

## **GREENVILLE-SPARTANBURG AIRPORT COMMISSION**

### **MINUTES**

**July 11, 2016**

The Greenville-Spartanburg Airport Commission met on July 11, 2016 at 9:00 a.m. in the Greenville-Spartanburg District Office Conference Room C located at 2000 GSP Drive, Suite 1, 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, Leland Burch, Valerie Miller, Bill Barnet, and Doug Smith.

**MEMBERS NOT PRESENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** David Edwards, President/CEO; Kevin Howell, Vice President Operations/COO; Jack Murrin, Vice President Administration and Finance/CFO; Rosylin Weston, Vice President Communications; Scott Carr, Vice President Commercial Business and Properties (Environs Area Administrator); Nathan Garner, Director, Aviation Services; Kelly Wiggs, Aviation Services Supervisor; Betty O. Temple, WCSR; Stefanie Hyder, Executive Assistant/Recording Secretary.

**GUESTS PRESENT:** Peter Muller, PRT Consulting; Scot Sibert, Parsons Brinckerhoff; Paul Smith, WK Dickson; Andrew Lewis, Public Attendee; Alex Chambers, Summer Intern; Rudolph Bell, The Greenville News; Jim Fair, Greer Today; and Morgan Arndt, WCSR

**CALL TO ORDER:** Chair Minor Shaw called the meeting to order at 9:00 a.m.

**CONSENT AGENDA:**

A motion was made, seconded, and unanimous vote received to approve the regular meeting minutes from the May 9, 2016 Commission Meeting.

**PRESENTATIONS:**

**A. Annual Strategic Business Plan Update**

Mr. Dave Edwards introduced Mr. Steve Van Beek of ICF to recap the District's performance as it relates to the six-year Strategic Business Plan. Mr. Van Beek provided a presentation for the Commission with a focus on the performance measures and results over the past year, Fiscal Year 2015-2016, as well as some of the performance measures that GSP has set in moving forward towards the upcoming Fiscal Year 2016-2017. Mr. Van Beek stated that we are now entering the midpoint of the strategic business plan.

He opened the discussion with FAA reauthorization. He expects Congress to extend the reauthorization for the FAA through the next fiscal year, September 30, 2017. There is nothing new in this bill. The AIP will remain where it is and the passenger facility charge is not going to be increased.

Mr. Van Beek elaborated on what is going on in the industry in general, both here and at larger airports like Minneapolis/St. Paul Airport. They have similar issues that we have here such as the need for additional parking spaces, larger hold rooms, public space and concessions, no new runways, parking, and getting to the terminal.

As to the Strategic Business Plan, Mr. Van Beek reviewed the SWOT analysis and the six strategic goals which are: safety and security, economic development, air service, financial management, economic opportunity and customer service. Overall, Mr. Van Beek indicated that the District is performing well in all areas.

## **B. Strategic Marketing/Brand Update**

Mr. Edwards introduced Mr. Edward Shelswell-White of LexVolo who has also played a major role in the GSP Strategic Business Plan from the standpoint of marketing and customer service. Over the past couple of years, we've engaged Mr. Shelswell-White in our outreach program to the community to conduct surveys both online and face to face. We've come back after a year to see how those marketing efforts and plans have resonated in the community and among our travelers.

Mr. Shelswell-White reviewed the findings and made recommendations related to the follow-up research from the tracking survey that Brand IQ completed on the District's behalf. He shared that we now have hard metrics to show how our campaigns are performing. This information will be utilized to make adjustments to the various campaigns in Fiscal Year 2016-2017.

## **C. Personal Rapid Transit (PRT) System Project Update**

Mr. Edwards first took a moment to reflect how the PRT project began and why GSP underwent a feasibility study. We completed the feasibility study in January 2015. Mr. Peter Muller of PRT Consulting presented the study. The purpose of the study was to evaluate connectivity on the airport to our economy lot locations in the future, and to evaluate the implementation of a traditional rubber tire shuttle bus versus a newer automated technology/PRT system. The impetus for the study was that the traveling public had expressed dissatisfaction with not having transportation from the current economy parking lot at GSP. We continue to receive those complaints today. In addition, there is a demand for affordable parking to meet future demand, as well as a long-term desire to connect GSP properties in the future.

Mr. Edwards introduced Mr. Paul Smith of WK Dickson indicating that WK Dickson is the program manager as one of the on call consultants. Mr. Smith introduced Mr. Scott Sibert,

Senior Project Manager with Parsons Brinckerhoff (PB) and Mr. Muller from PRT Consulting. PB is an international transportation, planning and engineering management firm specializing in mass transit and surface transportation. PRT Consulting is specifically in the PRT system space and recognized as the leading expert in this area.

Mr. Sibert began the presentation by defining ATN as driverless vehicles on a dedicated guide way. They are at grade level or an elevated system. They offer short waiting times and non-stop travel. There are existing systems, mainly outside of the United States.

Mr. Sibert further reviewed the various phases of the project to date. Mr. Muller specifically discussed the Request for Proposal process and the three (3) vendor responses. He then stated the two (2) vendors that were selected to move forward in the process; Modutram, a Mexican company, and 2getthere, a Dutch company. The team decided not to recommend Taxi2000. Their costs were high and they are not in a development situation.

Mr. Edwards conveyed that with the assistance of PRT Consulting, an application for a Federal Advanced Transportation Deployment Grant was submitted. This is a recent category of federal grant to look for and fund new systems that will facilitate capacity and congestion relief. The grant application was for up to \$12M and it requires a 50% match allowing for a \$24M project. The award date is scheduled for September 2016.

Mr. Edwards indicated that the team feels that a facility visit to the shortlisted vendors (Modutram in Guadalajara, Mexico and 2getthere in Abu Dhabi) is needed before a final decision is made as to which companies will make the final cut for the next stage; the next stage being procurement of design build teams.

Mr. Sibert discussed the next steps. In Phase II, we need to develop bridging documents for the procurement process. The team evaluated three different types of procurement models which were Design Bid Build, Design Build Operate Maintain (DBOM), and Design Build which SCDOT uses. The team would develop preliminary designs up to twenty percent. In the preliminary design phase, the team would request geotechnical borings and surveys to include utilities. The team would finalize specifications and contract documents. The funding/finance model includes the submission of the grant application to USDOT.

A preliminary schedule includes a site visit in August/September 2016, prequalification of vendors in October 2016, completion of bridge documents in June/July 2017, Design Build Procurement in July/September 2017, estimated construction in October 2017, and estimated opening of the system in October 2019.

Discussion ensued with several questions asked and answers provided.

There was a consensus to review the options again and bring back an update to the Commission in a few months. In addition, an answer on the grant should be available at that time.

Chairperson Minor Shaw would like to see the overall impact on the budget as well as budget projections. Mr. Murrin commented that he will update the necessary documents.

Chairperson Minor Shaw announced a short break at 12 noon. The meeting resumed at 12:09 pm.

**OLD BUSINESS:**

No Old Business

**NEW BUSINESS:**

**A. Approval of TD Bank – GSP Line of Credit Corporate Resolution**

Mr. Edwards stated that at the last Commission meeting, Staff discussed the potential for changing the District's banking relationship. Mr. Edwards turned the meeting over to Mr. Jack Murrin, VP of Administration & Finance/CFO, to review the resolution that has been requested by TD Bank and reviewed by legal counsel.

Mr. Murrin stated that Mrs. Betty Temple with WCSR has worked through the agreements that TD Bank presented to GSP. Mr. Murrin referenced the Certificate of Corporate Resolution giving the District the authority to make that change effective to TD Bank to include the merchant account agreement with all of the credit card processing, opening and maintaining our depository and operational accounts, as well as opening a \$25 million dollar line of credit.

Mr. Murrin recommended that the Airport Commission authorize the execution of the Certificate of Corporate Resolution.

Chairperson Minor Shaw recommended two signatures. Mr. Murrin stated that the current policy stipulates that all operational checks over \$10,000 need two signatures and anything with a line of credit will have to have two signatures as well. The only three people that can authorize such checks or in the future use the line of credit are Dave Edwards as CEO, Jack Murrin as CFO, and Kevin Howell as COO.

There was a short discussion as to the selection of TD Bank to provide such banking services.

There was a motion to approve and adopt the Certificate of Corporate Resolution authorizing management to effectuate the change of our banking relationship from NBSC to TD Bank. The motion was seconded and unanimous vote received.

**B. Approval of Lease for PSA MRO Facility**

Mr. Scott Carr, VP Commercial Business and Properties, presented a request to execute an agreement with PSA Airlines. PSA is a regional carrier for American Airlines. They have been looking for a location in the southeast US to add a maintenance repair and overhaul (MRO)

facility. We successfully negotiated a lease agreement for FBO Hangar #2 that will handle both CRJ700 and CRJ900 aircraft. That facility is approximately 45,000 sf; 30,000 sf of hangar floor space and 15,000 sf of office space.

Mr. Carr requested that the Airport Commission approve the lease of FBO Hangar #2, associated apron space, and adjacent employee parking for PSA Airlines, and authorize the President/CEO to execute a lease agreement with PSA Airlines.

There was a motion to approve the lease of FBO Hangar #2, associated apron space, and adjacent employee parking for PSA Airlines, and authorize the President/CEO to execute a lease agreement with PSA Airlines. The motion was seconded and unanimous vote received.

### **PRESIDENT/CEO REPORT:**

Aviation Industry Update: No update

Wingspan Ribbon Cutting Ceremony: The target date is December 8, 2016. Mrs. Rosylin Weston noted that the event will begin at 6:30 pm and they will coordinate closely with TSA.

Partnership with Tryon International Equestrian Center: Mr. Edwards, Mr. Carr, and Mrs. Holly Bridwell have been working closely to forge a partnership with the Tryon International Equestrian Center. The Equestrian Center is interested in using GSP for their travel needs. Staff will continue to have dialogue about the equine clearance facility as well. Mr. Carr noted that the Equestrian Center is chasing after the Pan America games next year.

Airport Master Plan Update: Mr. Howell issued a request for qualifications for professional airport planning services for the airport master plan on July 1, 2016. The master plan was last updated in 2003. There are some items that need to be revalidated as it relates to the airfield. Furthermore, there are some changes to airfield geometry by the FAA that also need to be addressed. Staff will be reaching out to Chairperson Shaw for a Commission taskforce to be assembled which should include three Commission members to be involved and engaged. Kevin Howell noted that the recommendations for the selection of a Master Plan consultant will be presented at the September Commission meeting. Following the selection process, it will take an estimated 30-45 days to get a contract in place. The kick-off meeting is slated for late October/early November. The project should take approximately 12-18 months.

FBO: Kevin Howell noted that Staff has recently completed interviewing current Stevens Aviation employees and preparing contingent job offers. One contingency most important is completing current employment with Stevens Aviation. The District has more positions than Stevens Aviation has employees, so jobs will be opened to the public. Mr. Steve Bowlin, Mr. Nathan Garner, and Mr. Kelly Wiggs have been working through that process. Mr. Bowlin will run the FBO business and Mr. Wiggs will handle the cargo and commercial services. In addition, Staff is working through the fuel farm design. WK Dickson has assisted with the

review of the associated documents and comments have been provided to World Fuel. The new fuel farm is expected to be operational by December 15, 2016. Staff has made a decision on fuel trucks and will put those orders in this week with World Fuel. Lastly, and most recently, Mr. Howell has been working through some Branding items with Mrs. Rosylin Weston's group.

Mr. Edwards commented that he and Mr. Howell met with Air BP in Chicago, IL on July 8, 2016 to discuss fueling as well as Air BP's intent in moving forward towards the end of the year. To help with a seamless transition, Staff provided Air BP with an agreement which was a supply and fuel farm removal agreement. Air BP will present the agreement to their senior staff in London either today or tomorrow. Depending on the outcome, Staff may have to stand up a temporary fuel farm.

Mr. Carr commented that Staff is currently working with a cargo operator that has a customer with a need for two daily 767-300's, 7 days a week 365 days a year. Staff is in the final negotiation stages for this lease agreement.

**COMMISSIONER'S REPORT:**

Madam Chair noted that the Airport Commissioners Conference is scheduled for April 2-4, 2017. Mr. Leland Burch will be chairing the Commissioners Conference in Greenville. Please add this event to your calendars.

The 2016 ACI-NA/World Annual Conference/World Annual General Assembly is scheduled for September 23-28, 2016 in Montreal, QC Canada.

**EXECUTIVE SESSION:**

There being no further business, a motion was made, seconded, and carried to go into Executive Session at 12:25 p.m. The specific purpose of the executive session was announced prior to going into executive session. The specific purpose of the executive session was to discuss personnel issues.

**ADJOURNMENT:**

At approximately 1:04 p.m., public session resumed with no action being taken in executive session. The meeting was adjourned at approximately 1:05 p.m. The next meeting is scheduled for September 8<sup>th</sup> at 9:00 a.m.

**SIGNATURE OF PREPARER:**

  
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Stefanie Hyder