



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Board Room
Monday, March 23, 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 January 13, 2020 Regular Meeting Minutes ([document](#))

III. PRESENTATIONS: None

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Revisions to the Greenville-Spartanburg Airport District Human Resources Policies and Procedures ([document](#))
- B. Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Coronavirus (COVID-19) 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. January 2020 – Traffic Report ([document](#))
- B. January 2020 – Financial Report ([document](#))
- C. February 2020 – Development/Project Status Report ([document](#))
- D. February 2020 – Communications Status Report ([document](#))
- E. February 2020 – Commercial Business and Marketing Report ([document](#))
- F. February 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:

- FY 2020-2021 Budget and CIP
- Final Rankings of Terminal Building Hotel RFP Proposals
- Final Rankings of Grand Hall Video Board RFP Proposals
- Final Rankings of IDIQ

VIII. COMMISSION MEMBER REPORTS:

IX. EXECUTIVE SESSION:

The Airport Commission may hold an Executive Session for the purpose of receiving legal advice on various 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

January 13, 2020

The Greenville-Spartanburg Airport Commission met on January 13, 2020 at 9:00 a.m. 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: Minor Shaw, Hank Ramella (via conference call), Leland Burch, Valerie Miller, Doug Smith

MEMBERS NOT PRESENT: Jay Beeson

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 (Enviroms Area Administrator); Dane Slaughter, Director of Facilities; Jody Taylor, Grounds and Terminal Manager; David Verdier, Police Sergeant; Tom Tyra, Director of Communications and Air Service Development; Michelle Fleming, Communications Manager; Betty O. Temple, WBD; Stefanie Hyder, Executive Assistant/Recording Secretary

GUESTS PRESENT: Charles Reed, Sodfather Landscaping; Jonathan Chasteen, HDR; Mike Darcangelo, AVCON

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:06 a.m. and officially announced that Mr. Jay Beeson is a new GSP Commission member. Mr. Beeson sent his regrets as he was unable to attend this meeting.

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

- A.** The Greenville-Spartanburg Airport Commission November 25, 2019 Regular Meeting Minutes.

PRESENTATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Final Rankings for Landscaping Services

Mr. Dane Slaughter, Director of Facilities, presented the final rankings for landscaping services at GSP for the next five years. Mr. Slaughter reviewed the scope of landscape services to include the entire GSP campus and the International Logistics Park. The current landscape services provider is Sodfather, Inc. with a contract that expires in July 2020.

An RFP was issued for a new contract up to five years (3-year base terms with 2 one-year options). Six proposals were received and evaluated on qualifications, experience, availability of personnel, equipment resources and pricing.

The Commission must approve multi-year agreements that extend beyond the current budget approval; therefore, Mr. Slaughter presented the recommended ranking and fiscal impact. The recommended ranking was:

1. Sodfather, Inc.
2. U.S. Lawns
3. Allserv, Inc.
4. EMRC, LLC
5. Jordon Construction Company
6. The Budd Group

The proposed total contract value for landscaping services over the next five years is approximately \$1.26 million.

The Commission inquired about changes in the contract from five years ago, the increases in the budget, and the quality of service to which Mr. Slaughter responded.

There was a motion to (1) approve the final rankings for Landscaping Services as presented; (2) authorize Staff to negotiate and finalize agreements with the highest ranked company (if an acceptable agreement cannot be reached with the highest ranked company, negotiations will be formally terminated and will then proceed with the next ranked company); (3) authorize Staff to enter into a multi-year contract; and (4) authorize the President/CEO to execute all necessary documents. The motion was seconded and unanimously approved.

PRESIDENT/CEO REPORT:

Aviation Industry Update:

Mr. Edwards provided an aviation industry update, noting the ongoing debates and discussion surrounding the grounding and return to service of the 737 Max aircraft. GSP has seen the first impact, however, with the pulling of the 737-800 service to Dallas in March, with EMB 175s replacing the 737-800s (76 seats vs 160 seats). GSP team members are scheduled to attend an air service development conference in February.

Parking and Revenue Control System (PARCS):

This is a complete replacement of the existing parking and revenue control system and it was budgeted for \$2 million. Carolina Time has been awarded the contract. Their bid came in under budget, between \$1.85M-\$1.86M. Staff will use value engineering as it relates to components of the system to determine if the price can be negotiated down further. This system will also enable Staff to procure a dynamic pricing model and allow for integration of new Parking Garage C.

TSA PreCheck:

There is a TSA PreCheck event scheduled February 24-28, 2020. The TSA mobile unit will be onsite at GSP. The Commission inquired about the renewal period as well as hosting a mobile event for Global Entry.

REAL ID:

There is a REAL ID event scheduled for April 10, 2020 at the GSP Conference Center. Effective October 1, 2020, a REAL ID will be required to get through Security Checkpoint. The REAL ID is being advertised throughout the GSP Terminal through September 30, 2020. The Commission inquired about airline participation to which Mr. Edwards responded.

Part 139 Inspection:

The airport recently underwent the annual FAA Part 139 inspection which includes the condition of the airfield, lighting systems, ARFF and fuel records, etc. The FAA is now taking a much more stringent approach to the Part 139 inspections; writing-up items that previously would have been a verbal discussion only. This year's findings were minor and involve some corrections related to the Runway Safety Area (RSA). This project is eligible for FAA funding and will be added to next year's CIP budget.

Employee Incentive Pay Plan (EIPP) Update:

The EIPP was implemented and the feedback has indicated a significant positive impact. GSP employees extended their thanks and appreciation to the Commission for approving the policy, and the Commission extended their appreciation to GSP staff.

Aviation Parkway Closure:

Mr. Edwards provided a briefing on the closure of Aviation Parkway at last September's Commission meeting. Closures are now expected at the end of January. The plan is to continue to maintain and provide access to and from I-85. The Commission inquired about messaging and signage to which Mr. Edwards responded.

Vino Volo:

GSP Commissioners and Staff celebrated the grand opening of Vino Volo MarketBar at the Ribbon Cutting event on January 8, 2020. The Commission inquired about the Hudson News contract as well as the MarketBar concept for Vino Volo to which Mr. Edwards responded. The Commission asked about advertising and public relations related to concessions to which Mr. Edwards and Mr. Carr responded. Discussion ensued.

FAA Tower Relocation:

Mr. Ramella inquired about the FAA tower relocation. Mr. Edwards responded that they are waiting on a benefit cost analysis which is expected Summer 2020.

Mr. Edwards asked the Commission to sign the conflict of interest forms. He also mentioned that invitations for the quarterly meetings have been sent.

Board Membership:

Mr. Edwards has been elected to a two-year term as Chairman for VisitGreenvilleSC. He has also been elected to a two-year term as Vice-Chairman for Upstate Alliance with a two-year term as Chairman to follow.

New GSP Team Members:

Mr. Tom Tyra, Director of Communications and Air Service Development, introduced Ms. Michelle Fleming, Communications Manager, and Mr. Jonathan Sykes, Communications Specialist.

INFORMATION SECTION:

The Commission inquired about passenger traffic, cargo, and the FBO expansion to which Mr. Edwards responded.

COMMISSIONER'S REPORT:

Upcoming conferences include the ACI-NA Legislative Conference in Washington D.C. in March, the 92nd AAAE Annual Conference in Denver, and the ACI-NA Annual Conference in Grand Rapids, MI. The Commission requested that conference dates be sent out again.

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 10:01 a.m. The next meeting is scheduled for March 23, 2020 at 9:00 a.m.

SIGNATURE OF PREPARER:

Stefanie Hyder



MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: March 23, 2020

ITEM DESCRIPTION - New Business Item A

Approval of Revisions to the Greenville-Spartanburg Airport District Human Resources Policies and Procedures:

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Section 205.04 – Employment Categories & Classification Plan

BACKGROUND

The purpose of the Greenville-Spartanburg Airport District's ("District") Human Resources Policies and Procedures is to familiarize employees with District policies and procedures, provide general guidelines on work rules, benefits and other issues related to employment, to meet regulatory compliance, and to help answer questions that may arise in connection with employment. The Airport Commission last adopted changes to the 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, on September 9, 2019.

ISSUES

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.

The current Human Resources Policies and Procedures were reviewed by the Executive Team, the Director of Human Resources, the Senior Director of Operations and Public Safety, and the Fire Chief. The proposed Amendments to Section 205.01 and Section 205.04 are due to business and operational necessity.

Issue 1: The District follows the Section 7(k) Exemption to the Fair Labor Standards Act ("FLSA") for Firefighters that are "employed in fire protection activities" as defined in



Section 3(y) of the FLSA. Based on various feedback within the Fire Department, effective July 7, 2019, the District ceased the automatic deduction of sleep time, adjusted hourly wages and began compensating firefighters for a full 24-hour shift. After more than six (6) months of this change being implemented, our firefighters have requested that the District return to the previous methodology of auto deducting the sleep time once again, which is in compliance with the FLSA's sleep time regulations.

Issue 2: In the Fall of 2019, in coordination with the implementation of UltiPro (the new Human Resource Information System), the District began using time management to accurately record employee work hours. Due to the nature of the work of many District employees, the time it takes to locate a physical time clock to clock in/out for unpaid meal breaks can be cumbersome. Automatically deducting time for unpaid meal breaks is permissible by law.

Based on how the policies are currently written, the two changes outlined above cannot occur without the proposed revisions.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

There is no direct financial impact from the recommended changes.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve 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 in the attached documents to address both issues outlined above.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

OBJECTIVE

To establish the District policy concerning hours of work and timekeeping procedures for District employees. The District will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility.

The District will ensure that accurate records are maintained, and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

INTRODUCTION OF PAY PRACTICES

Work hours are set to support the functions of the District, the tenants and the general public.

The District Administrative Office is open Monday-Friday, 8am-5pm, excluding District observed holidays as outlined in Section 206.04 (Holiday Pay).

The District workweek is defined as Sunday-Saturday.

The pay period begins on Sunday, and consists of two, seven-day workweeks.

Employees are paid bi-weekly, on the Friday following the end of the pay period, unless otherwise defined by Payroll. When a payroll date falls on a holiday, employees will, when possible be paid on the last business day before the holiday.

If an employee is scheduled to start work at a given time, then he/she is expected to actually start working at that time and not sooner without prior supervisor approval. Off-the-clock work is prohibited.

SALARY DEDUCTIONS AND WITHHOLDINGS

Some deductions from pay are mandatory, while others are voluntary. Mandatory deductions include federal income tax (withholding), State Income Tax (where applicable) and social security contributions (FICA). The amount of federal and state income tax withheld from the gross earnings depends upon the employee's salary and how many dependents he/she chooses to claim each year. FICA is deducted from gross salary at a fixed rate.

All employees, excluding those in a Non-Qualified Temporary classification, are required to participate in the South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS). A percentage, as determined by SCRS and PORS program, of the employee's gross income will be deducted from each paycheck.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Wages may be garnished only when the Human Resources Department receives a legal court order, or an appropriate order from a government agency.

With the employee's authorization voluntary deductions may also be deducted. Voluntary deductions may include medical, dental and vision benefit premiums, accident and life insurance premiums, deferred compensation, donations, District property, etc.

Employee deductions for insurance premiums are determined by the coverage the employee selects. The amount of other deductions depends upon the commitment the employee wishes to make.

Individual paycheck information, which may be found in UltiPro, includes an itemized statement of gross pay, various deductions, net pay, and other items of importance. Employee's may also view information in UltiPro related to annual, sick, and other leave balances.

DIRECT DEPOSIT

Direct deposit is a requirement of employment. With direct deposit, employee pay is automatically deposited into an account in any financial institution of the employee's choosing that is a member of the Federal Reserve Network. Pay cards will be accepted as an alternative to direct deposit into a bank account.

TIMEKEEPING

The District uses an electronic time tracking system called UltiPro to capture and record all non-exempt employee time records. The electronic time tracking system allows employees to accurately monitor and keep track of his/her individual time and enables the District to efficiently process employee time work and leave taken for payroll purposes.

The District's "rounding" policy for electronic time keeping devices is rounding to the quarter hour.

The District will follow the seven (7) minute rule for the beginning and end of all shifts. From 1 minute to 7 minutes in the quarter hour the employees' work time will be rounded down to the nearest quarter hour; from 8 minutes to 15 minutes in the quarter hour the employees' time is rounded up to the nearest quarter hour.

Example: Employee A clocks in at 7:53am, the time will round down to the nearest quarter hour, 8am. Employee B clocks in at 7:50am, the time will round up to the nearest quarter hour, 7:45am.

~~Lunch/meal breaks do not follow the rounding rule and will track actual time taken for the break period.~~

EMPLOYEE TIME REPORTS

All federal and state of South Carolina wage and hour laws guide the utilization of the electronic time tracking system at the District. UltiPro electronic timekeeping system is used to record all hours worked and leave taken for personnel. These automated time reports

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

must reflect all regular and extra duty hours worked for the payroll period (including personal leave, vacation, holidays, etc.).

OFFICIAL TIME OF RECORD

Exempt Employees

Exempt employees are not required to use the UltiPro time keeping system to record his/her arrivals and departures from work, nor unpaid lunch breaks. Exempt employees are required to submit exceptions only. Examples of exceptions may include, vacation, sick leave, jury duty, bereavement, etc.

Non-Exempt Employees

The UltiPro electronic time keeping system and associated work records are the official basis for recording hours worked for all non-exempt employees of the District.

In order to ensure consistency of treatment for employees, the data recorded in the UltiPro system shall be considered as the “official” record of the workday for these positions.

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of his/her immediate supervisor immediately. The UltiPro electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that **all** non-exempt employees **must** “clock in” at the start of the shift and “clock out” at the end of the shift. Under certain conditions (such as trainings at an off-site location, business trips, etc.) when an employee cannot “clock in” or “clock out”, the employee should report time worked to his/her immediate supervisor so that his/her time worked can be manually entered. The workday begins for all employees with the first act of work.

Other requirements include:

- All non-exempt employees are assigned a work schedule, which may include unpaid lunch/meal breaks.
- The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.
- It is a job requirement that **all** non-exempt employees that do not have unpaid lunch/meal breaks automatically deducted, must “clock out” at the start of an unpaid lunch break and “clock in” at the end of the unpaid lunch break.
- Employees are required to “clock in” before performing any work and are not permitted to “clock out” until all work has stopped.
- Employees are expected to clock in and out at his/her regularly scheduled times.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

CLOCK LOCATIONS Time Clocks are located throughout the District in effort to make it convenient for non-exempt employees to be able to “clock in” and “clock out”. Some of the locations where time clocks are located are Facilities, Maintenance Shop, Administration, ARFF station, Police department, the FBO, Cerulean Cargo, near the Information Desk break room and Operations. Employees may utilize any clock for time keeping purposes.

For designated employees, the ability to use the “web punch” feature is available for time keeping for unpaid lunch breaks.

CLOCK PROBLEMS If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform his/her immediate supervisor. In this situation, the immediate supervisor will manually correct the clock in or clock out information. Clock problems or malfunctions must be reported to IT for repair.

FALSIFICATIONS, TAMPERING & UNAUTHORIZED VIEWING All employees are prohibited from falsifying any timesheet. All hours worked must be accurately recorded. Employees are prohibited from entering time for another employee or otherwise altering or tampering with a time record.

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee (a.k.a. “buddy punching”).

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

- Interference with another employee's use of the UltiPro system.
- Unauthorized viewing of another employee's time in the UltiPro system.
- Demonstrating a pattern of intentionally not clocking in or out.
- Excessive missed punches.

LUNCH/MEAL BREAKS

The length of lunch/meal breaks may vary from department to department. Managers may or may not schedule unpaid lunches/meal breaks. An unpaid lunch/meal break must be a minimum of thirty (30) minutes. No work shall be performed while on an unpaid lunch break. If an employee is interrupted during the unpaid lunch/meal, resulting in the break being thirty (30) mins or less in duration and has to perform work, then the entire break shall be paid.

Unpaid lunch/meal breaks do not follow the rounding rule and will track actual time taken for the break period. The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.

Employees that have unpaid lunch/meal breaks automatically deducted will be notified of the automatic deduction. For these employees, any missed or interrupted unpaid lunch/meal break where work is performed, the employee is responsible for notifying his/her supervisor before the end of the scheduled shift, as soon as possible after the meal period is complete, so the supervisor can edit the time record in UltiPro to override the meal period to ensure the employee is paid appropriately.

Falsification of a time record, to include failure to report time worked during an unpaid lunch/meal break, could result in disciplinary action, up to and including termination.

BREAKS

Breaks lasting less than thirty (30) minutes are compensable.

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to one year after the birth of a child. The District will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising her rights under this policy.

OVERTIME

Overtime, whether or not scheduled in advance, shall be approved by the employee's immediate supervisor. Employees who work overtime without prior approval will be paid the required rate but can be subject to corrective action. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the UltiPro electronic timekeeping system based on the

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

hours worked in the defined work week, or for ARFF & Police the fourteen (14) day pay period.

UNREPORTED HOURS

The wage and hour laws do not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the UltiPro electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. All time worked for the District must be properly recorded. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination. Non-exempt employees are required to report any directive to work off-the-clock to the Human Resources Department.

Examples of "working off the clock" may include:

- Not clocking in or out.
- Voluntarily continuing to work at the end of regular working hours.
- Taking work home to complete on the weekend or in the evening.
- Checking/Reading/Reviewing work-related emails, text messages or listening to work-related voicemail messages while away from the office or workplace.
- Answering phones, emails, or attending to customers while on a lunch break.

Employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and could be subject to corrective action up to and including termination.

LEAVE

Employees who are eligible for paid leave must use the UltiPro application to request and receive approval for paid leave. Leave approvals must be completed by the employee and the immediate supervisor prior to the end of the pay period in order to be included on his/her paycheck.

PROCESSING OF ELECTRONIC TIME REPORTS

It is recommended as a best practice, that employees review his/her timesheet each workday to resolve any missed punches or leave taken.

The timesheet must be approved prior to leaving work the last day worked in the pay period.

Any work performed in the same pay period but after the timesheet was approved, can and must be resolved by Monday at noon.

Approval by an employee certifies acceptance that the time submitted to the District is correct.

If an employee is unable to reconcile and approve the timesheet in the prescribed timeframe, the immediate supervisor or designee will

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

make the best effort to accurately reflect the time worked in the pay period and submit the timesheet for processing. Upon the employee's return, or as soon as possible thereafter, the employee will either electronically approve the timesheet or complete a form certifying the hours submitted were correct. If a form is used, then the original will be forwarded to Human Resources to store in the employee's personnel file.

The Finance Department will close the workweek in UltiPro according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. The time clock week begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM. Managers must resolve all missed punches, reconcile and enter all leave taken, and review clock hours for staff on the Monday following the close of a pay period by 12:00 PM.

If a manager recognizes that he/she will not make the 12:00 PM deadline, he/she must immediately notify the Finance Department.

MANAGERS/ APPROVERS

Immediate supervisors or designees are responsible for monitoring and approving the electronic time and attendance information for his/her department each pay period. Time cannot be released for payroll processing without the immediate supervisor or the designee's approval. Approval by the immediate supervisor or designee certifies that the time submitted to the District is correct.

TIME CLOCK SYSTEM AUDITS

UltiPro data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the Finance Department in conjunction with the Human Resources Department will monitor UltiPro data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the applicable Manager and all findings will be investigated.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019
<u>UPDATE</u>	<u>March 23, 2020</u>

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

OBJECTIVE

The purpose of this policy is to provide a uniform and objective system for categorizing and classifying positions and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work.

These employment categories and classification are designed to allow employees to understand his/her employment status and his/her eligibility for corresponding benefits. All employment remains "at-will", and these classifications do not alter that status or guarantee employment for any specific period of time.

METHOD OF OPERATION

DEFINITIONS

The following terms will be used to describe employment classifications and status:

Exempt Positions are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis who holds an administrative, professional, or management position. Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Positions are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are typically paid either on an hourly or salary basis.

Full-time employees are those who are scheduled to work thirty (30) hours or more each work week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Part-time employees are those who are scheduled to work less than thirty (30) hours per week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Work Week is defined as Sunday-Saturday.

Pay Period is defined as the fourteen-calendar day period, Sunday to the following Saturday.

Differential Shift employees are those that work full-time and are regularly scheduled to work District observed holidays.

Non-differential Shift employees are those that work full-time and are regularly scheduled off on District observed holidays.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

EMPLOYEE CATEGORIZATION

Based on the conditions of employment, employees, excluding certain ARFF Department and Police Department employees, of the District fall into one of the following seven (7) categories:

1. Qualified Full-time Exempt/Non-exempt Non-Differential – Employees who regularly work thirty (30) hours or more per work week, which includes being regularly scheduled off on District holidays
2. Qualified Full-time Exempt/Non-exempt Differential – Employees who are regularly scheduled to work thirty (30) hours or more per work week, which includes being scheduled for District observed holidays.
3. Qualified Part-time – Employees who are regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per work week.
4. Non-Qualified Part-time – Employees who are regularly scheduled to work less than twenty (20) hours per week.
5. Qualified Variable Hour – Employees who are hired either full-time or part-time with non-regularly scheduled hours but are still expected to work at least twenty (20) hours per work week for the fiscal year.
6. Non-Qualified Variable Hour Permanent – Employees who are hired either full-time or part-time with non-regularly scheduled hours, and are not expected to work more than twenty (20) hours per work week for the fiscal year.
7. Non-Qualified Temporary – Employees who are hired either full-time or part-time for a specified, limited period.

Based on the conditions of employment, employees in certain ARFF positions of the District fall into one of the following three (3) categories:

1. Qualified Full-time Non-exempt Differential (ARFF) – ARFF employees that ~~are regularly scheduled to work twenty-four (24) hours on and forty-eight (48) hours off a minimum of ninety-six (96) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays, and work 106 hours or more during a fourteen (14) day pay period.~~
2. Qualified Part-time Non-exempt Differential (ARFF) - ARFF employees that are regularly scheduled to work a minimum of forty-six (46) hours during a fourteen (14) day pay period, every other twenty-four (24) hour shift scheduled for the shift the employee is assigned to, which includes being scheduled to work District observed holidays, ~~not to exceed 106 hours per fourteen (14) day pay period.~~
3. Non-qualified Part-time (ARFF) – ARFF employees that are ~~scheduled to work twenty-four (24) hour shifts on the shift~~

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

~~assigned, non-regularly scheduled to work, which includes being scheduled to working~~ work District observed holidays, ~~not to exceed one hundred six (106) hours per fourteen (14) day pay period, and also average working less than thirty (30) hours per week. work less than one thousand four hundred fifty-five (1455) hours per fiscal year.~~

Depending on the shift worked, the District may deduct eight (8) hours for sleep time in accordance with the Fair Labor Standards Act (FLSA) sleep time regulations.

Based on the conditions of employment, employees in certain Police Department positions of the District fall into the following category:

1. Qualified Full-time Non-exempt Differential (PD) – Police Department employees that are regularly scheduled to work ~~twelve (12) hour shifts, which rotate days/night, which include~~ings being scheduled to work District observed holidays.

Employees in the above-mentioned categories may or may not be eligible for all, some or none of the benefits offered by the District. Employees should refer to the individual policies in this manual, or to the Human Resources Department for benefits eligibility.

No less than once a year, the Director of Human Resources or designee will evaluate the classification of positions, to include part-time employee's actual hours worked, to determine if any changes need to be made.

Supervisors are responsible for ensuring employees are working the scheduled hours within the appropriate categorization and also for notifying Human Resources when a categorization change needs to be evaluated and/or changed. The President/CEO or designee is responsible for approving all changes to position categorizations.

ADMINISTRATION

The Director of Human Resources or designee shall have the responsibility for the overall coordination, administration, review and maintenance of the classification plan.

Department Directors, along with the Director of Human Resources or designee, shall establish a uniform job classification plan applicable to all positions in the District.

JOB CLASSIFICATIONS

The District's Classification Plan provides a classification structure by grade for position within the District. A grade/class is established for each group of positions in which the degree of similarity in the duties and responsibilities warrant common treatment in the selection, appointment, compensation and other employment processes.

Each class shall be assigned to the appropriate pay grade.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

The Classification Plan is the foundation upon which all major phases of the personnel program are constructed and should be used as follows:

1. As a guide in recruiting and evaluating candidates for employment.
2. To determine lines of promotion and in developing an employee training program.
3. To determine the salary range to be paid for each type of work.
4. To provide uniform job descriptions which are understandable by District employees and the general public.
5. To aid in perfecting and revising District organizational structure, clarifying lines of authority and fixing responsibility.

The Director of Human Resources or designee shall maintain a current job description for each authorized position for the District.

Each position shall have a written job description describing the characteristics of the position, FLSA classification, salary grade level, essential functions, examples of duties, the required minimum education, knowledge, skills, training, abilities, experience, physical and mental requirements of the job, any special qualifications necessary to perform the job and any other pertinent information concerning the position. Job descriptions shall not be restrictive.

The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the District to assign other duties, which are similar and related to the work.

The job description shall serve as a record of the assignment of duties.

GENERAL

Requests for establishing new positions or reclassification of existing positions are made by the Department Director to the Director of Human Resources or designee. The Classification Plan identifies and categorizes titles for District positions.

The Director of Human Resources or designee considers the total job content of the position to be established, classified, or reclassified and appropriately classifies the position based on the job description.

It is the responsibility of the requesting department to notify the Director of Human Resources or designee when funding for a new or additional position is approved by District action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by the Director of Human Resources or designee. The Department Director and the Director of Human Resources or designee will resolve classification and reclassification issues.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

ESTABLISHING NEW OR ADDITIONAL POSITIONS

A request is forwarded by the Department Director to the Director of Human Resources or designee for consideration of establishment of a new position and appropriate classification.

The request should include, at a minimum:

- proposed job description
- justification for the request
- position(s) to be abolished, if applicable
- new organizational chart
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan.
- cost to fund salary and support items for balance of fiscal year
- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year any additional information to support the request

MANAGEMENT APPROVAL

A request for a new or additional position for a department should occur during the budget process.

If a request for a new or additional position is requested during a non-budget planning time, the request will be approved or disapproved by the President/CEO or designee, following recommendation by the Director of the requesting department, the SVP/VP of the requesting department and the Director of Human Resources or designee.

Funds are specifically authorized by the District prior to hiring action.

Upon District approval of funding and hiring of position, the Director of Human Resources or designee will make the necessary adjustments to the appropriate documents.

IMPLEMENTATION PROCESS

A new or additional position will not be implemented without documentation from the Director of Human Resources or designee stating classification approval, and availability of funding, from the Finance Department and/or Department Director.

Upon documented notification of the approved action and the funding availability in the appropriate cost center, the Director of Human Resources or designee will post the job announcements for the new position.

CLASSIFICATION OR RECLASSIFICATION OF A POSITION

All departments seeking to change the duties and responsibilities of any currently filled staff position must submit a request for reclassification to the Director of Human Resources. A reclassification should be requested when there are significant changes in job duties.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

The request should include, at a minimum:

- proposed job description
- justification for the request
- new organizational chart, when applicable
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- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan
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- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

The Director of Human Resources or designee will evaluate the total job content of a position to be reclassified.

Once consensus is obtained by the Department Director, the Director of Human Resources and the SVP/VP of that department, the Director of Human Resources will submit the recommendation to the President/CEO or designee for final approval.

When a position is reclassified, the Director of Human Resources or designee notifies the requesting Department Director of the reclassification decision.

Should the action be approved, and the position reclassified to a higher level, the employee will receive a pay increase no greater than the midpoint of the new level. Any increase above the 1st quartile of the new level requires written justification to be submitted to the Director of Human Resources for review and approval.

The reclassification process is not used in lieu of a merit increase for an employee.

An employee reclassified on or before March 31st during the fiscal year is still eligible for a merit increase consideration when applicable.

RECLASSIFICATION TO A LOWER LEVEL

When an action results in the employee moving to a lower level, notification of the same is given to the Director of Human Resources or designee and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. Any reclassification that results in a reduction in compensation will not be effective until after the employee has been provided seven (7) days written notice of the reduction in salary.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

IMPLEMENTATION PROCESS

Upon written notification of the approved action (reclassification to a higher level, or lower level), the funding availability in the appropriate cost center, and a change in status notification from the affected department, the Director of Human Resources or designee will process the change to the employee's classification and/or salary and will amend the personnel records accordingly.

OTHER POSITION CHANGES

The change will be effective no sooner than the first day of the pay period following the approving action.

Requests to delete an existing position in a department or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a Department Director to the Director of Human Resources or designee. Justification for the action must accompany the request. The Director of Human Resources or designee, the Department Director and the SVP/VP of the involved department must concur on the recommendation. Final approval will be obtained from the President/CEO, or designee.

The Director of Human Resources or designee notifies the requesting department and the Finance department of the position change decision and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019
<u>UPDATE</u>	<u>March 23, 2020</u>

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

OBJECTIVE

To establish the District policy concerning hours of work and timekeeping procedures for District employees. The District will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility.

The District will ensure that accurate records are maintained, and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

INTRODUCTION OF PAY PRACTICES

Work hours are set to support the functions of the District, the tenants and the general public.

The District Administrative Office is open Monday-Friday, 8am-5pm, excluding District observed holidays as outlined in Section 206.04 (Holiday Pay).

The District workweek is defined as Sunday-Saturday.

The pay period begins on Sunday, and consists of two, seven-day workweeks.

Employees are paid bi-weekly, on the Friday following the end of the pay period, unless otherwise defined by Payroll. When a payroll date falls on a holiday, employees will, when possible be paid on the last business day before the holiday.

If an employee is scheduled to start work at a given time, then he/she is expected to actually start working at that time and not sooner without prior supervisor approval. Off-the-clock work is prohibited.

SALARY DEDUCTIONS AND WITHHOLDINGS

Some deductions from pay are mandatory, while others are voluntary. Mandatory deductions include federal income tax (withholding), State Income Tax (where applicable) and social security contributions (FICA). The amount of federal and state income tax withheld from the gross earnings depends upon the employee's salary and how many dependents he/she chooses to claim each year. FICA is deducted from gross salary at a fixed rate.

All employees, excluding those in a Non-Qualified Temporary classification, are required to participate in the South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS). A percentage, as determined by SCRS and PORS program, of the employee's gross income will be deducted from each paycheck.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Wages may be garnished only when the Human Resources Department receives a legal court order, or an appropriate order from a government agency.

With the employee's authorization voluntary deductions may also be deducted. Voluntary deductions may include medical, dental and vision benefit premiums, accident and life insurance premiums, deferred compensation, donations, District property, etc.

Employee deductions for insurance premiums are determined by the coverage the employee selects. The amount of other deductions depends upon the commitment the employee wishes to make.

Individual paycheck information, which may be found in UltiPro, includes an itemized statement of gross pay, various deductions, net pay, and other items of importance. Employee's may also view information in UltiPro related to annual, sick, and other leave balances.

DIRECT DEPOSIT

Direct deposit is a requirement of employment. With direct deposit, employee pay is automatically deposited into an account in any financial institution of the employee's choosing that is a member of the Federal Reserve Network. Pay cards will be accepted as an alternative to direct deposit into a bank account.

TIMEKEEPING

The District uses an electronic time tracking system called UltiPro to capture and record all non-exempt employee time records. The electronic time tracking system allows employees to accurately monitor and keep track of his/her individual time and enables the District to efficiently process employee time work and leave taken for payroll purposes.

The District's "rounding" policy for electronic time keeping devices is rounding to the quarter hour.

The District will follow the seven (7) minute rule for the beginning and end of all shifts. From 1 minute to 7 minutes in the quarter hour the employees' work time will be rounded down to the nearest quarter hour; from 8 minutes to 15 minutes in the quarter hour the employees' time is rounded up to the nearest quarter hour.

Example: Employee A clocks in at 7:53am, the time will round down to the nearest quarter hour, 8am. Employee B clocks in at 7:50am, the time will round up to the nearest quarter hour, 7:45am.

EMPLOYEE TIME REPORTS

All federal and state of South Carolina wage and hour laws guide the utilization of the electronic time tracking system at the District. UltiPro electronic timekeeping system is used to record all hours worked and leave taken for personnel. These automated time reports must reflect all regular and extra duty hours worked for the payroll period (including personal leave, vacation, holidays, etc.).

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

OFFICIAL TIME OF RECORD

Exempt Employees

Exempt employees are not required to use the UltiPro time keeping system to record his/her arrivals and departures from work, nor unpaid lunch breaks. Exempt employees are required to submit exceptions only. Examples of exceptions may include, vacation, sick leave, jury duty, bereavement, etc.

Non-Exempt Employees

The UltiPro electronic time keeping system and associated work records are the official basis for recording hours worked for all non-exempt employees of the District.

In order to ensure consistency of treatment for employees, the data recorded in the UltiPro system shall be considered as the “official” record of the workday for these positions.

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of his/her immediate supervisor immediately. The UltiPro electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that **all** non-exempt employees **must** “clock in” at the start of the shift and “clock out” at the end of the shift. Under certain conditions (such as trainings at an off-site location, business trips, etc.) when an employee cannot “clock in” or “clock out”, the employee should report time worked to his/her immediate supervisor so that his/her time worked can be manually entered. The workday begins for all employees with the first act of work.

Other requirements include:

- All non-exempt employees are assigned a work schedule, which may include unpaid lunch/meal breaks.
- The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.
- It is a job requirement that non-exempt employees that do not have unpaid lunch/meal breaks automatically deducted, must “clock out” at the start of an unpaid lunch break and “clock in” at the end of the unpaid lunch break.
- Employees are required to “clock in” before performing any work and are not permitted to “clock out” until all work has stopped.
- Employees are expected to clock in and out at his/her regularly scheduled times.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

CLOCK LOCATIONS Time Clocks are located throughout the District in effort to make it convenient for non-exempt employees to be able to “clock in” and “clock out”. Some of the locations where time clocks are located are Facilities, Maintenance Shop, Administration, ARFF station, Police department, the FBO, Cerulean Cargo, near the Information Desk break room and Operations. Employees may utilize any clock for time keeping purposes.

For designated employees, the ability to use the “web punch” feature is available for time keeping for unpaid lunch breaks.

CLOCK PROBLEMS If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform his/her immediate supervisor. In this situation, the immediate supervisor will manually correct the clock in or clock out information. Clock problems or malfunctions must be reported to IT for repair.

**FALSIFICATIONS,
TAMPERING &
UNAUTHORIZED
VIEWING**

All employees are prohibited from falsifying any timesheet. All hours worked must be accurately recorded. Employees are prohibited from entering time for another employee or otherwise altering or tampering with a time record.

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee (a.k.a. “buddy punching”).
- Interference with another employee’s use of the UltiPro system.
- Unauthorized viewing of another employee’s time in the UltiPro system.
- Demonstrating a pattern of intentionally not clocking in or out.
- Excessive missed punches.

**LUNCH/MEAL
BREAKS**

The length of lunch/meal breaks may vary from department to department. Managers may or may not schedule unpaid lunches/meal breaks. An unpaid lunch/meal break must be a minimum of thirty (30) minutes. No work shall be performed while on an unpaid lunch break. If an employee is interrupted during the unpaid lunch/meal, resulting in the break being thirty (30) mins or less in duration and has to perform work, then the entire break shall be paid.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Unpaid lunch/meal breaks do not follow the rounding rule and will track actual time taken for the break period. The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.

Employees that have unpaid lunch/meal breaks automatically deducted will be notified of the automatic deduction. For these employees, any missed or interrupted unpaid lunch/meal break where work is performed, the employee is responsible for notifying his/her supervisor before the end of the scheduled shift, as soon as possible after the meal period is complete, so the supervisor can edit the time record in UltiPro to override the meal period to ensure the employee is paid appropriately.

Falsification of a time record, to include failure to report time worked during an unpaid lunch/meal break, could result in disciplinary action, up to and including termination.

BREAKS

Breaks lasting less than thirty (30) minutes are compensable.

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to one year after the birth of a child. The District will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising her rights under this policy.

OVERTIME

Overtime, whether or not scheduled in advance, shall be approved by the employee's immediate supervisor. Employees who work overtime without prior approval will be paid the required rate but can be subject to corrective action. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the UltiPro electronic timekeeping system based on the hours worked in the defined work week, or for ARFF & Police the fourteen (14) day pay period.

UNREPORTED HOURS

The wage and hour laws do not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the UltiPro electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. All time worked for the District must be properly recorded. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination. Non-exempt employees are required to report any directive to work off-the-clock to the Human Resources Department.

Examples of "working off the clock" may include:

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

- Not clocking in or out.
- Voluntarily continuing to work at the end of regular working hours.
- Taking work home to complete on the weekend or in the evening.
- Checking/Reading/Reviewing work-related emails, text messages or listening to work-related voicemail messages while away from the office or workplace.
- Answering phones, emails, or attending to customers while on a lunch break.

Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to corrective action up to and including termination.

LEAVE

Employees who are eligible for paid leave must use the UltiPro application to request and receive approval for paid leave. Leave approvals must be completed by the employee and the immediate supervisor prior to the end of the pay period in order to be included on his/her paycheck.

PROCESSING OF ELECTRONIC TIME REPORTS

It is recommended as a best practice, that employees review his/her timesheet each workday to resolve any missed punches or leave taken.

The timesheet must be approved prior to leaving work the last day worked in the pay period.

Any work performed in the same pay period but after the timesheet was approved, can and must be resolved by Monday at noon.

Approval by an employee certifies acceptance that the time submitted to the District is correct.

If an employee is unable to reconcile and approve the timesheet in the prescribed timeframe, the immediate supervisor or designee will make the best effort to accurately reflect the time worked in the pay period and submit the timesheet for processing. Upon the employee’s return, or as soon as possible thereafter, the employee will either electronically approve the timesheet or complete a form certifying the hours submitted were correct. If a form is used, then the original will be forwarded to Human Resources to store in the employee’s personnel file.

The Finance Department will close the workweek in UltiPro according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. The time clock week begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM. Managers must resolve all missed punches, reconcile and enter all leave taken, and review clock hours for staff on the Monday following the close of a pay period by 12:00 PM.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

If a manager recognizes that he/she will not make the 12:00 PM deadline, he/she must immediately notify the Finance Department.

MANAGERS/ APPROVERS

Immediate supervisors or designees are responsible for monitoring and approving the electronic time and attendance information for his/her department each pay period. Time cannot be released for payroll processing without the immediate supervisor or the designee's approval. Approval by the immediate supervisor or designee certifies that the time submitted to the District is correct.

TIME CLOCK SYSTEM AUDITS

UltiPro data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the Finance Department in conjunction with the Human Resources Department will monitor UltiPro data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the applicable Manager and all findings will be investigated.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019
UPDATE	March 23, 2020

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

OBJECTIVE

The purpose of this policy is to provide a uniform and objective system for categorizing and classifying positions and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work.

These employment categories and classification are designed to allow employees to understand his/her employment status and his/her eligibility for corresponding benefits. All employment remains "at-will", and these classifications do not alter that status or guarantee employment for any specific period of time.

METHOD OF OPERATION

DEFINITIONS

The following terms will be used to describe employment classifications and status:

Exempt Positions are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis who holds an administrative, professional, or management position. Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Positions are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are typically paid either on an hourly or salary basis.

Full-time employees are those who are scheduled to work thirty (30) hours or more each work week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Part-time employees are those who are scheduled to work less than thirty (30) hours per week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Work Week is defined as Sunday-Saturday.

Pay Period is defined as the fourteen-calendar day period, Sunday to the following Saturday.

Differential Shift employees are those that work full-time and are regularly scheduled to work District observed holidays.

Non-differential Shift employees are those that work full-time and are regularly scheduled off on District observed holidays.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

EMPLOYEE CATEGORIZATION

Based on the conditions of employment, employees, excluding certain ARFF Department and Police Department employees, of the District fall into one of the following seven (7) categories:

1. Qualified Full-time Exempt/Non-exempt Non-Differential – Employees who regularly work thirty (30) hours or more per work week, which includes being regularly scheduled off on District holidays
2. Qualified Full-time Exempt/Non-exempt Differential – Employees who are regularly scheduled to work thirty (30) hours or more per work week, which includes being scheduled for District observed holidays.
3. Qualified Part-time – Employees who are regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per work week.
4. Non-Qualified Part-time – Employees who are regularly scheduled to work less than twenty (20) hours per week.
5. Qualified Variable Hour – Employees who are hired either full-time or part-time with non-regularly scheduled hours but are still expected to work at least twenty (20) hours per work week for the fiscal year.
6. Non-Qualified Variable Hour Permanent – Employees who are hired either full-time or part-time with non-regularly scheduled hours, and are not expected to work more than twenty (20) hours per work week for the fiscal year.
7. Non-Qualified Temporary – Employees who are hired either full-time or part-time for a specified, limited period.

Based on the conditions of employment, employees in certain ARFF positions of the District fall into one of the following three (3) categories:

1. Qualified Full-time Non-exempt Differential (ARFF) – ARFF employees that are regularly scheduled to work a minimum of ninety-six (96) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays.
2. Qualified Part-time Non-exempt Differential (ARFF) – ARFF employees that are regularly scheduled to work a minimum of forty-six (46) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays.
3. Non-qualified Part-time (ARFF) – ARFF employees that are non-regularly scheduled to work, which includes working work District observed holidays, and also average working less than thirty (30) hours per week.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Depending on the shift worked, the District may deduct eight (8) hours for sleep time in accordance with the Fair Labor Standards Act (FLSA) sleep time regulations.

Based on the conditions of employment, employees in certain Police Department positions of the District fall into the following category:

1. Qualified Full-time Non-exempt Differential (PD) – Police Department employees that are regularly scheduled to work including being scheduled to work District observed holidays.

Employees in the above-mentioned categories may or may not be eligible for all, some or none of the benefits offered by the District. Employees should refer to the individual policies in this manual, or to the Human Resources Department for benefits eligibility.

No less than once a year, the Director of Human Resources or designee will evaluate the classification of positions, to include part-time employee's actual hours worked, to determine if any changes need to be made.

Supervisors are responsible for ensuring employees are working the scheduled hours within the appropriate categorization and also for notifying Human Resources when a categorization change needs to be evaluated and/or changed. The President/CEO or designee is responsible for approving all changes to position categorizations.

ADMINISTRATION

The Director of Human Resources or designee shall have the responsibility for the overall coordination, administration, review and maintenance of the classification plan.

Department Directors, along with the Director of Human Resources or designee, shall establish a uniform job classification plan applicable to all positions in the District.

JOB CLASSIFICATIONS

The District's Classification Plan provides a classification structure by grade for position within the District. A grade/class is established for each group of positions in which the degree of similarity in the duties and responsibilities warrant common treatment in the selection, appointment, compensation and other employment processes.

Each class shall be assigned to the appropriate pay grade.

The Classification Plan is the foundation upon which all major phases of the personnel program are constructed and should be used as follows:

1. As a guide in recruiting and evaluating candidates for employment.
2. To determine lines of promotion and in developing an employee training program.
3. To determine the salary range to be paid for each type of work.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

4. To provide uniform job descriptions which are understandable by District employees and the general public.
5. To aid in perfecting and revising District organizational structure, clarifying lines of authority and fixing responsibility.

The Director of Human Resources or designee shall maintain a current job description for each authorized position for the District.

Each position shall have a written job description describing the characteristics of the position, FLSA classification, salary grade level, essential functions, examples of duties, the required minimum education, knowledge, skills, training, abilities, experience, physical and mental requirements of the job, any special qualifications necessary to perform the job and any other pertinent information concerning the position. Job descriptions shall not be restrictive.

The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the District to assign other duties, which are similar and related to the work.

The job description shall serve as a record of the assignment of duties.

GENERAL

Requests for establishing new positions or reclassification of existing positions are made by the Department Director to the Director of Human Resources or designee. The Classification Plan identifies and categorizes titles for District positions.

The Director of Human Resources or designee considers the total job content of the position to be established, classified, or reclassified and appropriately classifies the position based on the job description.

It is the responsibility of the requesting department to notify the Director of Human Resources or designee when funding for a new or additional position is approved by District action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by the Director of Human Resources or designee. The Department Director and the Director of Human Resources or designee will resolve classification and reclassification issues.

ESTABLISHING NEW OR ADDITIONAL POSITIONS

A request is forwarded by the Department Director to the Director of Human Resources or designee for consideration of establishment of a new position and appropriate classification.

The request should include, at a minimum:

- proposed job description
- justification for the request
- position(s) to be abolished, if applicable

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

- new organizational chart
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan.
- cost to fund salary and support items for balance of fiscal year
- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year any additional information to support the request

MANAGEMENT APPROVAL

A request for a new or additional position for a department should occur during the budget process.

If a request for a new or additional position is requested during a non-budget planning time, the request will be approved or disapproved by the President/CEO or designee, following recommendation by the Director of the requesting department, the SVP/VP of the requesting department and the Director of Human Resources or designee.

Funds are specifically authorized by the District prior to hiring action.

Upon District approval of funding and hiring of position, the Director of Human Resources or designee will make the necessary adjustments to the appropriate documents.

IMPLEMENTATION PROCESS

A new or additional position will not be implemented without documentation from the Director of Human Resources or designee stating classification approval, and availability of funding, from the Finance Department and/or Department Director.

Upon documented notification of the approved action and the funding availability in the appropriate cost center, the Director of Human Resources or designee will post the job announcements for the new position.

CLASSIFICATION OR RECLASSIFICATION OF A POSITION

All departments seeking to change the duties and responsibilities of any currently filled staff position must submit a request for reclassification to the Director of Human Resources. A reclassification should be requested when there are significant changes in job duties.

The request should include, at a minimum:

- proposed job description
- justification for the request
- new organizational chart, when applicable
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

- cost to fund salary and support items for balance of fiscal year
- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

The Director of Human Resources or designee will evaluate the total job content of a position to be reclassified.

Once consensus is obtained by the Department Director, the Director of Human Resources and the SVP/VP of that department, the Director of Human Resources will submit the recommendation to the President/CEO or designee for final approval.

When a position is reclassified, the Director of Human Resources or designee notifies the requesting Department Director of the reclassification decision.

Should the action be approved, and the position reclassified to a higher level, the employee will receive a pay increase no greater than the midpoint of the new level. Any increase above the 1st quartile of the new level requires written justification to be submitted to the Director of Human Resources for review and approval.

The reclassification process is not used in lieu of a merit increase for an employee.

An employee reclassified on or before March 31st during the fiscal year is still eligible for a merit increase consideration when applicable.

RECLASSIFICATION TO A LOWER LEVEL

When an action results in the employee moving to a lower level, notification of the same is given to the Director of Human Resources or designee and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. Any reclassification that results in a reduction in compensation will not be effective until after the employee has been provided seven (7) days written notice of the reduction in salary.

IMPLEMENTATION PROCESS

Upon written notification of the approved action (reclassification to a higher level, or lower level), the funding availability in the appropriate cost center, and a change in status notification from the affected department, the Director of Human Resources or designee will process the change to the employee's classification and/or salary and will amend the personnel records accordingly.

OTHER POSITION CHANGES

The change will be effective no sooner than the first day of the pay period following the approving action.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Requests to delete an existing position in a department or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a Department Director to the Director of Human Resources or designee. Justification for the action must accompany the request. The Director of Human Resources or designee, the Department Director and the SVP/VP of the involved department must concur on the recommendation. Final approval will be obtained from the President/CEO, or designee.

The Director of Human Resources or designee notifies the requesting department and the Finance department of the position change decision and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019
UPDATE	March 23, 2020



MEMORANDUM

TO: Members of the Airport Commission

FROM: Scott C. Carr, A.A.E., Director – VP of Commercial Business & Communications

DATE: March 23, 2020

ITEM DESCRIPTION - New Business Item B

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 June 24, 2019. The following rules and regulations section is proposed to be added:

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.

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 added Greenville-Spartanburg Airport District's Rules and Regulations Section 3.18 - Central Receiving & Distribution Facility section as presented.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: March 23, 2020

ITEM DESCRIPTION – Information Section Item A

January 2020 - Traffic Report

SUMMARY

For January 2020, passenger traffic was positive with a **6.6%** increase over the same month in 2019. Cargo numbers for January 2020 were down **10.8%** for the same period. Passenger load factors were down at an average of **68.7%**.

A comparison of the North America National Passenger Traffic Growth Averages for 2019 to GSP's Passenger Traffic Growth is depicted below:

	2019		
Month	GSP	National Average	Difference
Jan	16.80%	4.20%	12.60%
Feb	15.80%	2.40%	13.40%
Mar	15.50%	4.60%	10.90%
April	13.40%	2.90%	10.50%
May	16.70%	4.40%	12.30%
June	14.90%	2.90%	12.00%
July	16.80%	2.10%	14.70%
August	10.00%	2.50%	7.50%
September	14.40%	4.10%	10.30%
October	6.90%	3.40%	3.50%
November	1.90%	0.10%	1.80%
December	13.50%	7.30%	6.20%
Average	13.05%	3.41%	9.64%

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

Providing a look forward into the service levels for **April 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 up at 9.3%, and seats are up at 5.2%.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel April 2020 vs. April 2019											
All flights, seats, and ASMs given are per week.											
Travel Period				Apr 2020		Apr 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	4,494	60	4,406	1	88	1.7%	2.0%
AA	GSP	DCA	396	19	1,130	19	1,040	0	90	0.0%	8.7%
AA	GSP	DFW	862	19	1,444	13	2,080	6	(636)	46.2%	(30.6%)
AA	GSP	MIA	638	14	700	14	700	0	0	0.0%	0.0%
AA	GSP	ORD	577	19	950	12	600	7	350	58.3%	58.3%
AA	GSP	PHL	514	22	1,205	22	1,325	0	(120)	0.0%	(9.1%)
DL	GSP	ATL	153	60	7,776	52	7,748	8	28	15.4%	0.4%
DL	GSP	DTW	508	20	1,680	20	1,728	0	(48)	0.0%	(2.8%)
DL	GSP	LGA	610	19	1,444	16	1,116	3	328	18.8%	29.4%
F9	GSP	DEN	1,278	3	558	2	360	1	198	50.0%	55.0%
F9	GSP	MCO	449	3	546	0	0	3	546		
F9	GSP	TPA	478	0	0	2	360	(2)	(360)	(100.0%)	(100.0%)
G4	GSP	FLL	620	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)
G4	GSP	PIE	482	2	354	3	510	(1)	(156)	(33.3%)	(30.6%)
G4	GSP	SFB	426	2	363	2	354	0	9	0.0%	2.5%
UA	GSP	DEN	1,278	7	532	0	0	7	532		
UA	GSP	EWR	594	20	1,000	20	1,020	0	(20)	0.0%	(2.0%)
UA	GSP	IAD	383	21	1,230	21	1,170	0	60	0.0%	5.1%
UA	GSP	IAH	838	14	1,064	14	1,064	0	0	0.0%	0.0%
UA	GSP	ORD	577	21	1,050	28	1,400	(7)	(350)	(25.0%)	(25.0%)
WN	GSP	ATL	153	20	2,988	20	2,892	0	96	0.0%	3.3%
WN	GSP	BWI	425	7	1,129	0	0	7	1,129		
TOTAL				375	31,991	343	30,404	32	1,587	9.3%	5.2%

Attachment

Monthly Traffic Report

Greenville-Spartanburg International Airport

January 2020



Category	Jan 2020	Jan 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
Passenger Traffic									
Enplaned	95,938	90,635	5.9%	95,938	90,635	5.9%	1,318,347	1,179,704	11.8%
Deplaned	<u>96,493</u>	<u>89,802</u>	7.5%	<u>96,493</u>	<u>89,802</u>	7.5%	<u>1,305,883</u>	<u>1,164,228</u>	12.2%
Total	192,431	180,437	6.6%	192,431	180,437	6.6%	2,624,230	2,343,932	12.0%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	923,599	922,906	0.1%	923,599	922,906	0.1%	11,555,650	11,252,062	2.7%
Deplaned	<u>881,291</u>	<u>810,712</u>	8.7%	<u>881,291</u>	<u>810,712</u>	8.7%	<u>11,915,133</u>	<u>11,369,491</u>	4.8%
Subtotal	1,804,890	1,733,618	4.1%	1,804,890	1,733,618	4.1%	23,470,783	22,621,553	3.8%
Freight									
Enplaned	2,082,131	2,404,498	-13.4%	2,082,131	2,404,498	-13.4%	33,684,100	37,137,602	-9.3%
Deplaned	<u>4,036,049</u>	<u>4,742,196</u>	-14.9%	<u>4,036,049</u>	<u>4,742,196</u>	-14.9%	<u>56,504,910</u>	<u>59,273,962</u>	-4.7%
Subtotal	6,118,180	7,146,694	-14.4%	6,118,180	7,146,694	-14.4%	90,189,010	96,411,564	-6.5%
Total	7,923,070	8,880,312	-10.8%	7,923,070	8,880,312	-10.8%	113,659,863	119,033,117	-4.5%

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

Monthly Traffic Report

Greenville-Spartanburg International Airport

January 2020



Category	Jan 2020	Jan 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
Aircraft Operations									
Airlines	2,615	2,168	20.6%	2,615	2,168	20.6%	29,121	24,527	18.7%
Commuter /Air Taxi	<u>854</u>	<u>1,022</u>	-16.4%	854	1,022	-16.4%	12,341	13,167	-6.3%
Subtotal	<u>3,469</u>	<u>3,190</u>	8.7%	<u>3,469</u>	<u>3,190</u>	8.7%	<u>41,462</u>	<u>37,694</u>	10.0%
General Aviation	792	739	7.2%	792	739	7.2%	10,216	10,436	-2.1%
Military	<u>228</u>	<u>185</u>	23.2%	<u>228</u>	<u>185</u>	23.2%	<u>2,578</u>	<u>2,526</u>	2.1%
Subtotal	<u>1,020</u>	<u>924</u>	10.4%	<u>1,020</u>	<u>924</u>	10.4%	<u>12,794</u>	<u>12,962</u>	-1.3%
Total	4,489	4,114	9.1%	4,489	4,114	9.1%	54,256	50,656	7.1%
Fuel Gallons									
100LL	2,048	2,352	-12.9%	2,048	2,352	-12.9%	27,549	35,982	-23.4%
Jet A (GA)	129,734	100,339	29.3%	129,734	100,339	29.3%	1,409,013	1,460,368	-3.5%
Subtotal	<u>131,782</u>	<u>102,691</u>	28.3%	<u>131,782</u>	<u>102,691</u>	28.3%	<u>1,436,562</u>	<u>1,496,350</u>	-4.0%
Jet A (A/L)	<u>1,341,204</u>	<u>1,439,740</u>	-6.8%	<u>1,341,204</u>	<u>1,439,740</u>	-6.8%	<u>18,170,899</u>	<u>17,809,052</u>	2.0%
Total	1,472,986	1,542,431	-4.5%	1,472,986	1,542,431	-4.5%	19,607,461	19,305,402	1.6%

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

Scheduled Airline Enplanements, Seats, and Load Factors

Greenville-Spartanburg International Airport



January 2020

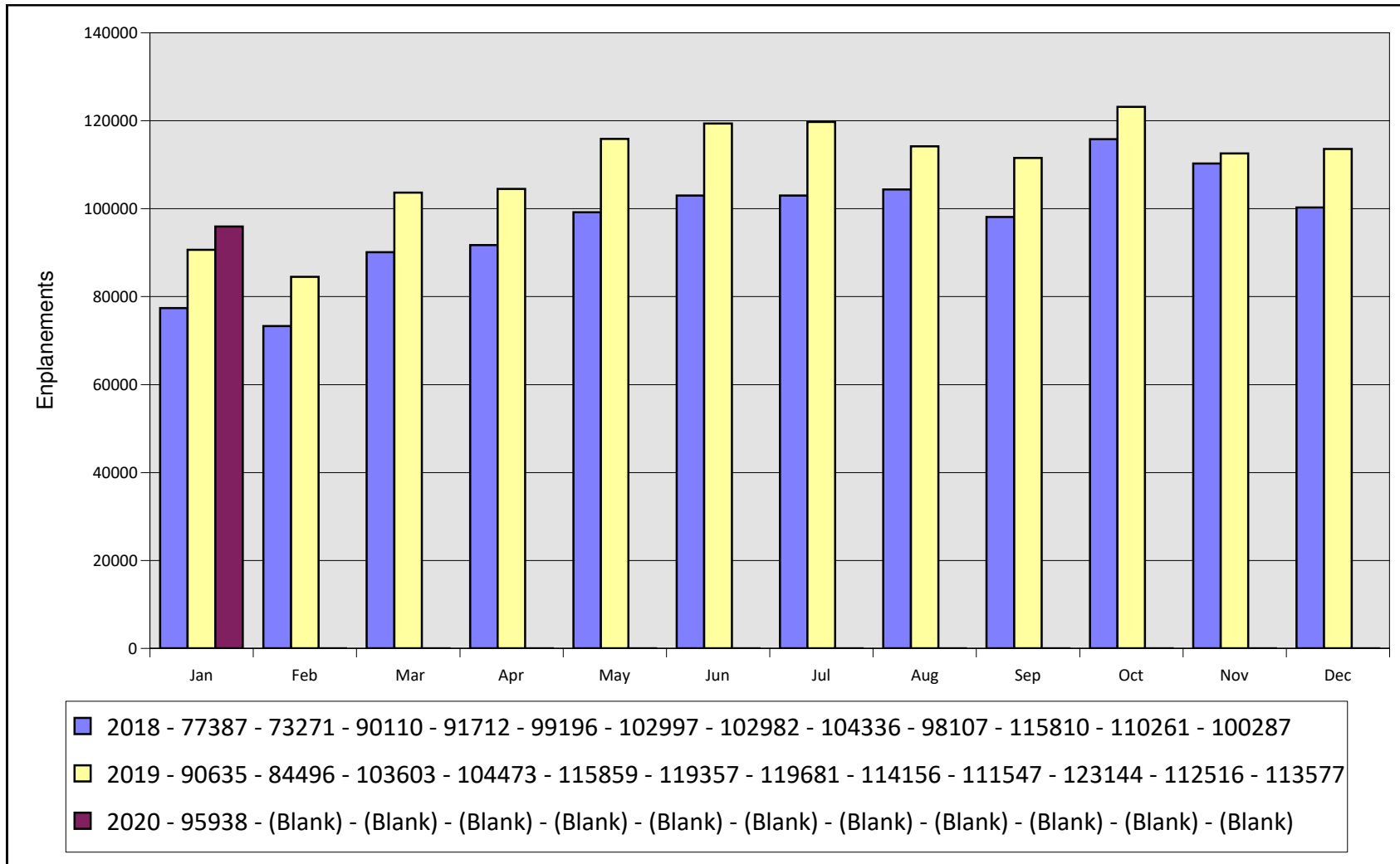
	Jan 2020	Jan 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
Allegiant Air						
Enplanements	3,717	3,464	7.3%	3,717	3,464	7.3%
Seats	5,046	5,007	0.8%	5,046	5,007	0.8%
Load Factor	73.7%	69.2%	6.5%	73.7%	69.2%	6.5%
American Airlines						
Enplanements	31,495	30,445	3.4%	31,495	30,445	3.4%
Seats	46,512	44,360	4.9%	46,512	44,360	4.9%
Load Factor	67.7%	68.6%	-1.3%	67.7%	68.6%	-1.3%
Delta Air Lines						
Enplanements	33,583	32,079	4.7%	33,583	32,079	4.7%
Seats	45,235	43,139	4.9%	45,235	43,139	4.9%
Load Factor	74.2%	74.4%	-0.2%	74.2%	74.4%	-0.2%
Frontier Airlines						
Enplanements	2,600	2,269	14.6%	2,600	2,269	14.6%
Seats	4,140	3,870	7.0%	4,140	3,870	7.0%
Load Factor	62.8%	58.6%	7.1%	62.8%	58.6%	7.1%

Tuesday, February 25, 2020

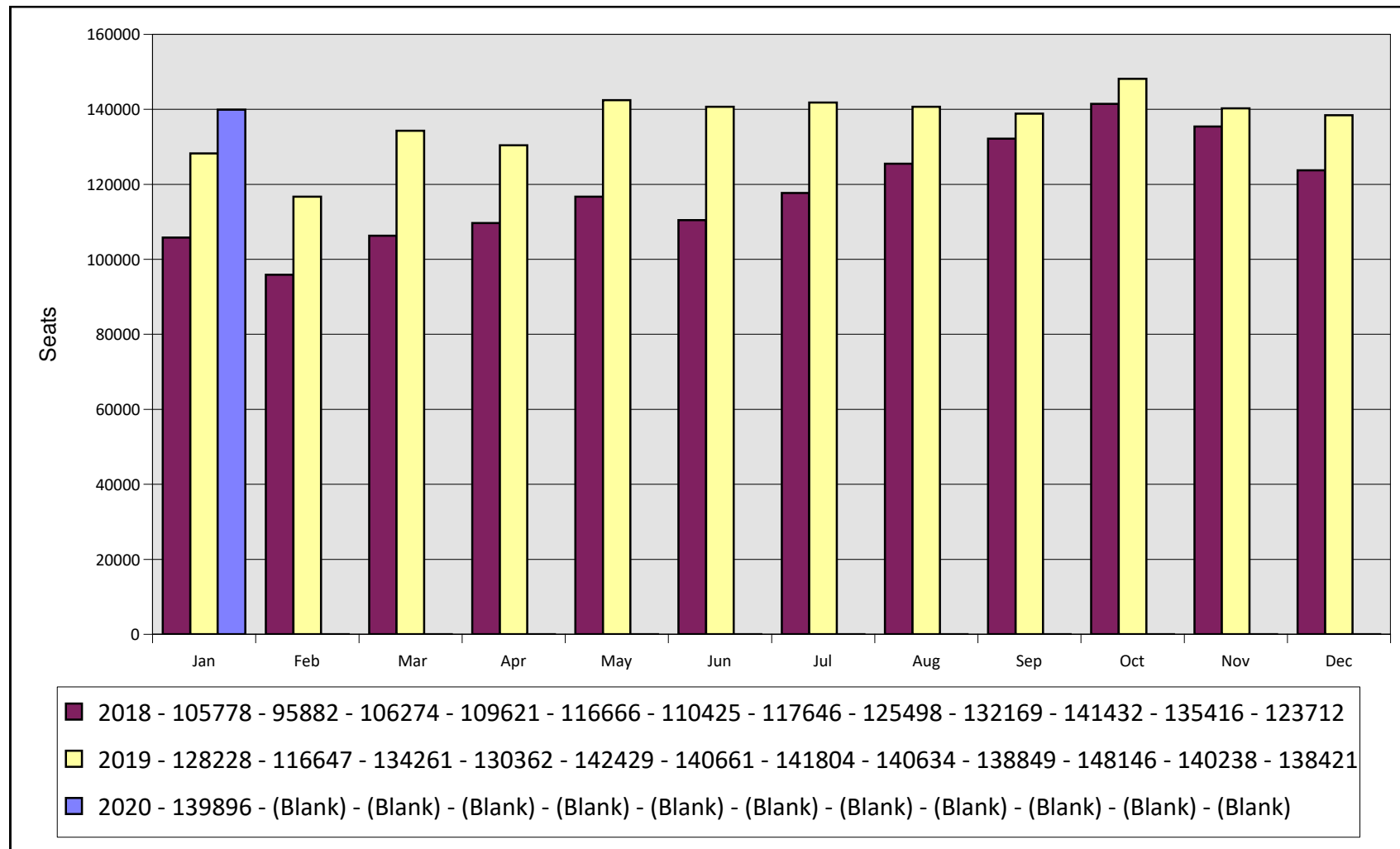
*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

	Jan 2020	Jan 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
Southwest Airlines						
Enplanements	9,103	8,111	12.2%	9,103	8,111	12.2%
Seats	17,113	12,712	34.6%	17,113	12,712	34.6%
Load Factor	53.2%	63.8%	-16.6%	53.2%	63.8%	-16.6%
United Airlines						
Enplanements	14,336	13,233	8.3%	14,336	13,233	8.3%
Seats	19,989	17,822	12.2%	19,989	17,822	12.2%
Load Factor	71.7%	74.3%	-3.4%	71.7%	74.3%	-3.4%
Totals						
Enplanements	94,834	89,601	5.8%	94,834	89,601	5.8%
Seats	138,035	126,910	8.8%	138,035	126,910	8.8%
Load Factor	68.7%	70.6%	-2.7%	68.7%	70.6%	-2.7%

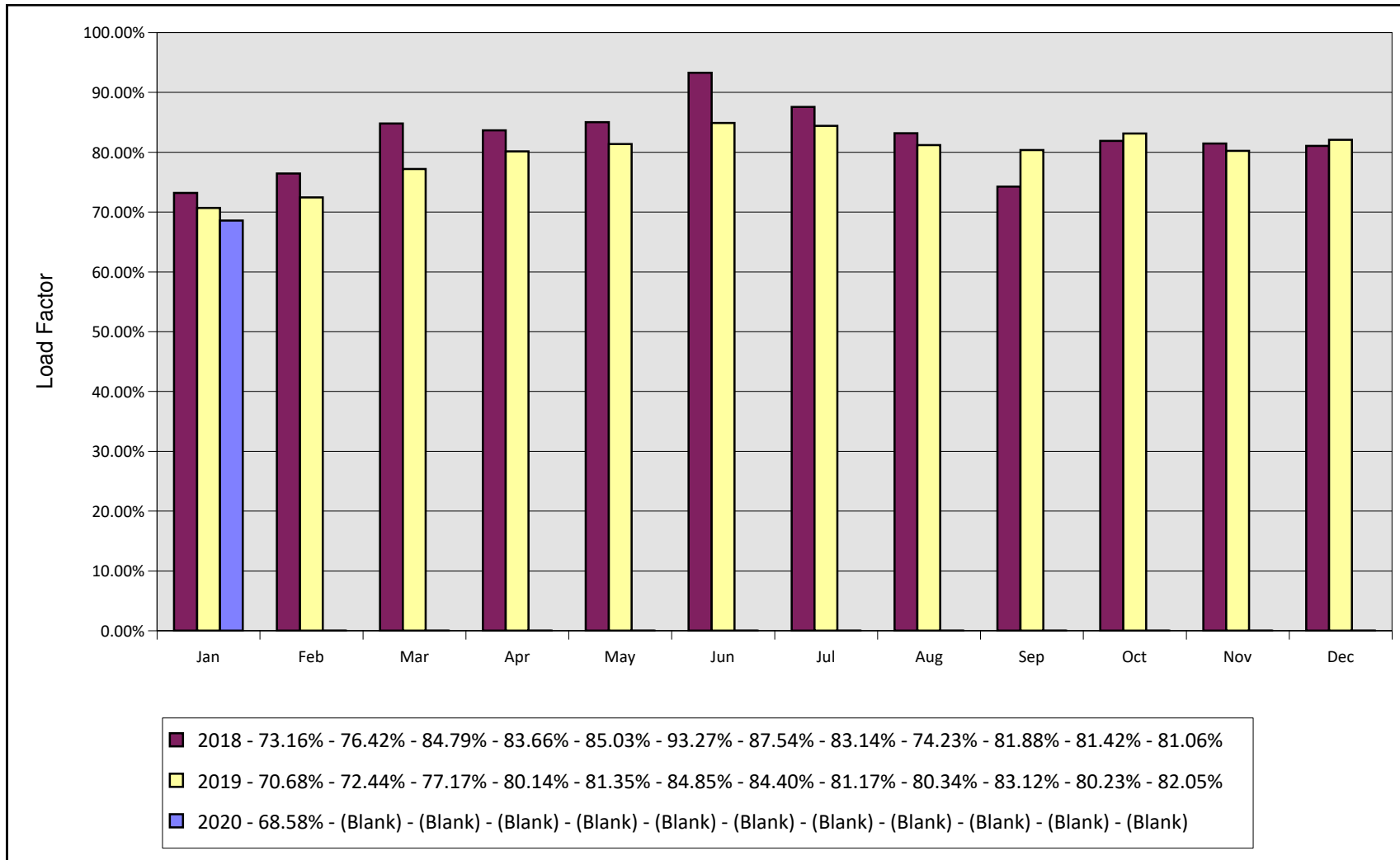
Monthly Enplanements By Year Greenville-Spartanburg International Airport



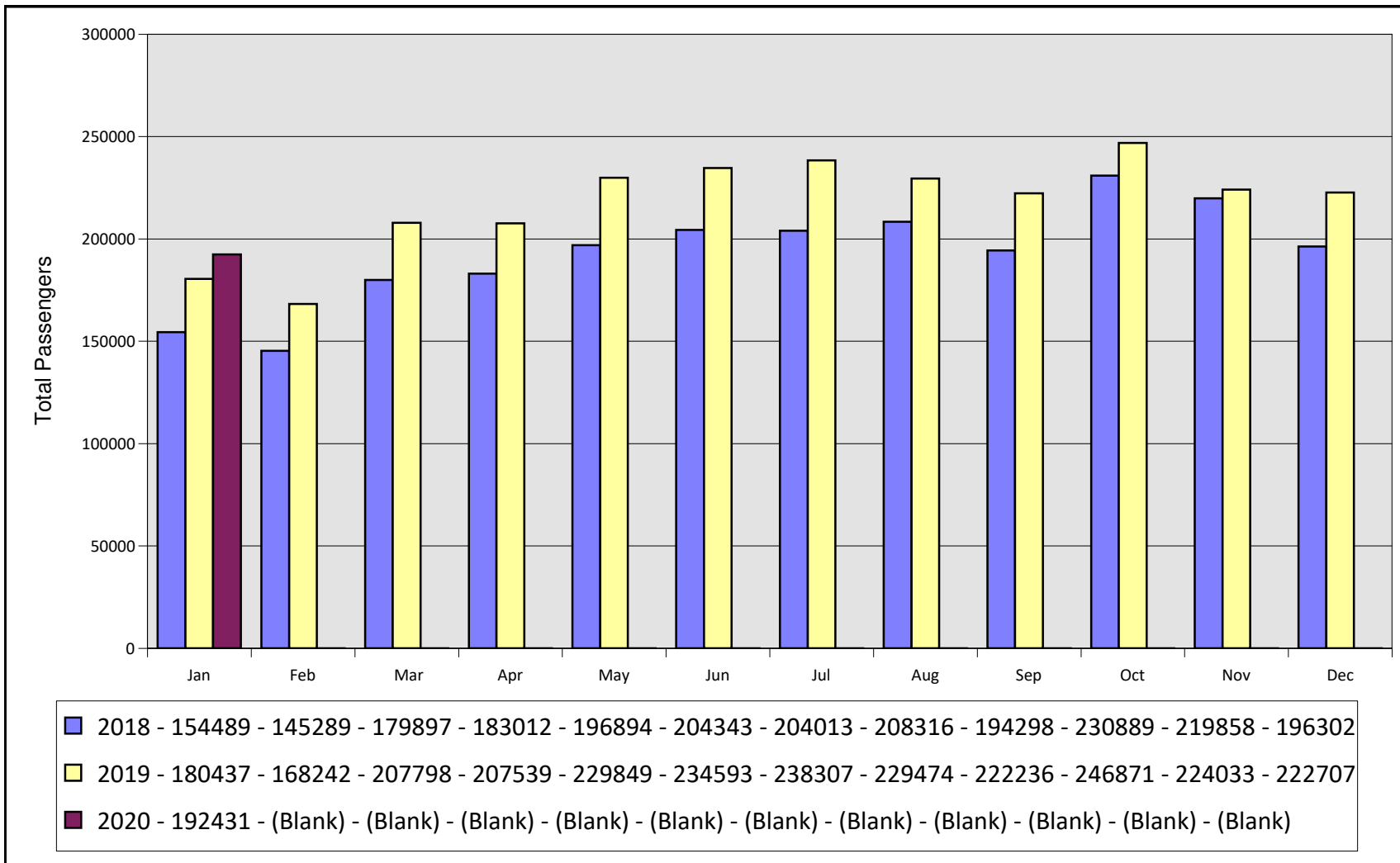
Monthly Seats By Year Greenville-Spartanburg International Airport



Monthly Load Factors By Year Greenville-Spartanburg International Airport

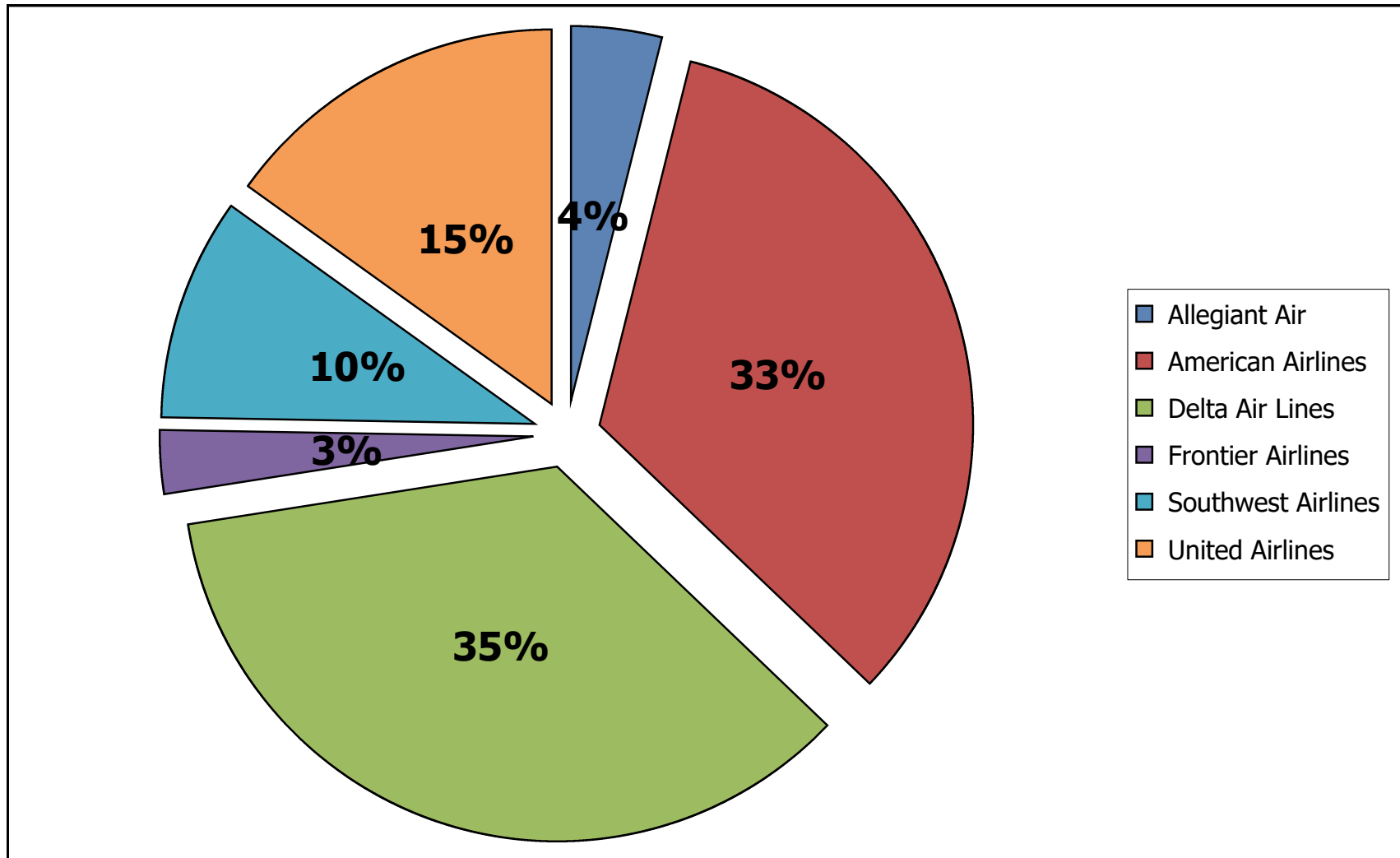


Total Monthly Passengers By Year Greenville-Spartanburg International Airport



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

Report Period From January 2020 Through January 2020



Airline Flight Completions

Greenville-Spartanburg International Airport

January 2020



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Air Atlanta Icelandic	14	0	0	0	0	0	100.0%
Allegiant Air	29	0	0	0	0	0	100.0%
Allegiant Charter	2	0	0	0	0	0	100.0%
American Airlines	625	0	1	5	0	6	99.0%
Cargojet Airways	1	0	0	0	0	0	100.0%
Delta Air Lines	408	0	0	0	0	0	100.5%
Delta Air Lines Charter	8	0	0	0	0	0	100.0%

Tuesday, February 25, 2020

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Federal Express	41	0	0	0	0	0	100.0%
Frontier Airlines	23	0	0	0	0	0	100.0%
Miami Air	2	0	0	0	0	0	100.0%
Mountain Air Car	15	0	0	0	0	0	100.0%
Royal Air Freight	2	0	0	0	0	0	100.0%
Southwest Airlines	119	0	0	0	0	0	100.0%
Sun Country Airlines	2	0	0	0	0	0	100.0%
Swift Air, LLC	2	0	0	0	0	0	100.0%
United Airlines	334	0	0	0	0	0	100.9%

Tuesday, February 25, 2020

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
UPS	36	0	0	0	0	0	100.0%
Total	1,663	0	1	5	0	6	99.6%

Tuesday, February 25, 2020



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 23, 2020

ITEM DESCRIPTION – Information Section Item B

January 2020 – Financial Report

SUMMARY

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

Operating Income was slightly down by **1.21%** when compared to the budget for Year-to-Date January 2020. Operating Expenses were down by **6.07%** when compared to the budgeted amount for the period. Net operating income was up by **7.11%** when compared to the budget through January 2020. For the period ending January 2020, which represents seven (7) month of the fiscal year, a total of about **\$11.28 million** has been returned to the bottom line in operating income.

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

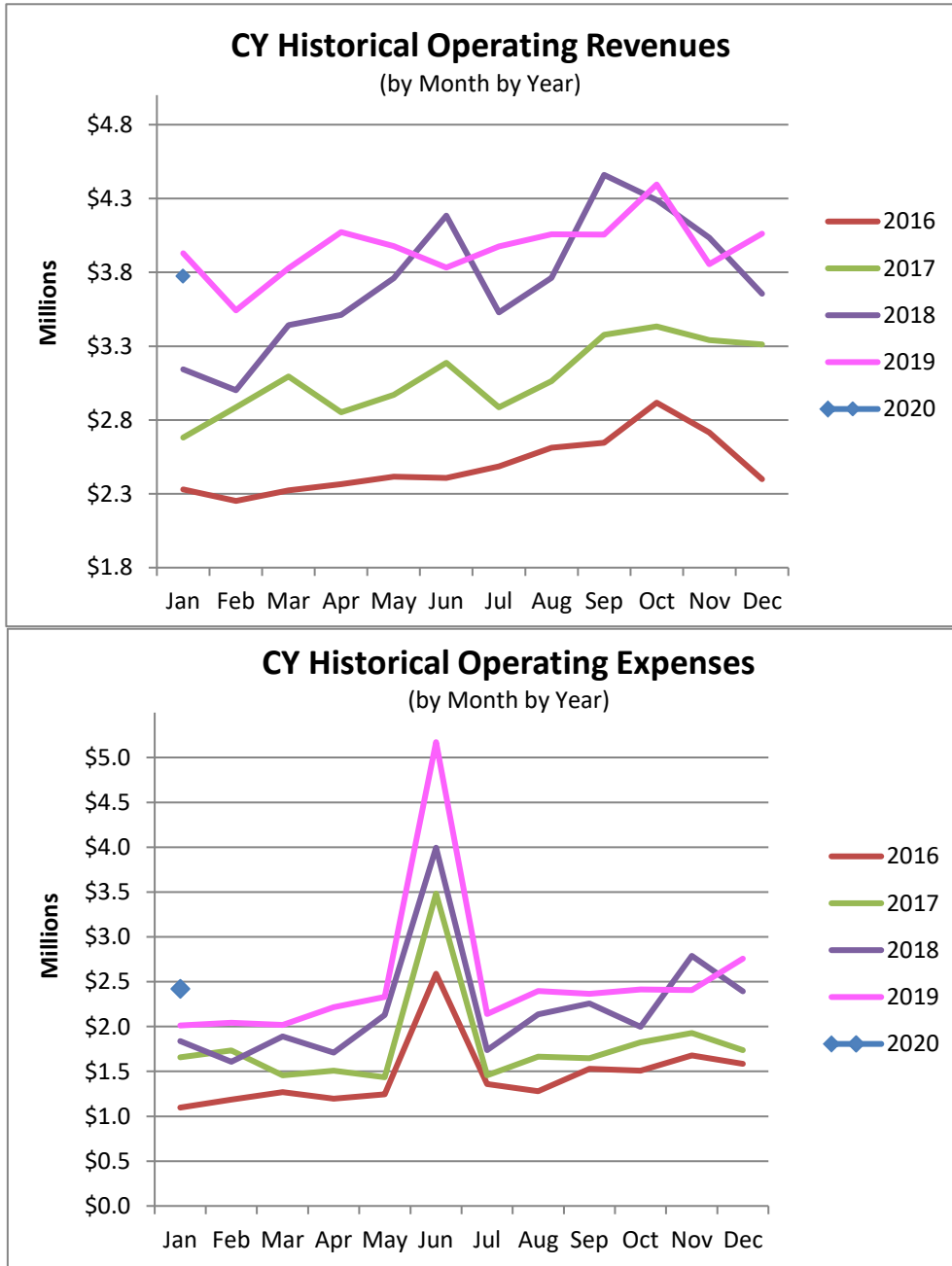
Attachment

January 31, 2020 FINANCIAL STATEMENT PACKAGE

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	Current Month Current FY <u>1/31/2020</u>	Current Month Prior FY <u>1/31/2019</u>
Assets		
Cash Accounts	13,950,492.40	19,755,196.36
Investments-Airport	20,496,809.23	15,031,761.40
Bond Trustee Assets	275,879.72	697,706.30
Accounts Receivable	1,338,996.10	2,397,275.28
Less: Reserve for Doubtful Accts	(149,500.00)	
Net Accounts Receivable	<u>1,189,496.10</u>	<u>2,397,275.28</u>
Inventory	500,873.67	595,881.63
Prepaid Insurance	511,309.11	440,733.35
Notes Receivable-RAC District Funds	954,882.65	1,196,096.81
Property, Plant & Equipment (PP&E)	445,624,868.38	412,164,510.34
Less: Accumulated Depreciation	(166,400,378.49)	(155,151,524.51)
Net PP&E	<u>279,224,489.89</u>	<u>257,012,985.83</u>
TOTAL ASSETS	<u>317,104,232.77</u>	<u>297,127,636.96</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	5,338,671.43	3,432,444.20
TD Bank LOC	-	-
Revenue Bonds Payable	894,490.60	1,725,164.22
TD Bank LT Debt	14,772,716.00	15,557,108.00
SCRS Pension Liability	18,884,650.00	15,243,794.00
Benefit Liability	1,555,591.69	1,334,855.35
TOTAL LIABILITIES	<u>41,446,119.72</u>	<u>37,293,365.77</u>
LESS: Deferred Inflows of Resources		
Deferred Revenues	1,085,342.65	1,211,272.81
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>1,085,342.65</u>	<u>1,211,272.81</u>
NET POSITION		
Invested in Capital Assets, net of Related Debt	262,631,891.24	238,639,781.02
Restricted:		
A/P - Capital Projects - Restricted	246,389.12	592,542.08
Contract Facility Charge	2,168,254.00	2,072,408.96
Total Restricted:	<u>2,414,643.12</u>	<u>2,664,951.04</u>
Unrestricted	15,409,724.08	22,112,358.71
TOTAL NET POSITION	<u>280,456,258.44</u>	<u>263,417,090.77</u>

**GREENVILLE SPARTANBURG AIRPORT DISTRICT
REVENUES AND EXPENSES TREND GRAPHS**



GREENVILLE SPARTANBURG AIRPORT DISTRICT
PROFIT and LOSS STATEMENT

<----- FISCAL YEAR TO DATE ----->				
	January 31, 2020 Actual	January 31, 2020 Budget	Actual - Budget	% Change
INCOME				
Landing Area:				
Landing Fees	1,705,537.10	1,786,166.62	(80,629.52)	-4.51% (a)
Aircraft Parking Fees	215,307.12	201,775.00	13,532.12	6.71% (c)
Subtotal Landing Area	1,920,844.22	1,987,941.62	(67,097.40)	-3.38%
Space & Ground Rentals	7,675,524.70	7,838,136.04	(162,611.34)	-2.07% (b)
Auto Parking	9,489,285.70	9,021,250.00	468,035.70	5.19% (c)
Commercial Ground Transportation	300,235.48	211,166.69	89,068.79	42.18% (d)
Concessions:				
Advertising	210,560.00	204,166.69	6,393.31	3.13%
Food & Beverage	420,189.33	480,491.69	(60,302.36)	-12.55% (e)
Rental Car	2,278,169.21	2,251,666.69	26,502.52	1.18% (f)
Retail	446,356.49	393,166.69	53,189.80	13.53% (g)
Subtotal Concessions	3,386,576.62	3,358,075.07	28,501.55	0.85%
Expense Reimbursements	1,131,214.79	1,108,333.31	22,881.48	2.06%
Other Income	1,486,567.59	1,859,080.51	(372,512.92)	-20.04% (h)
Gross Profit on Fuel Sales	2,786,701.21	3,136,641.62	(349,940.41)	-11.16% (i)
Total Operating Income	28,176,950.31	28,520,624.86	(343,674.55)	-1.21%
EXPENSES				
Salary & Benefits	9,826,100.28	9,195,863.81	630,236.47	6.85% (j)
Professional Services	312,567.76	591,835.37	(279,267.61)	-47.19% (k)
Promotional Activities	340,216.22	785,545.95	(445,329.73)	-56.69% (l)
Administrative	760,066.34	1,066,675.05	(306,608.71)	-28.74% (m)
Insurance	401,149.63	401,149.63	-	0.00%
Contractual Services	2,600,095.21	3,044,180.17	(444,084.96)	-14.59% (n)
Rentals & Leases	176,748.53	200,838.19	(24,089.66)	-11.99%
Repairs & Maintenance	526,680.58	502,062.05	24,618.53	4.90%
Supplies & Equipment	805,793.19	979,447.21	(173,654.02)	-17.73% (o)
Utilities	1,151,998.67	1,225,889.26	(73,890.59)	-6.03% (p)
Total Operating Expenses	16,901,416.41	17,993,486.69	(1,092,070.28)	-6.07%
NET OPERATING INCOME	11,275,533.90	10,527,138.17	748,395.73	7.11%

January 31, 2020

YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY

(a)	Landing Fees	UNDER BUDGET	\$80,629.52	<ul style="list-style-type: none"> - Magma Aviation under budget 74K due to downturn in airfreight market, budgeted 6 operations per week while currently serving 4 per week. - Charter Cargo under budget 40K due to slowed manufacturing which has slowed demand for emergency charters.
(b)	Space & Ground Rentals	UNDER BUDGET	\$162,611.34	<ul style="list-style-type: none"> Blended effects of the following: <ul style="list-style-type: none"> - TSA began new space on November 21st, 54K under budget - Per-turn fees over budget 49K - American South Cargo 54K under budget - FBO new tenants 63K under budget - Centralized Distribution 70K under budget - Airline Terminal Space 45K over budget - FBO Facility fees 25K under budget
(c)	Auto Parking	OVER BUDGET	\$468,035.70	<ul style="list-style-type: none"> - Traffic is trending higher than budget
(d)	Commercial Ground Transportation	OVER BUDGET	\$89,068.79	<ul style="list-style-type: none"> - TNC (Uber/Lyft) activity trending higher than budget
(e)	Food & Beverage	UNDER BUDGET	\$60,302.36	<ul style="list-style-type: none"> - Vino Volo construction completed on December 16th, 39K under budget
(f)	Rental Car	OVER BUDGET	\$26,502.52	<ul style="list-style-type: none"> - Concessions for National, Hertz and Budget are over budget by 4.5% collectively while Avis & Enterprise traffic trending higher than anticipated
(g)	Retail	OVER BUDGET	\$53,189.80	<ul style="list-style-type: none"> - Traffic trending higher than anticipated
(h)	Other Income	UNDER BUDGET	\$372,512.92	<ul style="list-style-type: none"> - Ground handling & Warehouse fess under budget 233K & 199K due to downturn in airfreight market, budgeted 6 operations per week currently serving 4 per week - Ground handling (non-tenant) 19K over budget - A/C Ground handling PAX 22K over budget - A/C Deicing & Sales (33K) under budget - Airline CUSS Ticketing Stock not budgeted 44K - Timber cutting income not budgeted 11K - GovDeal sales not budgeted 14K
(i)	Gross Profit on Fuel Sales	UNDER BUDGET	\$349,940.41	<ul style="list-style-type: none"> - Fewer widebody and Hot Shot cargo operations have negatively impacted the amount of fuel uplifted relative to budgeted/projected - Jet A Into-Plane Fees-under Budgeted 286K - 'DOD Into-Plane Fees-GA under budget 23K - Retail Jet A Sales-GA over budget 71K - Retail AvGas Sales-GA under budget 33K - Throughput Fees-GA under budget 28K - Throughput Fee-CommI over budget 19K - COGS Jet A-GA over budget 82K - COGS AvGas-GA under budget 24K
(i)	Salary & Benefits	OVER BUDGET	\$630,236.47	<ul style="list-style-type: none"> - 230 employees are budgeted vs 206 employed as of January 31st - Partially offset by an increase in Retirement due to our monthly accrual to account for the year end PEBA adjustment anticipated

January 31, 2020

YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY

(k)	Professional Services	UNDER BUDGET	\$279,267.61	<ul style="list-style-type: none"> - Consulting 160K under budget - Legal 53K under budget - Engineering/Design 96K under budget - Audit 29K over budget YTD
(l)	Promotional Activities	UNDER BUDGET	\$445,329.73	<ul style="list-style-type: none"> - Advertising expense 345K under budget, \$200K planned for Southwest ad - General marketing expenses 49K under budget - Special Events expenses 12K under budget - Sponsorships expenses 39K under budget
(m)	Administrative	UNDER BUDGET	\$306,608.71	<ul style="list-style-type: none"> - Travel/Tuition 211K under budget - Recruiting 26K under budget - Dues & Subscriptions 33K under budget - Corporate Function 34K under budget
(n)	Contractual Services	UNDER BUDGET	\$444,084.96	<ul style="list-style-type: none"> - Parking Management agreement expenses 173K under budget - Janitorial Services 53K under budget - Computer-annual contracts 57K under budget - Nursery & Landscaping 25K under budget - Snow Removal 17K under budget - As of August 1st, all Magma catering is paid directly by Magma 105K
(o)	Supplies & Equipment	UNDER BUDGET	\$173,654.02	<ul style="list-style-type: none"> - Equipment 24K under budget - Lamps 19K under budget - Nursery & Landscaping 35K under budget - Paper 25K over budget - Snow Removal 45K under budget - Tires 38K under budget - Vehicles 25K under budget
(p)	Utilities	UNDER BUDGET	\$73,890.59	<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
(q)	Investment Income & FMV	OVER BUDGET	\$301,562.14	<ul style="list-style-type: none"> - Increase in investment balance
(r)	Facility Rental (RAC CFC)	OVER BUDGET	\$925,840.32	<ul style="list-style-type: none"> - Budgeted 437K contract days while we collected 476K, budget is based on a rate of \$4 but increased to \$6 effective 7/1/19
(s)	Interest Expense	OVER BUDGET	\$136,161.33	<ul style="list-style-type: none"> - Debt balance and interest rate both are higher than budgeted

Note: Please recognize that this is a preliminary report, unaudited, and only represents seven 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			
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	Seeqars Fence
		\$ 70,000		\$ 46,402	
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
January 31, 2020

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
US Treasury						
Note	9/24/2018*	2/15/2020	3.625%	1,367,278.56	1,350,000.00	1,350,877.50
Note	9/24/2018*	3/31/2020	2.250%	1,344,178.16	1,350,000.00	1,351,269.00
Note	5/3/2019	4/30/2020	1.375%	1,486,012.96	1,500,000.00	1,499,070.00
Note	7/3/2019	5/31/2020	1.375%	1,791,378.00	1,800,000.00	1,798,452.00
Note	9/24/2018*	6/30/2020	2.500%	1,346,072.21	1,350,000.00	1,354,900.50
Note	11/12/2019	7/31/2020	2.650%	1,410,635.18	1,400,000.00	1,407,112.00
Note	9/24/2018*	8/31/2020	1.375%	1,318,195.00	1,350,000.00	1,348,420.50
Note	9/24/2018*	9/30/2020	1.375%	1,318,658.56	1,350,000.00	1,348,258.50
Note	10/7/2019	10/31/2020	1.750%	1,602,848.00	1,600,000.00	1,602,064.00
Note	10/7/2019	11/30/2020	1.625%	1,600,944.00	1,600,000.00	1,600,880.00
Note	1/28/2019	12/31/2020	2.375%	1,346,287.50	1,350,000.00	1,360,125.00
Note	12/23/2019	3/31/2021	2.250%	1,512,210.00	1,500,000.00	1,513,185.00
Note	1/7/2020	6/30/2021	1.625%	1,512,210.00	1,500,000.00	1,403,780.00

Subtotal-UST

18,956,908.13 19,000,000.00 \$ 18,938,394.00

Money Market Fund Balance (matured UST)

\$ 1,558,415.23

Total Investment Balance

\$ 20,496,809.23

* 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 =
1.6992%

US Treasury Investment Types		T-Bill	T-Note	T-Bond	Fed Ag
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.					

1/31/2020

Procurement / Capital Acquisitions

Project/Item Description	Date	Monthly \$ Amount
Capital Improvements:		
Mavin Construction / ARFF Station Construction	1/10/2020	250,822
Taylor's Creek Associates / Access Road & Round About	1/13/2020	81,385
Arrowhead Farms Mitigation Bank / Access Road & Round Ab	1/13/2020	51,480
McMillan Pazdan Smith / Admin Offices Expansion Project	1/17/2020	13,729
McMillan Pazdan Smith / 3rd Parking Garage	1/17/2020	15,725
WK Dickson / ARFF Station Construction	1/17/2020	51,523
WK Dickson / FBO Hangar Improvement Ph 1	1/17/2020	55,765
McCarthy Improvement Co. / Cargo Apron	1/17/2020	94,320
Equipment and Small Capital Outlays:		
TLD America / Air Start Unit	1/31/2020	190,129
Renewals and Replacements:		
Service Express / Switch Replacement	1/10/2020	14,126
Service Express / Firewall Hardware Upgrades	1/10/2020	32,175
Walker & Whiteside / Lighting	1/7/2020	10,470
Professional Service Projects:		
Think.IT / ERP	1/14/2020	11,570
McFarland Johnson / Master Plan	1/21/2020	22,814
GCR Inc. / ERP	1/15/2020	18,740
Total Procurements/Capital Additions for the month		\$ 914,773



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: March 23, 2020

ITEM DESCRIPTION – Information Section Item C

February 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 – Fall 2022

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 was bid by Rodgers Builders, Inc. with the Surface Parking Expansion Program, and a GMP has been finalized. Work will be scheduled and coordinated with the associated Surface Parking Program. An agreement has been finalized with Metromont Corporation for precast design/build services. Metromont's contract will ultimately be assigned to the construction manager selected for the garage. Construction of the parking garage is expected to start in fall 2020, after the completion of the new Economy Parking Lot, and requires 20-24 months.



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. The GMP for the Enabling Project has been executed. Work has been impacted the last 2 months by excessive precipitation and the project team is working to improve the schedule as weather allows.

New Cargo Apron:

Status – Construction Phase

Project Budget – \$19,496,850

Estimated Completion Date – TBD

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 continues to work on specific construction tasks from Phase 2, Phase 3 and Phase 4 per the contract documents. MCI has been shut down since November due to weather. The project team is looking to restart the project in March/April and wrap the project up.

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. Final design is underway.

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. Due to continued passenger growth, public parking capacity is already strained on a near daily basis. 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. Work has been impacted the last 2 months by excessive precipitation and the project team is working to improve the schedule as weather allows.

Aircraft Rescue and Firefighting (ARFF) Station:

Status – Construction Phase

Project Budget – \$11,750,000

Estimated Completion Date – November 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 Planning Project:

Status – Design Phase

Project Budget – TBD

Estimated Completion Date – Winter 2020

The planning and programming phase of this project led by McFarland Johnson is complete. Design phase scope and fees are being finalized with the design team. Design is expected to be completed by January 2021 for spring 2021 bidding and construction is expected to start summer 2021.

Facilities Department Building Expansion Planning Project:

Status – Design Phase

Project Budget – TBD

Estimated Completion Date – Winter 2020

The planning and programming phase of this project led by McFarland Johnson is complete. Design phase scope and fees are being finalized with the design team. Design is expected to be completed by January 2021 for spring 2021 bidding and construction is expected to start summer 2021.

Aviation Parkway Rehabilitation:

Status – Construction Phase

Project Budget - \$1,500,000

Estimated Completion Date – Summer 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. This effort will lead to the design phase which is expected to start in FY21.

Fuel Farm Expansion Project:

Status – Procurement Phase

Project Budget - TBD

Estimated Completion Date – TBD

The FY20 capital budget included the design phase for the next phase of fuel farm expansion. Staff is working with Kimley-Horn to prepare an RFP for Design-Build services. The RFP will be published this spring and construction is expected to start in FY21 pending construction phase funding.

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 is leading the engineering effort and the work will be published for bids in March. Staff is applying for FY2020 AIP funding for this project at 90% federal funding. Work is expected to start summer 2020 pending funding.



General Aviation Expansion Project:

Status – Design Phase / Procurement

Project Budget - TBD

Estimated Completion Date – TBD

This project includes site prep and apron/taxi lane construction to expand the general aviation (GA) area north of the newest bulk aircraft hangar. Staff is applying for FY2020 AIP funding for this project at 90%. Work is expected to start summer 2020 pending funding.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 23, 2020

ITEM DESCRIPTION – Information Section Item D

February 2020 – Communications Status Report

SUMMARY

News Stories ~ Broadcast, Print and Online 02/01/20 through 02/29/20:

Imports & Cargo

Pittsburgh Post-Gazette: [In export-driven SC, global trade wars breed uncertainty](#)

Coronavirus Impact

WSPA: [Preparing for Coronavirus in the Upstate](#)

ARFF Facility

WSPA: [Construction underway on new firefighting facility at GSP airport](#)

WYFF: [New construction happening at GSP](#)

Greenville Journal: [Construction underway on \\$9 million ARFF facility at GSP](#)

Greenville News: [GSP starts construction on new ARFF station](#)

Spartanburg Herald: [GSP starts construction on new ARFF station](#)

Airport Improvement: [GSP begins construction on new ARFF Facility](#)

Buncombe County Trial

WLOS: [Former commissioner asks to postpone trial](#)

Commissioner News

GSA Biz Wire: [Airport commission welcomes Jay Beeson as new member](#)



Best Affordable Vacations: Greenville

Best Life USA: [23 Best Affordable Vacations in the US Right Now](#)

MSN Travel: [23 Best Affordable Vacations in the US Right Now](#)

TSA PreCheck

WSPA: [TSA PreCheck mobile van stops through Upstate](#)

FOX: [Attention frequent fliers: you can sign up for TSA PreCheck in front of GSP](#)

SC Biz News: [GSP to host TSA PreCheck enrollment event](#)

REAL ID Deadline

WSPA: [Concerns growing as Real ID deadline inches closer](#)

Luggage Scales

WFMY: [Are the luggage scales at CLT Airport accurate?](#)

WNCN: [Are the luggage scales at CLT Airport accurate?](#)

Valentine's Day Giveaway

PressFrom: [The best Valentine's Day freebies you can score at airports this week](#)

MSN Travel: [The best Valentine's Day freebies you can score at airports this week](#)

The Points Guy: [The best Valentine's Day freebies you can score at airports this week](#)

Airport Experience Awards

Airport Experience News: [Airport Experience Awards Finalists Announced](#)

Passenger Activity Record

SC Biz News: [GSP sets new passenger activity record in 2019](#)

Airport Improvement: [GSP Sets New Passenger Activity Record In 2019](#)

General Aviation

The Citizen-Times: Answer Man: [Private pilots overcharged at Asheville Regional?](#)

Winter Weather

FOX: [GSP Experiences 2nd Wettest Winter In History](#)

Reach of GSP Media Appearing on National Social Networks

Twitter: 392,200

Facebook: 362,620



Airport Digital and Social Media 02/01/20-02/29/20:

Website

Sessions – 82,876
New Users – 56,448
Page/Session – 1.66
Average Session Duration – 1:32
Page Views – 137,826

Facebook

Total followers – 12,166
New followers – 154
Organic Total Reach – 919,542

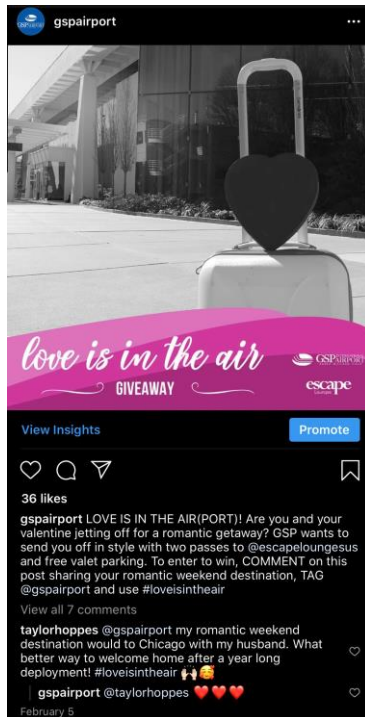
Instagram




Reach – 5,726
Impressions – 7,261
Followers – 1,961
New followers – 33

Twitter

Impressions – 19,700
Visits – 341
Followers – 6,500
New followers – 18
Mentions - 48

Top Performing Social Media Posts



Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	GSP Airport @GSPAairport · Feb 5			1,092	21	1.9%
	LOVE IS IN THE AIR(PORT)! Are you and your valentine jetting off for a romantic getaway? GSP wants to send you off in style with passes to the @EscapeLoungesUS and free valet parking. To enter to win, share your romantic destination, TAG @GSPAairport and use the #loveisintheair pic.twitter.com/Ex1iRkmxFA					
	View Tweet activity					Promote
	GSP Airport @GSPAairport · Feb 17			922	2	0.2%
	Looking for last minute flights to Denver? Frontier's GSP to Denver route is one of the select markets for the airline's Presidents Day Sale! twitter.com/FlyFrontier/st...					
	View Tweet activity					Promote
	GSP Airport @GSPAairport · Feb 4			916	13	1.4%
	Enrolling in TSA Pre✓ just got a little easier! The IdentoGo TSA Pre✓ mobile unit will be at GSP from Feb. 24-28.					
	To register, visit identogo.com/precheck and type Greer, SC. Then select POP-UP: Greenville-Spartanburg International Airport					
	View Tweet activity					Promote




FEB 24 TSA Pre-Check Enrollment Event
Public · Hosted by Greenville-Spartanburg International Airport


★ Interested ✓ Going ...


🕒 Feb 24 at 9 AM – Feb 28 at 12 PM
about 1 week ago

📍 Greenville-Spartanburg International Airport
2000 GSP Dr, Greer, South Carolina 29651 [Show Map](#)

INSIGHTS [See More](#)

 **45.7K**
People Reached
+29K last 7 days

 **703**
Responses
+204 last 7 days

 Track ticket sales on your next event by adding a ticket link

Women 45-54
22% of total responses

English (US) · Español · Português (Brasil) · Français (France) · Deutsch +

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MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 23, 2020

ITEM DESCRIPTION – Information Section Item E

February 2020 – Commercial Business and Marketing Report

SUMMARY

Bon Secours Wellness Arena Rebranding:

Status – A new sponsorship agreement has been executed. Staff is working with the BSWA on their revised renovation project schedule to determine when we should install the Airport District's new branding.

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 now over four years old and in need of a refresh.

GSP360 – Land Development Program Video:

Status – Staff has met with several different companies and selected one for this project.

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.

Southwest Baltimore (BWI) Advertising/Marketing Campaign:

Status – Project on hold

Project Budget – \$200,000

Estimated Completion Date – TBD

Southwest announced new service to BWI in May 2019. The daily flight began on November 3, 2019 and is being operated on Boeing 737-700 aircraft with 143 seats.

Children's Play Area Alcove Project:

Status – The Airport District has partnered with Plus-Plus USA out of Greenville for the development of a children's play area in the alcove in the Grand Hall. Plus-Plus USA has submitted renderings for the project for Airport District review and approval.

Project Budget – All costs should be covered by Plus-Plus USA

Estimated Completion Date – June 30, 2020

Through 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 – A final schematic design concept was presented at the Airport Commission meeting on November 25, 2019. Staff is moving forward with construction documents to facilitate the build out of the project.

Project Budget – \$150,000

Estimated Completion Date – June 30, 2020

Through 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 – Construction is complete and we are awaiting as-built drawings.

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

Estimated Completion Date – To be determined

FAA needs additional bandwidth at the Air Traffic Control Tower (ATCT). This project will extend 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 – To be determined

FedEx was requesting to install a backup cellular system for their local data network to provide redundancy if their wired data connection is interrupted. This project was cancelled and has been replaced by a fiber installation project that will extend 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 – To be determined

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 – To be determined

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 – Southwest Airlines – Airport Affairs Department is assisting with getting their IT Department to implement their proprietary GIDS at GSP. Before that can occur, Southwest must update the Amadeus EASE FX VM to Windows 10. This is presently slated to occur sometime in 2020 – Q1.

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 the Southwest passengers are accustomed to seeing at other airports and will replace the current default GIDS that only provides basic flight information.

Routes Americas – Air Service Development Conference:

Status – Staff conducted 15 airline meetings and two airport meetings at this event. All meetings were successful, and we have followed up on each of the meetings to continue the dialogue.

Business Development Budget – \$9,000

Completion Date – February 7, 2020

Routes Americas is an opportunity for the Airport District to meet with both existing and prospective airlines to discuss airline route retention and future development. This year's conference was in Indianapolis, IN and ran from February 2-6, 2020.

MRO Americas Conference:

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

Business Development Budget – \$15,000



Completion Date – May 1, 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 runs from April 28-30, 2020.

Jumpstart – Air Service Development Conference:

Status – Staff has requested our airline meetings and will receive a meeting schedule in April 2020.

Business Development Budget – \$5,000

Completion Date – June 5, 2020

Jumpstart is an opportunity for the Airport District to meet with both existing and prospective airlines to discuss airline route retention and future development. This year's conference is in Reno, NV and runs from May 31 - June 4, 2020.

National Business Aviation Association (NBAA) Conference:

Status – Staff is preparing to select our booth location through the annual lottery system in April 2020.

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: March 23, 2020

ITEM DESCRIPTION – Information Section Item F

February 2020 – OSHA Recordable Injury Report

SUMMARY

Monthly Activity as of February 29, 2020

- 0 OSHA Recordable Injuries

2020 Calendar Year-to-Date

- 1 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 Calls for an Extension to the REAL ID Deadline

The call for an extension is due to significant concerns that the low saturation of REAL ID-compliant identification among the traveling public will negatively impact passengers and airport operations.

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

Feb 20th, 2020

Airports Council International – North America (ACI-NA) called for an extension to the Oct. 1 deadline for Americans to present a REAL ID in order to travel by air. The call for an extension is due to significant concerns that the low saturation of REAL ID-compliant identification among the traveling public will negatively impact passengers and airport operations.

In an interview with NBC News' Tom Costello, ACI-NA president and CEO Kevin M. Burke explained why he believes an extension is necessary to avoid travel disruptions.

"If the government doesn't make a definitive statement now that they're going to extend this, then we're going to have a real crisis on our hands come Oct. 1," Burke said.

While Department of Homeland Security data indicates that states

have issued more than 95 million REAL ID-compliant driver's licenses and identification cards ahead of the REAL ID deadline of Oct. 1, more than two-thirds of driver's licenses and identification cards held by Americans are not REAL ID compliant. If millions of passengers are unable to board their flights when they arrive at airports on Oct. 1, it will significantly disrupt the lives of individuals as well as operations throughout the interconnected aviation system. ACI-NA believes an extension to REAL ID implementation will prevent unnecessary travel disruptions and potential harm to the U.S. aviation system, which is a major pillar of our national economy.

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Sacramento County Department of Airports Feb 28th, 2020

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Feb 27th, 2020

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LAX Begins Tests of State-of-the-Art Self-Service Bag-Drop System

The "Self-Bag Drop" system can be found in Aisles B and C at Tom Bradley International Terminal.

From — [Los Angeles World Airports](#)

Feb 25th, 2020



LAWA

Guests flying out of the Tom Bradley International Terminal at Los Angeles International Airport (LAX) have a faster, easy-to-use option for checking in their bags during the testing of a common-use, self-service bag-drop system that was unveiled this week in Aisles B and C of the ticketing lobby.

“A seamless, efficient and easy guest experience is key to creating a world class airport,” said Justin Erbacci, interim chief executive officer, Los Angeles World Airports (LAWA). “By integrating state-of-the-art self-service bag-drop technology and improving each point of the passenger journey, we continue to transform LAX inside and out.”

Currently, the system can be used by customers flying with Asiana, Cathay Pacific, Lufthansa, and Norwegian airlines, with Scandinavian Airlines scheduled to be added on Wednesday. The pilot will later expand to also include Air France/KLM, ANA, British Airways, Korean Airlines, Singapore Airlines and EVA.

To use the new self-service system, a passenger must first print their bag tags using either the common-use self-service kiosks located near the front of the ticketing lobby or a smaller "Tag & Fly" unit installed in front of the bag-drop area. Once their bags are tagged, guests will go to the "Drop & Fly" bag-drop unit, which includes a conveyor belt to take bags to the main bag intake system. The equipment is capable of using additional biometric technology, such as facial recognition, which may be tested later on.

Contracted staff from Pacific Aviation will be on hand to assist guests in using the technology. During this phase of the pilot, guests will scan their boarding pass to access the system. If bags are oversize or overweight, the staff will direct guests to go to their airline's counter to complete their bag check-in. Guests who check in online with a participating airline can also receive a Quick Response (QR) Code that they can scan at the terminal to speed the experience further.

Signs are posted in front of Aisles A, B and C, and include the names of the participating airlines for guests who want to try the new system. To make room for the equipment, four ticket counters were removed in Aisles B and C.

During the pilot test, which is expected to last four to eight months,

LATEST IN AIRPORTS

Airports & Municipalities

Sacramento International Airport Sees 9.3 Percent Increase in Passengers in 2019

Sacramento County
Department of Airports

Feb 28th,
2020

Airports & Municipalities

ANC Launches New Brand to Support New Business Development

Ted Stevens
Anchorage
International Airport
(ANC)

Feb
28th,
2020



Airports & Municipalities

Passenger Traffic Continues to Grow at ROA

Roanoke-Blacksburg Regional
Airport (ROA)

Feb 28th,
2020

Airport Technology

Innovative Travel Solutions by YVR Celebrates BorderXpress Pilot Program in Iceland

Feb 27th, 2020

Airport Technology

Bags Operates Wheelchair Services at Portland International Airport

Feb 27th, 2020

LAWA will be closely monitoring the system for processing times, the number of successful transactions and the number and types of failures, which could include both technical problems and user-generated errors. This data will be used to evaluate and refine the program.

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New Customer Convenience at Orlando International Airport

For years one of the biggest concerns heard from travelers at Orlando International Airport was the lack of a gas station on airport property.

From — [Greater Orlando Aviation Authority \(GOAA\)](#)

Feb 13th, 2020

For years one of the biggest concerns heard from travelers at Orlando International Airport was the lack of a gas station on airport property. Today that concern has been answered with the grand opening of a new 7-Eleven service travel plaza, located across from the Intermodal Terminal Facility and “C” parking garage on South Jeff Fuqua Boulevard.

The new travel plaza, owned by Petroleum Marketing Group (PMG), features competitively priced Shell gasoline, a BUILT Custom Burgers and Baja Fresh Mexican Grill restaurants.

“It has been a long time coming but the nation’s busiest rental car airport finally has an on-site travel plaza which will enhance the overall Orlando Experience,” says Phil Brown, chief executive officer of the Greater Orlando Aviation Authority. “Not only is the new travel plaza conveniently located for passengers dropping off rental cars, it is also great for people using our “C” parking garage, cell

phone lots and for those picking up passengers.”

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Feb 27th, 2020

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Feb 27th, 2020

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JobsOhio Creates \$4 Million Fund to Lure New Air Service to Ohio Airports, Including Cleveland Hopkins

By Susan Glaser**Source** The Plain Dealer

Feb 4th, 2020

CLEVELAND, Ohio -- JobsOhio, the economic development arm of state government, has set aside \$4 million this year to help Ohio's airports attract new flights to unserved or underserved markets, including, potentially, highly sought transatlantic service.

Airport directors in Ohio have complained for years that they're at a competitive disadvantage with airports in neighboring states, including Indiana and Pennsylvania, which have funds to lure coveted airline service.

In recent years, Pittsburgh International Airport offered \$3 million to entice British Airways to start nonstop service to London, and Indiana agreed to pay up to \$5.5 million to Delta Air Lines to start nonstop service from Indianapolis to Paris.

Officials at Cleveland Hopkins International Airport have said they believe the airport has lost out on air service additions because they couldn't pay airlines to come.

Attracting new air service is a highly competitive endeavor, especially among midsize airports like Cleveland, Columbus, Pittsburgh and Indianapolis. Airlines often want assurances -- in the form of subsidies or revenue guarantees -- that they won't lose money on new routes.

J.P. Nauseef, president and chief investment officer of JobsOhio, who spoke at the City Club of Cleveland on Tuesday, said it's an economic development issue.

Business leaders throughout the state, he said, have told him: "If we had better air service, we could attract more people. If we had better air service, we could bring another division here. If we had better air service, Ohio would stay on the list with Texas and Florida for business growth."

Federal law prevents airports from offering direct incentives to airlines, although they can waive certain fees and provide marketing support.

Instead, the business community is sometimes tapped to support new routes. Most recently, in Cleveland, the Greater Cleveland Partnership offered some financial assistance to lure Wow Air to start flying between Cleveland Hopkins and Reykjavik, Iceland, starting in 2018. The amount was never disclosed, and the flights were canceled after six months; the carrier eventually went out of business.

Nauseef said JobsOhio was putting together rules for the fund, which should be complete in the coming months. There is likely to be some community buy-in required from the business community, although details have not been finalized.

Terry Slaybaugh, who started last year as a managing director at JobsOhio, is the former director of Dayton International Airport and has been traveling around Ohio in recent months, talking to the leaders of the state's seven commercial airports to seek feedback on

LATEST IN AIRPORTS

Airports & Municipalities

Sacramento International Airport Sees 9.3 Percent Increase in Passengers in 2019

Sacramento County
Department of Airports

Feb 28th,
2020

Airports & Municipalities

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International Airport
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Feb
28th,
2020



Airports & Municipalities

Passenger Traffic Continues to Grow at ROA

Roanoke-Blacksburg Regional
Airport (ROA)

Feb 28th,
2020

Airport Technology

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Feb 27th, 2020

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the plan.

The fund would certainly help the state's larger airports -- including Cleveland and Columbus, which are, according to some calculations, two of the largest markets in the United States without nonstop air service to Europe.

It would also help smaller airports, including Akron-Canton, Dayton and Youngstown, all of which have seen significant cuts in air service in recent years. Youngstown has been without commercial air service since early 2018, when its lone carrier, Allegiant, pulled out, after expanding in Cleveland.

In an interview last month, Hopkins airport Director Robert Kennedy said he was looking forward to reviewing the final details of JobsOhio's plan.

"I'm very confident in what he [Slaybaugh] is driving toward," Kennedy said. "It would be very good for the state of Ohio and the city of Cleveland. If it happens tomorrow, we'll use it as rapidly as we can. Right now, we've got nothing."

JobsOhio is the private, nonprofit economic development group that took over numerous functions from the Ohio Department of Development in 2011. It is funded primarily through revenue from liquor sales in the state.

Read more: Should Ohio pay to attract new international flights? Pittsburgh did

Ohio airports want \$15 million in state budget to attract new flights

How Cleveland Hopkins International Airport scored two routes to Iceland in one week

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Gary / Chicago International Airport Manager Receives Prestigious “Everyday Safety Hero” Award

[Gary/Chicago International Airport \(GYG\)](#)

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Signage

Digital Signage Expo 2020 Will Take Place as Planned

Show management issues statement to address coronavirus concerns

[Digital Signage Expo \(DSE\)](#)

Feb 27th, 2020

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SFO Earns U.S. Patent for System That Tracks App-Based Ground Transportation

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Feb 27th, 2020

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Paine Field Welcomes Millionth Passenger

[Propeller Airports](#)

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Airport Revenue

New Study Shows Rochester International Airport Contributes \$190 Million Annually to Local

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Pittsburgh Airport to Phase Out Using Boarding Passes at Security Checkpoints

Instead of using boarding passes, they are shifting to sophisticated screening machines that can verify passengers based solely on a government-issued ID card.

By Natasha Lindstrom

Source The Tribune-Review, Greensburg

Feb 26th, 2020

Feb. 26--Travelers flying out of Pittsburgh International Airport will soon not have to display a boarding pass to get past security, airport officials said this week.

Boarding passes will still be required at the gate to board the plane.

Officials with the airport and Transportation Security Administration announced that Pittsburgh is among several U.S. airports set to phase out the use of boarding passes at security checkpoints this year.

Instead, they are shifting to sophisticated screening machines that can verify passengers based solely on a government-issued ID card.

The Credential Authentication Technology, or CAT, allows security agents to pinpoint passengers and their specific flights using only an approved ID, such as a driver's license or passport.

In coming weeks, about 500 machines will be installed at airports in U.S. cities, including Pittsburgh, Phoenix, Charlotte, Miami, Austin and Seattle. One machine is already in use at Pittsburgh International Airport, according to the airport.

The machines allow agents to scan an ID and quickly cross-reference it with passenger itineraries and TSA's database, called Secure Flight. The database flags individuals placed on "No Fly" lists as well as suspected terrorists and people who could pose a national security risk.

The upgraded screening method aims to improve efficiency and reduce wait times while strengthening the vetting process, according to TSA.

Not every lane at security checkpoints may be equipped with a machine, airport officials said. Passengers in lanes without a machine still will need to present their paper or mobile boarding pass in addition to an ID. More machines will be installed as more agents complete training in using the new technology, according to the airport.

The change could be inconvenient for passengers whose personal information as reported to an airline differs from their government-issued IDs. Officials urged consumers to be careful when booking to ensure there is no discrepancy. Agents will have less leeway, for instance, to allow a passenger by whose licenses reads "Jonathan" and boarding pass simply says "Jon."

The new technology will work with all of the TSA's accepted forms of identification, which includes Real IDs, driver's licenses, U.S. passports and passport cards, and U.S. Department of Defense IDs.

Starting Oct. 1, U.S. travelers will not be allowed through security checkpoints in U.S. airports without Real ID, a federally mandated ID that meets increased security standards.

LATEST IN AIRPORTS

Airports & Municipalities

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Sacramento County
Department of Airports

Feb 28th,
2020

Airports & Municipalities

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Anchorage
International Airport
(ANC)

Feb
28th,
2020



Airports & Municipalities

Passenger Traffic Continues to Grow at ROA

Roanoke-Blacksburg Regional
Airport (ROA)

Feb 28th,
2020

Airport Technology

Innovative Travel Solutions by YVR Celebrates BorderXpress Pilot Program in Iceland

Feb 27th, 2020

Airport Technology

Bags Operates Wheelchair Services at Portland International Airport

Feb 27th, 2020

The CAT system will not change Pittsburgh International Airport's myPITpass program, which allows non-ticketed individuals to go beyond security checkpoints during certain hours.

Natasha Lindstrom is a Tribune-Review staff writer. You can contact Natasha at 412-380-8514, nlindstrom@tribweb.com or via Twitter .

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