Procurement / Capital Acquisitions

Project/Item Description	Date	Monthly \$ Amount
Capital Improvements:		
S&Me, Inc / ARFF Station	4/6/2020	13,559
WK Dickson / Economy Lot C	4/6/2020	16,463
Mavin Construction / TSA Upfit	4/6/2020	43,641
Metromont / 3rd Parking Garage	4/6/2020	202,622
Mavin Construction / ARFF Station Construction	4/6/2020	644,712
Rodgers Builder / Economy Lot	4/6/2020	169,163
Rodgers Builder / Economy Lot C	4/6/2020	832,991
Rodgers Builders / Access Road & Round About	4/6/2020	105,978
Rodgers Builders / Aviation Parkway Testing Survey	4/6/2020	153,869
Young Office Enviroments / Admin Offices Expansion	4/15/2020	27,049
WK Dickson / ARFF Station Construction	4/21/2020	33,326
LS3P Associates / 3rd Parking Garage	4/21/2020	133,624
McFarland Johnson / ARFF Station Construction	4/29/2020	12,595
Metromont / 3rd Parking Garage	4/29/2020	202,622
Equipment and Small Capital Outlays:		
Spartan Fire & Emergency / Hurst E-Draulics Tools	4/21/2020	30,215
Renewals and Replacements:		
Wilcox Ground Services / Crew Stairs	4/1/2020	21,700
Safe Industries / Mulit Gas Detector	4/8/2020	11,480
Rhinehart Fire Services / Replace Airpacks & Spare Cylinders	4/8/2020	49,653
Gossett Concrete Pipe / French Drains	4/14/2020	11,235
WK Dickson / Runway Safety Area	4/21/2020	22,112
Professional Service Projects:		



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item C

May 2020 – Development/Project Status Report

SUMMARY

Parking Garage C & CONRAC Facility:

Status – Design Phase & Construction Procurement

Project Budget – \$2,300,000 (Design Phase); \$75,000,000 (Construction Phase)

Estimated Completion Date – on hold

This project includes the design and construction of a new combined public parking and rental car ready/return garage. The design team is led by LS3P and is currently working on wrapping up the final construction documents. The advance package for the roadways and utilities enabling work is under contract with Rodgers Builders, Inc. along with the Surface Parking Expansion Program. Metromont Corporation is under contract for precast design/build services. Metromont's contract will ultimately be assigned to the construction manager selected for the garage. The RFQ/RFP process was started prior to the COVID pandemic and three firms were shortlisted for the Construction Manager as Constructor contract. Due to the COVID-19 impacts on the airport and the travel industry, the RFQ/RFP process has been stopped and the project is on hold until traffic and revenue return to an acceptable level. All three shortlisted firms have agreed to hold their proposed fees and general conditions for six months for the District to evaluate the overall financial impacts and timing of the parking garage project.



Parking Garage C & CONRAC Facility Enabling Project – Roadways & Utilities:

Status – Construction Phase

Project Budget – \$2,700,000

Estimated Completion Date – Fall 2020

The Commission approved a \$2,700,000 budget for enabling work on the Parking Garage C & CONRAC Facility Project. The Enabling Project includes roadway and utilities work necessary to start the Parking Garage C Project. Rodgers Builders, Inc. is under contract for the enabling work and the work is being completed simultaneously with the Surface Parking Program.

New Cargo Apron:

Status – Construction Phase

Project Budget – \$19,496,850

Estimated Completion Date – July 2020

This project includes the design and construction of a new dedicated cargo apron with a taxiway connector south of the existing FedEx facility. The engineer of record for the cargo apron project is WK Dickson (WKD). The general contractor is McCarthy Improvement Company (MCI). MCI has been shut down since November and recently remobilized in May. There is approximately two months of work left pending any additional weather impacts.

2102 GSP Drive Hangar Renovation Project:

Status – Design Phase

Project Budget – \$3,675,000

Estimated Completion Date – TBD

This project includes the renovation of the hangar located at 2102 GSP Drive adjacent to the FBO Terminal. The hangar was in a serious state of disrepair after the transition from Stevens Aviation to GSP/Cerulean Aviation. The interior hangar ceiling was repainted, and the fire alarm system and roof were already replaced. Additional renovation items include demo and renovation of the tenant office suites, restroom upgrades, upgrade/replacement of the electrical system and HVAC equipment, new tool room/shop space for corporate flight departments, circulation space, stairs and egress accommodations, exterior paint, doors and hardware replacement, and integration to the GSP campus access control and CCTV systems. Project design is led by DP3, the



architecture teaming member under the WKD on-call agreement. Design is complete. Bidding of the work is on hold and a decision will be made after completion of the IDIQ contractor selection.

Surface Parking Lot Expansion Program:

Status – Construction Phase

Project Budget – \$16,700,000

Estimated Completion Date – Fall 2020

The Parking Garage C and CONRAC Facility Project will impact the existing Daily Surface Parking Lot and the Employee Parking Lot. Based on the planning and programming presented to the Commission in January 2019, the Surface Parking Expansion Program was approved with a budget of \$16,700,000.

This program includes a new 1,500 stall parking lot for public economy parking with an associated access road and a roundabout on Aviation Parkway. The program also includes a new approximately 600 stall Employee Parking Lot and TNC Staging Area on GSP Drive. Kimley-Horn is leading the design and engineering work. Rodgers Builders, Inc. is under contract as the Design-Assist contractor for the program. Work is underway at the new Employee Parking Lot and the new Economy Lot sites simultaneously.

Aircraft Rescue and Firefighting (ARFF) Station:

Status – Construction Phase

Project Budget – \$11,750,000

Estimated Completion Date – Fall 2020

This project includes construction of a new ARFF station to be located adjacent to the PSA Hangar at 2100 GSP Drive. Design and engineering were delivered under the WK Dickson on-call contract. Architectural design was led by Leo-Daly and supported by DP3 and other sub consultants. Mavin Construction is the general contractor for the project. Mavin started construction in November 2019 and the construction contract included a November 2020 completion pending weather and any contract modifications.



FBO Expansion Project:

Status – Design Phase

Project Budget – TBD

Estimated Completion Date – TBD

The FY20 planning and programming task for this project led by McFarland Johnson is complete. The design phase has been put on hold due to COVID-19 impacts.

Facilities Department Building Expansion Project:

Status – Design Phase

Project Budget – TBD

Estimated Completion Date – TBD

The FY20 planning and programming task for this project led by McFarland Johnson is complete. The design phase has been put on hold due to COVID-19 impacts.

Aviation Parkway Rehabilitation:

Status – Construction Phase

Project Budget - \$1,500,000

Estimated Completion Date – Fall 2020

The pavement rehabilitation for Aviation Parkway is a budgeted FY20 capital project. This project was included in the Rodgers Builders, Inc. design assist scope and GMP pricing package due to similarities in scope with the parking lot and other roadway work. Combining these packages allows the District to secure the most economical pricing with larger quantities of asphalt, etc. The Aviation Parkway rehab will be coordinated with the roundabout construction and is scheduled to be completed in summer 2020.



Terminal Area Planning Study:

Status - Planning Phase

Project Budget - \$400,000

Estimated Completion Date – Fall 2020

This project is led by McFarland Johnson and includes the planning and programming phase for the next phase of terminal expansion. The scope of work includes facility programming, phasing, budget and conceptual layout planning.

Fuel Farm Expansion Project:

Status – On hold

Project Budget - TBD

Estimated Completion Date – TBD

The FY20 capital budget included the design phase for the next phase of the fuel farm expansion. Staff is working with Kimley-Horn to prepare an RFP for Design-Build services. The project is on hold due to COVID-19 impacts.

Runway Safety Area Grade Corrections Project:

Status – Design Phase / Procurement

Project Budget - \$300,000

Estimated Completion Date – Fall 2020

This project includes grade corrections inside the runway safety area (RSA) of RW 4/22 near TW G and at either end. WK Dickson led the engineering work for this project. A notice of intent to award has been issued to Graham County Land Development, the lowest responsive bidder. The project is expected to be funded at 100% combined funding from normal AIP entitlement and additional AIP funding provided through the CARES Act. Construction is expected to start in July.



General Aviation Expansion Project:

Status – Design Phase / Procurement

Project Budget - \$400,000 (Design Phase); \$3,250,000 (Construction Phase)

Estimated Completion Date – TBD

This project includes site prep to expand the general aviation (GA) area north of the newest bulk aircraft hangar. WK Dickson led the engineering work for this project. A notice of intent to award has been issued to Graham County Land Development, the lowest responsive bidder. The project is expected to be funded at 100% combined funding from normal AIP entitlement and additional AIP funding provided through the CARES Act. Construction is expected to start in July.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Tom Tyra, Director, Communications & Air Service Development

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item D

May 2020 – Communications Status Report

SUMMARY

News Stories ~ Broadcast, Print and Online 05/01/20 through 05/31/20:

COVID-19

WYFF: [COVID-19 Impacts on GSP](#)

Greenville News: [What to Know about Air Travel In & Out of GSP](#)

Spartanburg Herald: [GSP CEO: Air travel may never be the same](#)

WYFF: ["It will be 2024 before we see a full recovery" says GSP president](#)

Upstate Business Journal: [Daily Update: Hair Salons, Fitness Centers to Reopen](#)

Fox Carolina: [Frontier Airlines requiring passengers to wear face coverings](#)

Greenville Journal: [GSP Airport to receive \\$25.8 million in stimulus grants](#)

WSPA: [GSP officials issue TSA tips for traveling during COVID-19, REAL ID extended](#)

Spartanburg Herald: [Coronavirus updates in SC](#)

WYFF: [TSA Passengers Decline](#)

WSPA: [Extra safety measures in place as travelers return to airports](#)

Other

MSN.com: [How to Get TSA PreCheck: Everything You Need to Know](#)

AviationPros: [Unusual in a Good Way](#)

Homeland Security Today: [TSA's Firearm Discovery Rate Rises](#)

Index-Journal: [While we're in lockdown, the world outside blossoms](#)

Cargo Feature & Magazine Cover

Airport Business Magazine: [Built to Move](#)



Boeing Cargo Shipments

Post & Courier: [Boeing's biggest planes, CEO gather at SC plant to deliver face shields](#)

WRDW.com: [SC getting 3 planeloads of coronavirus protective gear](#)

Greenville Journal: [Behind the masks: How one act of kindness helped land a plane](#)

Laurens County Advertiser: [Confirmed COVID-19 cases up to 38 in county](#)

IFExpress: [Aviation Industries Contract as a Result of COVID-19](#)

WLOS, WMYA, Stamford Advocate, New Milford Spectrum, New Times, The Register Citizen, San Antonio Express-News, San Francisco Chronicle, Index-Journal, The Times and Democrat, The Augusta Chronicle, The Charlotte Observer (AP Syndication): [Gov issues new emergency declaration as SC begins to reopen](#)

Safety Voice of the Hwy Radio: [New aircraft recruited for COVID mission](#)

Benzinga: [Air Cargo Gets Window Seat](#)

Barchart.com: [Air cargo gets window seat](#)

FreightWaves: [New aircraft recruited for COVID mission](#)

GVL Today: [McMaster welcomes 1.5 million face masks](#)

CN2.com: [Gov McMaster Plans to Extend SC's State of Emergency](#)

WLOS: [Shipment of 1.5 million masks will help workers for almost 1 month](#)

SC Biz News: [Cooperative effort brings 1.5 million masks to Greenville](#)

WSPA: [1.5 Million Face Masks Arrive at GSP](#)

Roadway Work

Who's On the Move: [GSP begins phase two of roadway and parking improvements](#)

Scam Website

FOX: [Fake Travel Website](#)

WBTW: [Scam Website](#)

WSPA: [Fake Travel Website](#)

Reach of GSP Media Appearing on National Social Networks

Twitter: 2,270,000

Facebook: 3,620,000

Airport Digital and Social Media 05/01/20-05/31/20:

Website

Sessions – 26,598

New Users – 16,624

Page/Session – 1.90

Average Session Duration – 1:31

Page Views – 50,623

Facebook

Total followers – 12,716
New followers – 399
Organic Total Reach – 200,417

Instagram


Reach – 6843
Impressions – 8,175
Followers – 2,050
New followers – 50

Twitter

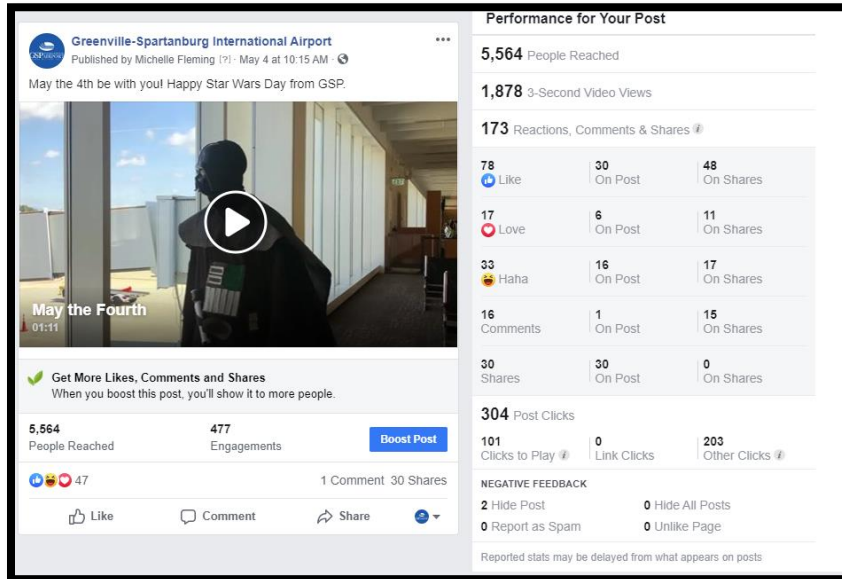
Impressions – 27,900
Visits – 155
Followers – 6,519
New followers – 3
Mentions – 34

Top Performing Social Media Posts

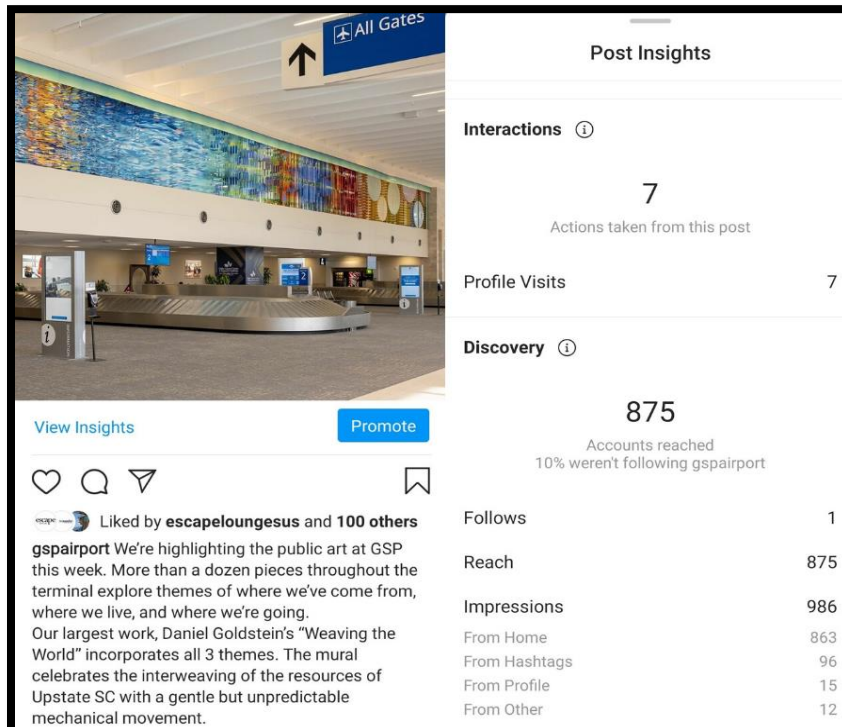
Top Tweet

	<p>GSP Airport @GSPAairport We're highlighting public art at GSP this week. More than a dozen pieces throughout the terminal explore where we've come from, where we live & where we're going. Our largest work, Daniel Goldstein's "Weaving the World" celebrates Upstate SC's interwoven resources. #publicart pic.twitter.com/jtUVaWYXdG</p>	Impressions	2,034
		Total engagements	46
		Media engagements	15
		Detail expands	13
		Profile clicks	9
		Likes	8
		Hashtag clicks	1

Top Facebook Post



Top Instagram Post





MEMORANDUM

TO: Members of the Airport Commission

FROM: Scott C. Carr, A.A.E., Vice President – Commercial Business & Communications

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item E

May 2020 – Commercial Business and Marketing Report

SUMMARY

Bon Secours Wellness Arena Rebranding:

Status – Project on hold due to budget constraints related to COVID-19

Project Budget – \$15,000

Estimated Completion Date – TBD

The Airport District has an advertising/marketing agreement with the Bon Secours Wellness Arena. As a part of that agreement, we have the branding rights to the ticket office. The current branding is over four years old and in need of a refresh.

GSP360 – Land Development Program Video:

Status – Project on hold due to budget constraints related to COVID-19

Project Budget – \$5,000

Estimated Completion Date – TBD

The Airport District is developing a video to highlight the GSP360 land development program. The video will be used for business development purposes with prospective tenants.

Children's Play Area Alcove Project:

Status – Project on hold due to budget constraints related to COVID-19

Project Budget – All installation costs will be covered by Plus-Plus USA

Estimated Completion Date – TBD

During the terminal building renovation project, two alcoves were developed in the Grand Hall. Based on past direction from the Airport Commission, one will be for a children's play area and another will be for an airport history alcove. The children's play area alcove will be located on the Concourse A side of the Grand Hall.

History Alcove Project – Phase #1:

Status – Project on hold due to budget constraints related to COVID-19

Project Budget – \$150,000

Estimated Completion Date – TBD

During the terminal building renovation project, two alcoves were developed in the Grand Hall. Based on past direction from the Airport Commission, one will be for a children's play area and another will be for an airport history alcove. The history alcove will be located on the Concourse B side of the Grand Hall.

Federal Aviation Administration (FAA) – AT&T Network Fiber Extension Project:

Status – As-built drawings received and the project has been completed

Project Budget – All costs are being covered by AT&T.

Completion Date – June 1, 2020

FAA needed additional bandwidth at the Air Traffic Control Tower (ATCT). This project extended AT&T's fiber network from the National Weather Service along GSP Drive, and then adjacent to the current employee parking lot up to the FAA ATCT leasehold.

FedEx – AT&T Network Fiber Extension Project:

Status – Revised construction drawings from AT&T based on Airport District comments have been received and approved. Awaiting AT&T's contractor to schedule a preconstruction meeting and provide a project schedule.

Project Budget – All costs are being covered by AT&T.

Estimated Completion Date – TBD

FedEx was requesting to install a backup cellular system for their local data network to provide redundancy if their wired data connection was interrupted. This project was canceled and replaced by a fiber installation project that extended fiber from SR 101 down Gateway Drive to the FedEx leasehold.

T-Mobile Signal Strength & Data Transfer Speed Enhancement Project:

Status – T-Mobile is reevaluating this project based on their announced merger with Sprint. Sprint already has a cell phone tower on Parking Garage A.

Project Budget – All costs are being covered by T-Mobile.

Estimated Completion Date – TBD

T-Mobile has received customer service complaints regarding their signal strength for their wireless customers while at the airport. They are presently evaluating the current signal strength. Subsequently they will evaluate options to determine the best corrective action to boost that signal strength and data transfer speeds around the airport campus.

Google Street & Terminal Mapping Project:

Status – Google has already been onsite to map the interior public spaces of the terminal building as well as the local streets surrounding the airport. Staff is awaiting Google to upload all the images to their server and make them available for public use. Some images were uploaded that include the terminal building's airside garden and several roadways around the airport campus in early March 2019.

Project Budget – All costs are being covered by Google.

Estimated Completion Date – TBD

Google has an interior mapping program for public facilities as well as a street view mapping program. To assist users of the airport by providing a 360-degree view of public areas of the airport, Google has selected GSP for inclusion into both programs. Once complete, you will be able to see views of the inside of the terminal building and the streets leading up to it when you utilize Google Maps.

Southwest Airlines – Gate Information Display System (GIDS) Project:

Status – Project on hold by Southwest due to budget constraints related to COVID-19

Project Budget – All costs are being covered by Southwest Airlines.

Estimated Completion Date – TBD

In order to enhance the overall passenger experience, the Airport District has been encouraging Southwest Airlines to provide their proprietary GIDS to our mutual customers at GSP. This will provide detailed flight information, standby and cleared list passenger information, etc. in the same format that the Southwest passengers are accustomed to seeing at other airports and will replace the current default GIDS that only provides basic flight information.

MRO Americas Conference:

Status – Conference rescheduled to September 1-3, 2020 as a result of COVID-19

Business Development Budget – \$15,000

Completion Date – September 4, 2020

MRO Americas is a business development and exhibiting opportunity for the Airport District to showcase our GSP360 land development program as well as target MRO development on the airport like PSA Airlines. This year's conference is in Dallas, TX and has been rescheduled from April 28-30, 2020 to September 1-3, 2020 as a result of COVID-19.

National Business Aviation Association (NBAA) Conference:

Status – Staff has secured a premium booth location along a main corridor in the exhibit hall. NBAA is conducting a survey with past attendees and exhibitors to determine participation in this year's conference. Based on the results of the survey, the conference may be cancelled or postponed. Staff is waiting for an announcement from NBAA.

Business Development Budget – \$25,000

Completion Date – October 9, 2020

NBAA is a business development and exhibiting opportunity for the Airport District to showcase our GSP360 land development program as well as Cerulean Aviation. This year's conference is in Orlando, FL and runs from October 6-8, 2020.

Air Cargo Forum Miami & Transport Logistic Americas Conference:

Status – Staff has secured a premium booth location, as one of the first booths when you enter the Exhibit Hall at the main entrance. In addition, Staff is updating the booth artwork and presentation materials ahead of this conference.

Business Development Budget – \$20,000

Completion Date – November 13, 2020



Air Cargo Forum is a business development and exhibiting opportunity for the Airport District to showcase the airport's cargo handling capabilities and to serve as a gateway for freight forwarders along the east coast of the U.S. This year's conference is in Miami, FL and runs from November 10-12, 2020.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: June 22, 2020

ITEM DESCRIPTION – Information Section Item F

May 2020 – OSHA Recordable Injury Report

SUMMARY

Monthly Activity as of May 31, 2020

- 0 OSHA Recordable Injury

2020 Calendar Year-to-Date

- 2 OSHA Recordable Injuries

2 Year Historical Annual OSHA Recordable Submissions:

Calendar Year	Annual Average # Employees	Total Hours Worked by all Employees	# OSHA Recordable Work-Related Injuries	# OSHA Recordable Work-Related Illnesses	# Days away from Work
2019	206	399,715	9	0	102
2018	195	379,203	12	0	112

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Airports Council Urges U.S. Government to Require Facial Coverings in Passenger Terminals

Airports are taking all necessary precautions to protect the traveling public.

From — [Airports Council International-North America \(ACI-NA\)](#)

May 12th, 2020

Airports Council International – North America (ACI-NA) announced that it is urging the U.S. government to adopt guidelines for the use of facial coverings by all individuals in the public areas of passenger airport terminals.

ACI-NA is taking this position due to the extraordinary nature of the current COVID-19 pandemic, and in order to provide for the health and safety of passengers and airport employees, to instill confidence in those who work or travel through America's airports. Absent federal guidelines, ACI-NA supports state and local guidelines that all individuals in the public areas of passenger airport terminals wear facial coverings over their nose and mouth during the COVID-19 pandemic.

ACI-NA member airports also want to ensure that any passenger health screenings are backed by medical evidence and national standards, performed by Federal government officials, and minimize the impact on airport operations.

“North American airports are steadfastly committed to measures that provide for the health and safety of the traveling public and airport employees,” said ACI-NA President and CEO Kevin M. Burke. “That’s why we are urging the federal government to issue formal guidelines for the use of facial coverings in passenger terminals. This will help to minimize the spread of COVID-19 and re-instill confidence of those who work in or travel through America’s airports.”

Requiring facial coverings is consistent with guidance provided by public health officials in both Canada in the United States.

ACI-NA has convened an Airport Industry Recovery Advisory Panel to assess the operational needs of airports, as well as considerations to ensure passenger safety and limit the spread of COVID-19. This panel will help guide discussions about how the aviation industry can increase flight capacity as air travelers return.

North American airports responded quickly to COVID-19 by establishing enhanced health and sanitation protocols that include much more frequent cleaning, with an intense focus on “touch points” in public areas and restrooms, more and upgraded cleaning supplies, extra shifts and staffing, additional hand sanitizers in airport public areas for passengers and employees, and additional education and training for airport employees and contractors. Many of the practices will remain in place for the foreseeable future.

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Spirit Airlines Announces Comeback: 47 FLL Flights Planned by July as Demand Increases

Jun 4th, 2020

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Jun 4th, 2020

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American Airlines is Dropping Service to Oakland and Doesn't Plan to Return

By Kyle Arnold

Source The Dallas Morning News (TNS)

Jun 3rd, 2020

American Airlines is dropping service to Oakland International Airport as of Wednesday, a victim of low demand amid the COVID-19 pandemic.

American will fly its final flight in and out of the Bay Area airport on Wednesday. American only flew limited service into Oakland, connecting in and out from Phoenix.

“We’re constantly evaluating our network to meet customer demand,” said Nichelle Barrett, a

spokeswoman for American, in a prepared statement. “Unfortunately, our service in Oakland was not profitable and the last flight from OAK to Phoenix (PHX) will operate on June 3.”

American also flew from DFW International Airport to Oakland as recently as last summer, [but dropped the route because of fleet shortages from the grounding of the Boeing 737 Max.](#)

American is required to keep service to all destinations because of stipulations in the federal stimulus grants and loans it is receiving as part of the CARES Act. But American also flies into San Francisco International and Mineta San Jose International Airport, which are in the same metropolitan area as Oakland.

It's also dropped flights to a handful of destinations during the COVID-19 pandemic in Colorado and Wyoming, both seasonal destinations that have closed amenities. It stopped service to Hawaii, which has a mandatory 14-day quarantine for anyone arriving in the islands and has decimated tourist flights.

But Oakland is the first city that American is dropping indefinitely without plans to return. U.S. Airways started the Oakland to Phoenix route in

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2003 and American inherited the route when the two companies merged in 2013.

Oakland International Airport carried about 13.7 million passengers in 2019, making it the country's 37th busiest airport. But it was dwarfed by San Francisco International, which carried 57.3 million people and was the country's seventh busiest airport. Mineta San Jose served 15.7 million passengers in 2019.

"As a result of the reset created by the COVID-19 pandemic, there is a tremendous opportunity for air carriers to serve OAK in a way which positions them to capitalize on this likely scenario," said Bryant L. Francis, director of the Oakland International Airport, in a prepared statement. " We regret that American did not see OAK as a viable market to continue to provide its service at this time, but our runways and gates will be available to welcome them back, and we look forward to that day."

Oakland is used as a stopping point for several airlines, including Alaska, Hawaiian, Allegiant, Spirit, Delta and Southwest. In fact, Dallas-based Southwest uses Oakland International Airport as its primary Bay Area destination, serving non-stop routes to 32 cities from there, including Hawaii.

Delta Air Lines flies to Salt Lake City and Atlanta from Oakland.

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'Clear, Uniform, National' Coronavirus Guidelines Needed for U.S. Air Travel, Sen. Cantwell Says

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by Katherine Krasnikova Long

Source The Seattle Times (TNS)

May 19th, 2020

Passengers say airlines' new social distancing measures are unevenly applied. Not all airports have taken steps recommended by public health officials to slow the spread of the novel coronavirus.

And above all, Washington Sen. Maria Cantwell wrote Monday in a letter to federal transportation officials, the aviation industry has taken far too long to beef up its response to COVID-19.

What's missing, said the letter to U.S. Secretary of Transportation Elaine Chao, are "clear, uniform, national COVID-19 guidelines for the aviation sector" from the executive branch.

Nearly two weeks have passed since public health experts testified May 6 before a Senate committee about the need for "a net of public health options" to minimize contact between passengers at airports and on planes, Cantwell noted. Days later, Cantwell asked the White House Coronavirus Task Force to establish federal social distancing guidelines for the aviation sector.

Yet in that time — and in the more than four months since one of the first known cases of coronavirus in the United States, a Snohomish County man, [returned from Wuhan, China, via Seattle-Tacoma International Airport](#) on Jan. 15 — the White House has not provided guidance to airports and airlines that would “keep the traveling public and workers safe during the coronavirus crisis,”

guidelines are in place,” she wrote.

Cantwell asked the Department of Transportation to encourage airlines to keep every other seat open or limit the number of people allowed to board planes, and ensure passengers are able to maintain 6 feet of separation in airport queues and while waiting to board the aircraft.

Absent overarching guidelines, airlines and airports have implemented “inconsistent measures,” Cantwell wrote, to lessen the chance passengers and workers contract coronavirus.

Some airports, including in Hawaii, began screening passengers for fever back in April; Sea-Tac plans to begin doing so in coming weeks. The Transportation Security Administration revealed last week it would also begin checking travelers’ temperatures, The Wall Street Journal reported, but did not say at which airports. Sea-Tac has asked to be part of the program, airport spokeswoman Kate Hudson said, but has not heard back from the agency.

While most large airports now require travelers to cover their faces, policies are spottier at regional airports — travelers through Spokane International Airport, for instance, don’t need to wear masks. Sea-Tac’s mandatory mask policy takes effect Monday, and applies to passengers and staff, but not workers such as baggage handlers employed by airlines.

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Jun 4th, 2020



Airline rules aren't uniform, either. Crew members and passengers on all airlines operating at Sea-Tac are required to wear masks, but some travelers have said on their flights, the rule wasn't enforced. And even airlines that initially announced they would keep middle seats open to provide for a modicum of social distance onboard have pointed to fine-print caveats as [photos](#) and [videos](#) of [packed flights](#) surfaced on social media in recent days.

United Airlines pledged to automatically block middle seats, but then said it can't guarantee passengers will be seated next to an unoccupied seat. Alaska Airlines also said it would block off many seats — with the [caution](#) “extra space between guests is not guaranteed and is subject to weight and balance restrictions” through the end of June.

Airlines say crowded flights are the exception. In early May, domestic flights typically had about 23 passengers, compared with 85 to 100 passengers per flight before the pandemic, according to industry group Airlines for America. But some travelers still say they're less than satisfied with social distancing measures while flying.

Kelly Armentrout and her family had been in quarantine for 14 days before dropping her son, Theo, off at Sea-Tac on Sunday, when he boarded a flight to Alaska to work in the Copper River salmon fishery. Once Theo arrives in the tiny fishing community of Cordova, he will enter another two-week quarantine period. The quarantines are part of the fishing industry's attempt to [keep coronavirus off its ships](#) and out of processing plants in remote Alaskan towns.

Armentrout and her husband wore masks to the airport; Theo wore two. But when they stepped into the baggage drop-off line at the Alaska Airlines counter, Armentrout said they were crowded by unmasked passengers standing a few feet away from them, despite stickers on the floor asking passengers to socially distance and a large sign at the entrance to the airport asking travelers to wear

masks.

Armentrout said she felt disappointed, and worried for her son. “We’re doing everything we can to stay safe and we come to the airport and this is going on?” she said.

What’s needed are “national regulations or guidance for US airports and flights that originate from or terminate in the United States,” Dr. Hilary Godwin, dean of the University of Washington School of Public Health, testified before the Senate’s commerce and transportation committee May 6. “The probability that healthy individuals will interact with one or more individuals who are infected but may not know increases exponentially as the number of people passing through the airport increases.”

In recent days, Sea-Tac has seen an uptick in passengers as some states ease social-distancing guidelines. For the first time since the outbreak of the pandemic, more than 5,000 travelers passed through the airport last Monday.

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Despite Lockdown Easing, Woes of the Aviation Sector Unlikely to Abate in Coming Months

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India's civil aviation sector may continue to languish in the near to medium term as demand is expected to stay muted with cost-conscious corporates restraining employees from travelling while coronavirus fears and the impact on household incomes affect the demand for leisure travel.

The tepid demand over the next six months to a year will prove to be the biggest challenge for cash-strapped airlines in continuing their services, according to industry experts. India on 25 May lifted a two-month ban on domestic flights with strict restrictions and safety measures. Also, airlines have been allowed to use only a third of their summer schedule for 2020.

Experts said the present demand is mostly from people who were stuck in various parts of India because of the lockdown imposed to check the spread of coronavirus. This demand, the experts said, may taper off in the coming months.

Global passenger demand is likely to drop 47% and airline revenues

could fall by \$11 billion in 2020 because of covid-19, according to a forecast by industry body International Air Transport Association.

The change in lockdown rules and the resumption of economic activity was inevitable and is a step in the right direction, said Peeyush Naidu, partner, aviation practice, at Deloitte. "The demand for air travel that we are witnessing is potentially more of pent-up demand on account of people needing to get back to their homes or needing to attend to urgent matters. The next phase of demand

and hygiene," Naidu said.

The Centre on Saturday announced measures to open up the economy and lift lockdown curbs in a phased manner from 8 June.

Big corporates, especially IT companies, have asked employees to work from home for 6-9 months and, as a result, executive travel will be limited, said Jyoti Mayal, president, Travel Agents Association of India (TAAI).

"Generating demand will be a challenge in the coming months because only essential travel is taking place and it will again reduce. Maybe, we will see some demand during Diwali. Also, leisure travel is not expected to revive soon as people will use their cars more and avoid taking flights. With the easing of the lockdown, the passenger sentiment might revive in some months," Mayal said.

The airlines have urged the government for relief through steps such as lower taxes on fuel and airport charges.

"Apart from the economic downturn, safety related issues will also impede people's decision to travel by air. Maintaining social distancing is not possible in an aircraft and recently some passengers tested positive and others close to them were quarantined. This will further impact the sentiment," said an

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industry executive.

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TSA Preparing to Check Passenger Temperatures at Airports Amid Coronavirus Concerns

By Michelle Hackman and Alison Sider

Source The Wall Street Journal

May 18th, 2020

U.S. officials are preparing to begin checking passengers' temperatures at roughly a dozen airports as soon as next week, as the coronavirus pandemic has heightened travel anxieties, according to people familiar with the matter.

Read more: <https://www.wsj.com/articles/tsa-preparing-to-check-passenger-temperatures-11589579570>

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Urgent Implementation of ICAO COVID-19 Guidelines Needed

IATA urged governments to quickly implement the International Civil Aviation Organization's global guidelines for restoring air connectivity.

From — [International Air Transport Association \(IATA\)](#)

Jun 2nd, 2020

Geneva – The International Air Transport Association (IATA) urged governments to quickly implement the International Civil Aviation Organization's (ICAO's) global guidelines for restoring air connectivity.



IATA

Today, the ICAO Council approved *Takeoff: Guidance for Air Travel through the COVID-19 Public Health Crisis (Takeoff)*. This is an authoritative and comprehensive framework of risk-based temporary measures for air transport operations during the COVID-19 crisis.

“The universal implementation of global standards has made aviation safe. A similar approach is critical in this crisis so that we can safely restore air connectivity as borders and economies re-

open. The *Takeoff* guidance document was built with the best expertise of government and industry. Airlines strongly support it. Now we are counting on governments to implement the recommendations quickly, because the world wants to travel again and needs airlines to play a key role in the economic recovery. And we must do this with global harmonization and mutual recognition of efforts to earn the confidence of travelers and air transport workers,” said Alexandre de Juniac, IATA’s Director General and CEO.

Takeoff proposes a phased approach to restarting aviation and identifies a set of generally applicable risk-based measures. In line with recommendations and guidance from public health authorities, these will mitigate the risk of transmission of the COVID-19 virus during the travel process.

These measures include:

- **Physical distancing** to the extent feasible and implementation of “adequate risk-based measures where distancing is not feasible, for example in aircraft cabins”;
- **Wearing of face coverings and masks** by passengers and aviation workers;
- **Routine sanitation and disinfection** of all areas with potential for human contact and transmission;
- **Health screening**, which could include pre- and post-flight self-declarations, as well as temperature screening and visual observation, “conducted by health professionals”;
- **Contact tracing** for passengers and aviation employees: updated contact information should be requested as part of the health self-declaration, and interaction between passengers and governments should be made directly through government portals;
- **Passenger health declaration forms**, including self-declarations in line with the recommendations of relevant health authorities. Electronic tools should be encouraged to avoid paper;

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- **Testing:** if and when real-time, rapid and reliable testing becomes available.

“This layering of measures should give travelers and crew the confidence they need to fly again. And we are committed to working with our partners to continuously improve these measures as medical science, technology and the pandemic evolve,” said de Juniac.

Takeoff was one element of work of the ICAO COVID-19 Aviation Recovery Task Force (CART). The CART report to the ICAO Council highlighted that it is of “paramount importance to avoid a global patchwork of incompatible [aviation] health safety measures.” It urges ICAO Member States to “implement globally- and regionally-harmonized, mutually accepted measures that do not create undue economic burdens or compromise the safety and security of civil aviation.” The Report also notes that COVID-19 risk mitigation measures, “should be flexible and targeted to ensure that a vibrant and competitive global aviation sector will drive the economic recovery.”

“The leadership of ICAO and the commitment of our fellow CART members have combined to quickly lay the foundation for a safe restoration of air transport amid the COVID-19 crisis. We salute the unity of purpose that guided aviation’s stakeholders to a solid conclusion. Moreover, we fully support CART’s findings and look forward to working with governments for a well-coordinated systematic implementation that will enable flights to resume, borders to open and quarantine measures to be lifted,” said de Juniac.

CART’s work was developed through a broad-based consultation with countries and regional organizations, and with advice from the World Health Organization and key aviation industry groups including IATA, Airports Council International (ACI World), the Civil Air Navigation Services Organization (CANSO), and the International Coordinating Council of Aerospace Industries Associations (ICCAIA).

IATA's [Biosecurity for Air Transport: A Roadmap for Restarting Aviation](#) was the basis for IATA's contribution to *Takeoff*. It is being re-named *Biosafety for Air Transport: A Roadmap for Restarting Aviation* to emphasize the safety focus of the challenge and will be continuously updated to align with the *Takeoff* recommendations.

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