



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Board Room
Monday, September 11, 2017
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 July 10, 2017 Regular Meeting Minutes ([document](#))
- B. Approval of Amendment to the Drug-Free Workplace Policy (Section 203.00) in the Human Resources Policies and Procedures Manual ([document](#))
- C. Approval of Amendment to the Employment of Relatives Policy (Section 208.00) in the Human Resources Policies and Procedures Manual ([document](#))
- D. Approval of Greenville-Spartanburg Airport Commission Meeting Dates/Times for Calendar Year 2018 ([document](#))

III. PRESENTATIONS:

- A. Communications Department Update/Website Presentation ([document](#))

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Final Ranking for Janitorial Services Contract ([document](#))
- B. Approval of Final Ranking for Ground Transportation Services Concession Agreement ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Bid Status Update on New Economy Parking Lot and Employee Parking Lot Expansion
- C. GSP International Logistics Park 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. July 2017 – Traffic Report ([document](#))
- B. July 2017 – Financial Report ([document](#))
- C. August 2017 – Development/Project Status Report ([document](#))
- D. August 2017 – Communications Status Report ([document](#))
- E. August 2017 – Commercial Business and Properties Report ([document](#))
- F. August 2017 – OSHA Reportable Injury Report ([document](#))
- G. Industry Presentation(s)/Article(s) of Interest ([document](#))
- H. Potential Items for the Next Regular Scheduled Commission Meeting:

- Approval of Parking Management Agreement
- Airport Parking Update
- Airport Concessions Update
- Approval of State Route 14/GSP Drive Property Acquisition
- Employee Survey Results and Action Items
- Approval of Cell Phone Tower Agreement for AT&T - Parking Garage A Renewal

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

July 10, 2017

The Greenville-Spartanburg Airport Commission met on July 10, 2017 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, Bill Barnet, Doug Smith, Leland Burch, and Valerie Miller

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Kevin Howell, Vice President Operations/COO; Jack Murrin, Vice President/CFO; Scott Carr, Vice President Commercial Business and Properties (Environs Area Administrator); Mike Kossover, Director of Operations; Nathan Garner, Aviation Services Director; Marsha Madore, Human Resources Director; Mitchell Cole, Police Officer; Alan Sistare, Fire Chief; Betty O. Temple, WCSR; Stefanie Hyder, Executive Assistant/Recording Secretary

GUESTS PRESENT: Steve Van Beek, Steer Davies Gleave (SDG); Michele Tavani, SDG; Edward Shelswell-White, Lexvollo; John Jamotta, SBC Global; Mike Darcangelo, AVCON; Bob Montgomery, Spartanburg Herald Journal; Garrett Lloyd, Summer Intern.

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 8, 2017 Commission Meeting and to approve the amendment to the Administrative Policy in response to changes in state law.

PRESENTATIONS:

A. Pension Reform Informational Update

Mr. Jack Murrin, Vice President - Administration and Finance/CFO, gave a presentation on the South Carolina Retirement System (SCRS) for the purpose of an informational and status update to the Commission.

The SC pension system is expensive and is beginning to have a negative impact on hiring and employee retention at GSP. Mr. Edwards added some final comments and recommended legislative inquiry along with assembling a Commission Task Force.

The Commission asked questions, made recommendations, and discussed possible options for future courses of action, including agreeing to establish a Commission Task Force to address the legislature on issues and concerns related to the SC Pension System.

B. Airport Operations and 139 Certification Program Overview

Mr. Michael Kossover, Director of Operations, provided a brief presentation reviewing the GSP Operations Department and its responsibilities as it relates to Title 14 CFR Part 139 Airport Certification.

The Operations Department consists of 15 employees that provide 24/7 coverage. Functions include Operations that oversees air and land (safety and security compliance), the Operations Center that monitors access control and dispatches 24/7, and lastly the Badging Office.

FAA Part 139 prescribes rules governing the certification and operation of airports with scheduled passenger-carrying operations of an air carrier operating aircraft configured for more than nine passengers. Part 139 governs the Airport Certification Manual, operational records, paved and unpaved areas, safety areas, marking, signs, and lighting, traffic and wind indicators, snow and ice control, aircraft rescue and firefighting, handling and storing of hazardous substance/materials, airport emergency plan, self-inspection program, pedestrians and ground vehicles, obstructions, protection of NAVAIDS, public protection, wildlife hazard management, airport condition reporting and airport construction management.

FAA conducts an annual inspection and this year marks 18 consecutive years without a discrepancy or any write-ups.

C. Annual Strategic Business Plan Update

In November 2014, the Greenville-Spartanburg Airport Commission adopted a 6-year Strategic Business Plan for the Greenville-Spartanburg Airport District. Mr. David Edwards, President/CEO, introduced Dr. Stephen Van Beek of Steer Davies Gleave to recap the District's performance as it relates to the strategic business plan, as well as provide an update from a national perspective, discuss issues as it relates to policy, and recap the specific KPI's outlined in the strategic plan.

Dr. Van Beek opened the discussion with an airport industry SWOT analysis. The state of the industry is good right now with lower fuel costs and fares. There has not been a lot of progress in Washington D.C. with regard to policy.

Dr. Van Beek compared seat capacity by hub size over the past ten years, domestic seat shares of non-aligned carriers, as well as international seat shares of alliances and non-aligned carriers. GSP has fared well over the past ten years. There has been a 22% gain over ten years in terms of seat capacity as a result of business traffic, etc. Over the last year, seats are up about 3.8%.

From a policy standpoint, the Trump Administration has a \$1 Trillion infrastructure plan in place with the majority of commitment to surface transportation. The President has been supportive of FAA reauthorization, but airports are not “dealt in.” There is the possibility of financial and service effects on GSP related to the DHS budget. International air service and VISA policy could reduce access into the market. There has not been a lot of progress on the airport economic agenda. Dr. Van Beek’s recommendations include GSP leveraging the fundamentals, preparing for slower growth, and promoting a strategic policy agenda.

Next, Dr. Van Beek provided a presentation on GSP’s Performance Plan with a focus on the strategic goals, performance measures and results over the past year, Fiscal Year 2016-2017, as well as the strategic goals and performance measures that GSP has set in moving forward towards the upcoming Fiscal Year 2017-2018.

Overall, Dr. Van Beek concluded that the District is performing well, if not excellent, in all six strategic areas.

Mr. Edward Shellswell-White presented to the Commission a 2018 preview on air service development and marketing. The three-year commercial strategy for FY2018-FY2020 includes growing passenger demand for GSP’s existing service, growing airline willingness to add GSP service, and owning the plan and driving the business. The 2018 marketing budget for advertising and promotions was also presented. In 2017, GSP capitalized on opportunities in product marketing to extend the customer experience for both the business traveler and general market.

Mr. Shellswell-White introduced Mr. John Jamotta of SBC Global who provided a brief presentation on air service development and investing in/developing an entire program of commercial activities that are rigorously project managed. The four principles include investment, alignment, prioritizing commercial efforts, and managing relentlessly. Mr. Shellswell-White concluded that such a program takes GSP out of the realm of network planning for airlines and into realm of making the market the most successful it can be.

Commissioners inquired about concerns with regards to long-term parking.

OLD BUSINESS: No old business

NEW BUSINESS:

A. Approval of Solid Waste Collection and Disposal Services Contract

Staff recently conducted a comprehensive Request for Proposals (RFP) to companies in the area for a new three (3) year contract for solid waste collection and disposal services. Mr. Kevin Howell, VP/COO, stated that GSP has been in a month-to-month situation and vendor contracts in excess of one year require approval from the Commission. This new solid waste contract is a three (3) year agreement. Bid tabulation was enclosed in the Commission package for review. Waste Connections of the Carolinas was the lowest bidder.

The FY18 budget currently includes \$40,000 for trash disposal. Based on historical averages, this contract may average \$30,000 +/- per year. This contract covers all campus solid waste containers and disposal.

In response to the Commission, Staff stated that recycling is not part of this contract and GSP does not have a comprehensive recycling program at this time.

There was a motion to approve the three year contract for solid waste collection and disposal services, and to authorize the President/CEO to execute all necessary documents. The motion was seconded and unanimously approved.

B. Approval of CenterPoint - BMW Phase III Lease Terms/ Agreement

CenterPoint Properties has negotiated an agreement with BMW Phase III.

Mr. Scott Carr, VP Commercial Business and Properties, and Staff negotiated ground lease terms with CenterPoint Properties for this project. A summary of the primary business terms of the agreement includes a base term of 30 years with two ten (10) year options. The lease premises are approximately 25.18 acres, and total ground rent in the first year is \$80,576.00. After the first year, rents will increase by CPI based on \$40,000 per acre with an 8% cap rate. There are no district improvements. Lessee improvements include a 271,890 square foot office and warehouse facility.

As part of this agreement, the employee parking lot facility that was constructed as part of BMW Phase II needs to be realigned to BMW Phase III, presently incorporated as part of the previous agreement for BMW Phase II. Staff proposes a lease amendment to the BMW Phase II agreement to remove ± 2.01 and include it as part of the agreement for BMW Phase III.

There was a motion to, as presented to the Commission, approve the lease agreement terms as outlined, approve the lease amendment to the BMW Phase II agreement as outlined, and authorize the President/CEO to execute a lease agreement for BMW Phase III and a lease amendment for BMW Phase II with CenterPoint Properties. The motion was seconded and approved. Commissioner Doug Smith abstained from voting.

C. Approval of CenterPoint - Approximate 6.95 Acre Parcel Lease Terms/ Agreement

Mr. Scott Carr, VP Commercial Business and Properties, stated that CenterPoint Properties has negotiated an agreement with BMW to lease ± 6.95 acres of land. This is a parcel for future development with the same terms, 30 years with two ten (10) year options, as the previous project. This parcel is somewhat "orphaned" from roadway access.

There was a motion to, as presented to the Commission, approve the lease agreement terms as outlined, and authorize the President/CEO to execute a lease agreement with

CenterPoint Properties. The motion was seconded and approved. Commissioner Doug Smith abstained from voting.

PRESIDENT/ CEO REPORT:

Aviation Industry Update: Discussed under Presentation C - Annual Strategic Business Plan Update

Airlines Meeting Update: Mr. Edwards met with Southwest and American Airlines in Dallas last month for the purpose of discussing air service development/cities for new service. The meetings were productive. American Airlines discussed future opportunities in Miami and potentially New York.

Terminal Improvement Program Update: Staff is in the close-out phase and expects to meet with Skanska Moss to review and wrap up punch list items in the next couple of weeks.

Mr. Edwards and Mr. Howell had their first meeting with Michael Baker International last week to discuss outstanding items on the design side of TIP.

Traffic: Mr. Edwards noted that traffic saw six percent growth in May. Fuel sales are strong.

COMMISSIONER'S REPORT: No update

EXECUTIVE SESSION:

There being no further business, a motion was made, seconded, and carried to go into Executive Session. The Airport Commission held an Executive Session for the purpose of discussing personnel matters.

ADJOURNMENT:

At approximately 12:58 p.m., public session resumed with no action being taken in Executive Session.

The meeting was adjourned at 12:59 p.m. The next meeting is scheduled for September 11th at 9:00 a.m.

SIGNATURE OF PREPARER:

Stefanie Hyder



MEMORANDUM

TO: Members of the Airport Commission

FROM: Jack G. Murrin, VP of Administration & Finance/CFO

DATE: September 11, 2017

ITEM DESCRIPTION – Consent Agenda Item B

Approval of Amendment to the Drug-Free Workplace Policy (Section 203.00) in the Human Resources Policies and Procedures Manual

BACKGROUND

Section 203.00 Drug-Free Workplace

Many employers have policies and procedures that mandate drug and alcohol testing in the wake of a workplace accident, regardless of whether there is any suspicion that the employee involved was impaired. However, effective August 10, 2016, OSHA's final rules on electronic reporting of workplace injuries require employers to implement "a reasonable procedure" for employees to report workplace injuries and that procedure cannot deter or discourage employees from reporting a workplace injury. Though the text of the final rule (29 CFR § 1904.35(b)(1)(i)) does not specifically address mandatory post-accident drug and alcohol testing, OSHA's May 12, 2016 commentary accompanying the final rules specifies that the agency views mandatory post-accident testing as deterring the reporting of workplace safety incidents and employers who continue to operate under such policies will face penalties and enforcement scrutiny.

As a result of the regulatory changes, we engaged an outside consultant to update to update our Drug-Free Workplace. The red-lined changes are those necessary to bring our policy up-to-date with current regulations.



ISSUES

The only issue regarding this policy amendment is one of regulatory compliance. The amendment is designed to bring us back into regulatory compliance.

ALTERNATIVES

None recommended

FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission approve the amendment to the Drug-Free Workplace Policy (Section 203.00) in the Human Resources Policies and Procedures Manual as presented.

SECTION 203.00 – DRUG-FREE WORKPLACE

OBJECTIVE

The District recognizes drug and/or alcohol dependency as an illness and a major health problem. As part of its commitment to provide a safe place for its employees to work and to promote a drug-free community, The District establishes this policy on the abuse of alcohol and the use of illegal drugs by its employees.

METHOD OF OPERATION

Directives

This section of the Human Resources Policy and Procedure is to state the policy of the The District regarding the effects of drug and/or alcohol use, and the unlawful possession of controlled substances and/or alcohol on the District premises or equipment. This policy establishes guidelines to provide a safe, healthy and secure work environment for employees and other individuals doing business with the District.

- Employees are expected and required to report to work on time and free of alcohol or illegal drugs. It is our intent and obligation to provide a drug-free/alcohol-free, healthy, safe and secure work environment.
- Some employees of the Airport District perform job duties which are specifically regulated by the Department of Transportation, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration. Those employees must meet the requirements of both this policy and the District Substance Abuse Policy—~~and Procedures for those~~—employees regulated by the Department of Transportation.
- The unlawful use, manufacture, distribution, dispensation, possession or use of controlled substances is absolutely prohibited. ~~and/or Unauthorized possession or use of~~—alcohol on District premises, or while conducting District business off the premises is ~~absolutely~~—prohibited. Alcoholic beverages may be dispensed or consumed only if done as a part of an Official District function. Consumption of such alcoholic beverages should be limited. On duty personnel are prohibited from consuming alcoholic beverages. Violations of this policy will result in disciplinary action, up to and including termination.
- Employees needing help in dealing with such problems are encouraged to get assistance. Please contact the Human Resources (HR) Manager if you need information regarding whether the

District's insurance benefits will cover counseling.

A copy of this Drug-Free Workplace Policy is issued and signed for by each employee. District employees who perform DOT regulated duties also receive and sign for the Substance Abuse Policy Procedures for DOT regulated positions. Employees must abide by the terms of the policy and report any conviction under criminal drug statute for violations occurring on or off Airport premises while conducting business. A report of a conviction must be made within five (5) days after the conviction. The Drug-Free Workplace Act of 1988 mandates this requirement.

Statement of Policy

It is ~~the purpose of this policy to establish and proclaim the~~ The District's intent to maintain a "Drug-Free Workplace". Employees must refrain from reporting to work or working with the presence of drugs or alcohol in his/her body. In addition to possible disciplinary procedures and termination as a result of any violation of this Drug-Free Workplace Program, an employee injured in the course and scope of employment who after investigation and determination that testing is appropriate, but the employee refuses to submit to a test for drugs or alcohol, or is tested and had a positive confirmation of drug or alcohol use, may forfeit~~s~~ his/her eligibility for medical and indemnity benefits under the Workers' Compensation Act.

~~The District will also provide an annual education course for its employees to assist them in identifying and resolving personal and emotional problems, which may result from the misuse of drugs or alcohol.~~

While the District understands that employees and applicants under a physician's care may be required to use prescription and over-the-counter drugs, the failure to take prescription drugs in strict accordance with the prescription is a violation of this policy. Any employee who abuses prescription medication is subject to disciplinary action up to and including termination.

Drug Use

Employees are prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of illegal drugs while on or off the job. As used in this policy, improper drug use is the use of any drug which is not legally obtainable; which is legally obtainable, but has not been legally obtained; or which is being used in a manner or for a purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by a locally treating licensed physician). Employees who violate this policy will be subject to disciplinary action including possible termination.

Alcohol Use

Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on duty, while on District property, or on any work site, with the exception of authorized official District functions. "Alcohol" meaning ethyl alcohol (ethanol) and includes beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages, and intoxicating liquors. With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a breath alcohol concentration (BAC) of 0.04 or higher. Employees who violate this policy will be subject to disciplinary action including possible termination. DOT regulated employees or District employees performing safety-sensitive functions or those with access to safety/sensitive areas will be prohibited from access or performance of such duties if his/her breath alcohol concentration is at or above 0.02 – 0.039.

**Use of
Prescription and
Non-Prescription
Medication**

Employees must notify their supervisor upon entry to the work area, when using any medication that may limit their ability to perform their job. Such notification may be confidentially given. Verification of any and all medication may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to report the use of medication or failure to verify the use of medication may result in disciplinary action including possible termination.

**Drug or Alcohol
Violations**

Employees are required to notify their supervisor or the Human Resource Manager immediately upon their next reporting for work of any alcohol or drug-related arrest, conviction or administrative action.

In deciding what action to take, the employee's supervisor/department head, the Human Resources (HR) Manager, the Vice President and Chief Operating Officer, and the President/CEO will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the District and other factors relative to the impact of the employee's conviction or nolo contendere plea upon the conduct of the District. The District complies with the EEOC's guidelines regarding criminal arrests and convictions and will consider all arrests and convictions on an individual basis as the arrest or conviction relates to the employee's job.

**Duty to Report
Employee Drug
and Substance
Abuse**

Employees must immediately report violations of these policies by other employees. Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or takes action in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any

investigation or action based thereon. To the extent possible, the reporting of employee drug and substance abuse will be kept confidential, if confidentiality can be maintained without impeding the investigation process.

Confidentiality

All information, interviews, reports, statements, memoranda, and drug or alcohol test results, written or otherwise, received by the District through ~~a the~~ drug and alcohol testing program will be kept confidential. Also, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their personnel who receive or have access to information concerning drug test results shall keep all information confidential. Unless compelled by a hearing officer, regulatory auditor or inspector, ~~court or~~ professional or occupational licensing board, information regarding drug testing may be released only by the voluntary written consent of the person tested.

Nothing in this provision shall be construed to prohibit the District or laboratory conducting a drug test from having access to employee drug test information when information is relevant to a defense in a civil administrative matter and when necessary for employment decisions affecting an employee.

**Pre-Employment
Drug Testing**

It will be the policy of the District for all applicants who are being considered for employment to undergo screening for the presence of Drugs. All applicants must successfully complete a pre-employment drug testing after a conditional offer of employment has been made. An applicant who refuses to take the test or whose test results are confirmed positive, adulterated, substituted, or invalid will be denied employment at that time, but may apply for employment with the District after one (1) year.

The job applicant has the right to consult the Airport designated Medical ~~review~~ Review Officer (MRO) (the Human Resource ~~Manager~~ Director maintains current contact information of the Medical Review Officer for technical information regarding prescription and non-prescription medication and the possible affect these drugs may have on the outcome of the drug test. If the job applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he/she must report the use ~~of the medication to the drug testing laboratory~~ when contacted by the MRO who reviews and establishes the final result status of all drug tests. ~~This may be done confidentially, whether before or after the drug test.~~

**Employee Drug
Testing**

The District will maintain drug-testing practices to maintain a drug free workplace and identify employees who are working under the influence of drugs or alcohol. The District ~~reserves the right to conduct random drug testing. testing practices will include testing for the following~~

reasons:

1. Reasonable suspicion ~~by the~~when a trained department head and/or supervisor ~~or other employee of~~observes indicators of drug or alcohol abuse, which may include:
 - Abnormal conduct, poor work performance, direct observation of drug use or unauthorized alcohol use.
 - When an employee who has been involved in an accident while at work demonstrates observable conditions of impairment.
 - ~~Evidence that an employee has tampered with a drug test during employment.~~When an employee's observed behavior is significantly abnormal or indicative of impairment.
 - When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on District property, or while operating District vehicles, machinery or other equipment.
 - Employee's observed physical appearance or condition indicates potential use of alcohol or drugs (smell, slurring speech, stumbling, or impaired gait.
2. Follow-up testing ~~on a quarterly, semi-annually or annually basis designated by the Substance Abuse Professional~~ for up to five (5) years after a voluntary admission or an employee who tests positive for alcohol or illegal drugs, ~~or voluntarily enters and fully completes a required~~ a drug or alcohol rehabilitation program.
3. ~~Post-accident testing as soon as possible following such accident(s) will occur for those employees involve and whom the investigation by a supervisor indicates their performance, behavior or physical condition did or may have contributed to the accident. Testing will always occur following:~~
 - a. Any serious workplace accident that causes a fatality,
 - b. Results in injury to any individual requiring immediate removal to a medical facility for treatment,
 - a.c. Any accident that caused damage estimated at the scene in excess of \$2,500 damage to property.
4. The District reserves the right to conduct random drug and alcohol testing of all employees.
- 3.5. Return to Work: An employee who was suspended for a positive alcohol/drug test, under District authority, may be returned to active duty, depending on job availability, when the District receives a return-to-work authorization from the District-approved substance abuse professional and the employee provides a negative return-to-~~duty-work~~ test.

	<p>4.—The employee has the right to consult the Medical Review Officer for technical information regarding prescription and non-prescription medication, and the possible affect these drugs may have on the outcome of a drug test. If the employee is using prescription or non-prescription medications, which may affect the outcome of a drug test, he must report the use of the medication to the drug testing laboratory. This may be done confidentially, whether before or after the drug test.</p>
	<p>5-6. Employees who are directed to submit to such a <u>drug and/or alcohol</u> test and refuse to do so are in violation of this policy and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be in violation of this policy and subject to discipline including possible termination. Employees are also subject to disciplinary action, up to and including termination, for falsifying, tampering with, or other altering a drug test.</p>
Confirmation of Drug Test	<p>The District will perform a confirmation test on any positive test result for an employee under this policy and the District will provide for the administration of a second breath alcohol test <u>no sooner than fifteen (15) minutes or later than</u> within thirty (30) minutes of the first test. When an employee receives a positive test result, the District will notify the employee in writing within twenty-four (24) hours of the positive test result..</p>
Challenge of a Positive Drug Test	<p>An employee who receives confirmed positive test result may contest request a retest of the result same sample by notifying to the District's <u>MRO</u> within three (3) working days after written <u>72 hours of the MRO's notification to the donor</u> of the positive test results. If the District finds the explanation unsatisfactory, the District shall within ten (10) working days of receipt of the challenge provide a written response to employee as why the explanation is unsatisfactory, along with the report of the positive results. <u>All retesting costs are the direct expense of the employee/individual requesting the retest of the samples.</u></p>
Testing Procedure	<p>1. The District will determine for <u>non-DOT regulated employees</u>, which drugs the test will be performed and the cutoff levels at or above which a test result will be considered positive proof of drug and/or alcohol usage. <u>All DOT regulated testing will use the federal drug and alcohol testing procedures and federal Chain of Custody or Alcohol Test forms.</u></p> <p>2. If employee refuses to consent to testing, fails to appear for testing, tampers with the test, or otherwise fails to cooperate with the testing procedure, he will be considered to have tested positive and in violation of this policy. <u>refused testing, be in vilation of this policy, and will suffer</u></p>

the same disciplinary action as a confirmed positive drug or alcohol test.

**Disciplinary
Action**

If an employee tests positive, the District shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay. The purpose is three-fold:

1. To prevent the employee from endangering co-workers, the public or himself.
2. To determine the appropriate disciplinary action to be taken under the particular circumstances.
3. To comply with Department of Transportation (DOT) requirements found in separate DOT Substance Abuse Policy, as appropriate.

Violation of this policy will subject employee to disciplinary action up to and including immediate termination. The determination of what disciplinary action is appropriate for violation of this policy rests solely with the District. Discipline may be based not only on the violation of this policy, but also on prior poor performance, workplace misconduct, other rule or violations, and any other factors which the District determines to be relevant. This policy in no way implies or creates any contract or obligation to follow any particular procedure.

**Referral to
Employee
Assistance
Program**

An employee who has tested positive and who has been referred to the Employee Assistance Program or other appropriate treatment program and who refuses this referral shall be terminated for cause. Nothing in this policy guarantees an employee the opportunity for a referral to the Employee Assistance Program. The District shall determine the appropriate disciplinary action, and whether an employee will be provided the opportunity for referral to the Employee Assistance Program, under the particular facts of each case.

An Employee who accepts treatment must understand he/she is required to complete such program. Failure to do so will result in termination.

An Employee who completes treatment will be required to furnish proof of such completion to the Human Resources (HR) Manager or designee. This proof will be reviewed by the District designated Medical Review Officer or designee as part of a fitness for duty medical examination prior to the employee being reinstated to work status.

**Voluntary
Request for**

The District maintains an EAP which provides help to employees who suffer from alcohol or drug abuse or other personal or emotional

Treatment

problems which may affect the workplace. Employees with such problems may seek confidential assistance from the EAP or other community resources before drug or alcohol problems lead to disciplinary action, which can include discharge for a first offense. Information about self-referral to the EAP is confidential and will not be disseminated without the employee's consent. An employee is not subject to discipline solely as a result of a self-referral to the EAP for treatment; however, use of the EAP or other community resources will not shield the employee from disciplinary action for a violation of the District's substance abuse policy if such violation comes to the District's attention through other means, such as direct observation, poor performance, drug testing, etc.

An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave the employee will be placed on leave of absence without pay. The District also reserves the discretion to determine to reassign an employee during referral to the EAP. If it is necessary for an employee to miss extensive time away from work while enrolled in an EAP, the employee has no guarantee of job protection while in the EAP program.

The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to the Human Resources (HR) Manager or designee. This proof will be reviewed by the District's designated medical doctor as part of fitness for duty medical examination prior to the employee being reinstated to work status.

APPROVAL AND UPDATE HISTORY	
Approval	<u>Amended: 9/11/2017</u>
Supersedes	Amended: 5/18/2015 Scrivener Clarification: 3/9/2011 Scrivener Clarification 7/15/2010 Original: 11/9/2009

NOTICE TO APPLICANTS

GREENVILLE-SPARTANBURG AIRPORT DISTRICT **All District Positions Including**

Department of Transportation – Federal Aviation Administration Regulated Positions

Due to the health and safety risks of alcohol & drug abuse, all applicants selected for employment by The District will be tested for drugs. Those applying for a position considered safety-sensitive and regulated by the Department of Transportation (DOT) – Federal Aviation Administration (FAA) will be required to undergo a pre-employment drug test. By FAA regulation, this testing must be completed and negative test result received BEFORE hiring or transfer. A verified positive drug test will disqualify you from consideration for employment and if such test was a DOT required test, the positive result will be reported to the FAA when required. A negative drug test result does not guarantee employment. Any applicants not willing to comply with this requirement may simply excuse themselves prior to completing the attached application form. All District positions including the FAA regulated positions are subject to on-going alcohol and drug testing during employment with the District.

FAA regulated individuals will be tested for the following five (5) drugs:

1. Amphetamines
2. Cocaine (including Crack)
3. Marijuana
4. Opiates
5. Phencyclidine (PCP)

I understand the above pre-employment drug testing and ongoing drug and alcohol testing requirements.

Applicant Signature

Date

THIS DOCUMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR ALTERS MY AT-WILL EMPLOYMENT STATUS.

GREENVILLE-SPARTANBURG AIRPORT DISTRICT
ACKNOWLEDGEMENT / AUTHORIZATION FOR ALCOHOL/DRUG TESTING

District Testing Only

I understand that in accordance with the District Substance Abuse Policy and SEPARATE AND APART FROM ANY DEPARTMENT OF TRANSPORTATION testing, I am subject to alcohol and/or drug testing if I apply and/or am accepted for employment with The District. **I also understand that no consent, waiver or agreement is necessary or allowed with respect to Department of Transportation (DOT) testing.** Therefore, this acknowledgement and authorization is for testing required by the District's own authority and may be in addition to, or when DOT testing is NOT authorized. I understand I must voluntarily undergo a pre-employment/pre-assignment drug test. I further understand that, as a condition of employment, the District Substance Abuse Policy requires urine drug test of applicants selected for employment and employees for the purpose of evaluating mental and physical suitability for employment in positions as specified in the District's Substance Abuse Policy.

I hereby give my permission for the testing administrator, and its agents, to obtain a urine specimen from me now. I further give my voluntary permission for the District, under their authority, to take an alcohol or drug test anytime during my employment, including post-accident situations when an additional consent may be impractical or unobtainable. I also understand that this is not a diagnostic examination designed to detect hidden or latent diseases, but it is instead for the purpose of predicting job performance effectiveness, regulatory compliance and possible safety risks to the District, and to me, which might arise as a result of such employment.

I understand that a positive test result will disqualify me from consideration for employment, or at a later time, may result in denial of workers' compensation claims or even my termination from employment. I fully understand and accept the condition that any false answers or willful omissions made by me will be sufficient grounds for my discharge, irrespective of when the false answers or omissions are discovered.

I understand that all drug and alcohol testing will be conducted at a certified laboratory and alcohol tests will be obtained by a certified Breath Alcohol Technician (BAT) using Evidentiary Breath Testing equipment or a Screening Test Technician (STT) using a saliva or breath device approved by the National Highway Traffic Safety Administration (NHTSA). I authorize the release of my test results to the Substance Abuse Policy Administrator of the District.

☐ • (If checked the following FAA requirement applies)

As a FAA regulated employee, I understand that I will not be hired or allowed to perform FAA covered duties until I have fully complied with all requirements of pre-employment/pre-assignment drug testing. I understand if I have any questions, at any time, regarding District authority and FAA required testing requirements I can ask my supervisor or the Administrator/DER listed in Appendix A of the District Substance Abuse Policy.

Employee/Applicant (Print)

Social Security No.

Date of Birth

Signature of Employee/Applicant

Date

Witness Signature

Date

THIS DOCUMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR ALTERS MY AT-WILL EMPLOYMENT STATUS.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Jack G. Murrin, VP of Administration & Finance/CFO

DATE: September 11, 2017

ITEM DESCRIPTION – Consent Agenda Item C

Approval of Amendment to the Employment of Relatives Policy (Section 208.00) in the Human Resources Policies and Procedures Manual

BACKGROUND

Section 208.00 Employment of Relatives

We are recommending loosening the policy regarding employment of blood relatives for added flexibility in a very tight job market. When we took over FBO operations, there were already two (2) sets of brothers working for Stevens Aviation. Also, with the new Senator operations, another challenging environment to find qualified personnel, we wanted to be able to hire a father and a son.

The District will now consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position.

ISSUES

Staff is having difficulty hiring experienced and able employees in a very tight job market, especially in various pay bands and job categories. The above amendment adds flexibility without unduly compromising control.

ALTERNATIVES

None recommended



FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission approve the amendment to the Employment of Relatives Policy (Section 208.00) in the Human Resources Policies and Procedures Manual as presented.

SECTION 208.00 – EMPLOYMENT OF RELATIVES

OBJECTIVE

To define a policy concerning employment and/or placement of relatives of District employees, and of District contractual service employees.

METHOD OF OPERATION

Definition

“Family member” is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

Directives

The District will consider a member of an employee’s immediate family for employment if the applicant possesses all of the qualifications for employment for the position.

An immediate family member may not be hired, however, if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member or b) create an actual conflict of interest or the appearance of a conflict of interest.

~~The intent of this provision is to ensure that employment and/or placement practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer.~~

- ~~• No relative of an District employee may be appointed, employed or retained unless the District has deemed it in the best interest of the District.~~

If, while employed by the District, individuals become related by marriage, or adoption the following policy shall apply:

- If neither individual has direct supervision over the other, both employees may retain their positions.
- Should marriage or adoption occur between a supervisor and a subordinate employee:
 - ~~one~~One of the employees will be required to resign or transfer.

- ~~if-If~~ there is an open District position and both employees would not be reporting to the same supervisor, one of the employees may apply and go through the hiring process. The employee's qualifications would be considered for the position along with other qualified applicants.
- In the case of no open District position(s) or the employee's qualifications do not meet the job requirements, the decision as to which party is to be terminated is the decision of the President/CEO.

This policy also applies to employees within the District who may be involved in a romantic or personal relationship. Under no circumstances will employees in a romantic or personal relationship be allowed to be employed in a situation where one individual has direct supervision over the other. This policy applies equally to opposite-sex and same-sex relationships.

APPROVAL AND UPDATE HISTORY	
Approval	<u>Amended: 9/11/2017</u>
Supersedes	Amended: 5/18/2015 Scrivener Clarification: 3/9/2011 Original: 11/9/2009



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 11, 2017

ITEM DESCRIPTION – Consent Agenda Item D

Approval of Greenville-Spartanburg Airport Commission Meeting Dates/Times for Calendar Year 2018

BACKGROUND

During Calendar Year 2017, the Airport Commission scheduled regular Commission meetings every other month. The meetings have been held on the 2nd Monday of the month at 9:00 a.m., except for March and November held on the 3rd Monday of the month at 9:00 a.m.

ISSUES

Staff recommends continuing to schedule the regular Airport Commission meetings every other month at 9:00 a.m. for Calendar Year 2018. Due to schedule conflicts, Staff has scheduled the March 2018 and November 2018 Commission meetings on the 3rd Monday of the month at 9:00 a.m. The proposed meeting dates are as follows:

- Monday, January 8
- Monday, March 19
- Monday, May 14
- Monday, July 9
- Monday, September 10
- Monday, November 19



ALTERNATIVES

None recommended

FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission approve the Greenville-Spartanburg Airport Commission Meeting Dates/Times for Calendar Year 2018 as presented.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Rosylin Weston, VP Communications

DATE: September 11, 2017

ITEM DESCRIPTION - Presentation Item A

Communications Department Update/Website Presentation

BACKGROUND

A brief presentation will be provided reviewing the GSP Communications Department activities during the past 12 months along with an overview of the newly launched GSP website.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Vice President/COO

DATE: September 11, 2017

ITEM DESCRIPTION - New Business Item A

Approval of Final Ranking for Janitorial Services Contract

BACKGROUND

Staff recently conducted a Request for Proposals (RFP) for a new five (5) year contract for janitorial services. The new janitorial services contract will combine janitorial services for multiple buildings into a single campus style contract.

ISSUES

The new janitorial services contract is a five (5) year agreement commencing on January 1, 2018. Vendor contracts in excess of one year require approval from the Commission for budgeting purposes. Proposals were due on August 31, 2017.

Upon review of the proposals, Staff will present a formal recommendation at the September 11, 2017 Commission Meeting.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Scott C. Carr, A.A.E., Vice President – Commercial Business and Properties

DATE: September 11, 2017

ITEM DESCRIPTION – New Business Item B

Approval of Final Ranking for Ground Transportation Services Concession Agreement

BACKGROUND

Atchison Transportation currently provides ground transportation services for passengers needing transportation to and from the Airport. These services are provided 60 minutes prior to the first scheduled departure until 60 minutes after the actual last arrival each day of the year.

This is an exclusive concession agreement with the Airport District and the current agreement expires on October 31, 2017.

ISSUES

The Airport District issued a Request for Proposals (RFP) to provide Ground Transportation Services in August 2017. The RFP was advertised and two companies attended a pre-bid meeting.

Proposals were received from Atchison Transportation Services, Inc. and Eastside Transportation Services, Inc. on August 30, 2017. Both proposals were deemed responsive in accordance with the RFP documents for the initial three-year term of the agreement.

Staff subsequently reviewed both proposals and ranked them as follows:

- # 1 – Eastside Transportation Services, Inc.
- # 2 – Atchison Transportation Services, Inc.



This ranking was based upon the proposed Minimum Annual Guarantee for the initial three-year term listed in the table below.

PROPOSED MINIMUM ANNUAL GUARANTEE

<u>CONCESSIONS AGREEMENT YEAR:</u>	<u>ATCHISON</u>	<u>EASTSIDE</u>
Year #1	\$21,000	\$30,000
Year #2	\$22,000	\$30,000
Year #3	\$23,000	\$30,000

The new concession agreement will commence on November 1, 2017.

ALTERNATIVES

None at this time

FISCAL IMPACT

The Airport District will receive 5% of gross revenue each month under this concession agreement. In the event that the percentage fee remittance does not equal the proposed minimum annual guarantee in any single year, the difference shall be remitted to the Airport District at the end of that year. If the percentage fee exceeds the minimum annual guarantee amount in a given year, the operator will continue to remit 5% of gross revenues in excess of that amount.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission (1) approve the rankings for the Ground Transportation Services RFP and (2) authorize the President/CEO to execute an agreement with one of the proposers based on the rankings outlined above.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item A

July 2017 - Traffic Report

SUMMARY

For July 2017, passenger traffic was strong at **8.5%** over the same month in 2016. Cargo numbers for July 2017 were up at **42.5%**. Passenger load factors continue to be strong at an average of **84.9%**.

A comparison of the North America National Passenger Traffic Growth Averages for 2017 to GSP's Passenger Traffic Growth is depicted below:

Month	GSP	National Average	Difference
Jan	0.30%	3.10%	-2.80%
Feb	-3.40%	0.30%	-3.70%
Mar	4.70%	3.40%	1.30%
April	2.20%	3.70%	-1.50%
May	6.00%	2.30%	3.70%
June			
July			
August			
September			
October			
November			
December			
Average	1.96%	2.56%	-0.60%



Attached are copies of the detailed traffic report for July 2017.

Providing a look forward into the service levels for October 2017 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 4.8%, and seats are up at 11.5%.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel October 2017 vs. October 2016

All flights, seats, and ASMs given are per week.											
Travel Period				Oct 2017		Oct 2016		Diff		Percent Diff	
Mkt AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	GSP	CLT	76	59	3,782	51	3,434	8	348	15.7%	10.1%
AA	GSP	DCA	396	19	1,197	18	995	1	202	5.6%	20.3%
AA	GSP	DFW	862	14	1,960	19	1,262	(5)	698	(26.3%)	55.3%
AA	GSP	ORD	577	20	1,260	0	0	20	1,260		
AA	GSP	PHL	514	20	1,000	18	900	2	100	11.1%	11.1%
DL	GSP	ATL	153	53	7,880	53	7,578	0	302	0.0%	4.0%
DL	GSP	DTW	508	25	1,586	25	1,406	0	180	0.0%	12.8%
DL	GSP	LGA	610	9	656	11	550	(2)	106	(18.2%)	19.3%
G4	GSP	FLL	620	3	531	3	531	0	0	0.0%	0.0%
G4	GSP	PGD	550	2	343	2	354	0	(11)	0.0%	(3.1%)
G4	GSP	PIE	482	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)
G4	GSP	SFB	426	4	675	3	531	1	144	33.3%	27.1%
UA	GSP	EWR	594	20	1,156	20	1,020	0	136	0.0%	13.3%
UA	GSP	IAD	383	18	1,120	26	1,560	(8)	(440)	(30.8%)	(28.2%)
UA	GSP	IAH	838	13	650	13	670	0	(20)	0.0%	(3.0%)
UA	GSP	ORD	577	26	1,628	27	1,506	(1)	122	(3.7%)	8.1%
WN	GSP	ATL	153	20	2,860	20	2,860	0	0	0.0%	0.0%
TOTAL				327	28,638	312	25,688	15	2,950	4.8%	11.5%

Monthly Traffic Report Greenville-Spartanburg International Airport

July 2017



Category	Jul 2017	Jul 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change	*MOV12-2017	*MOV12-2016	Percentage Change
Passenger Traffic									
Enplaned	94,588	87,590	8.0%	595,340	571,871	4.1%	1,037,954	1,001,160	3.7%
Deplaned	<u>93,073</u>	<u>85,400</u>	9.0%	<u>586,820</u>	<u>562,636</u>	4.3%	<u>1,027,893</u>	<u>987,204</u>	4.1%
Total	187,661	172,990	8.5%	1,182,160	1,134,507	4.2%	2,065,847	1,988,364	3.9%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	905,244	1,049,461	-13.7%	6,067,042	4,194,541	44.6%	11,201,667	4,203,614	166.5%
Deplaned	<u>926,811</u>	<u>794,207</u>	16.7%	<u>5,259,258</u>	<u>3,260,826</u>	61.3%	<u>9,678,000</u>	<u>3,264,427</u>	196.5%
Subtotal	1,832,055	1,843,668	-0.6%	11,326,300	7,455,367	51.9%	20,879,667	7,468,041	179.6%
Freight									
Enplaned	2,633,104	1,729,774	52.2%	16,481,654	14,633,611	12.6%	26,355,651	28,238,718	-6.7%
Deplaned	<u>2,989,449</u>	<u>1,659,488</u>	80.1%	<u>22,844,566</u>	<u>14,211,140</u>	60.8%	<u>35,064,392</u>	<u>25,845,053</u>	35.7%
Subtotal	<u>5,622,553</u>	<u>3,389,262</u>	65.9%	<u>39,326,220</u>	<u>28,844,751</u>	36.3%	<u>61,420,043</u>	<u>54,083,771</u>	13.6%
Total	7,454,608	5,232,930	42.5%	50,652,747	36,301,067	39.5%	82,299,937	61,552,761	33.7%

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

Monthly Traffic Report Greenville-Spartanburg International Airport

July 2017



Category	Jul 2017	Jul 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change	*MOV12-2017	*MOV12-2016	Percentage Change
Aircraft Operations									
Airlines	1,692	1,539	9.9%	11,640	9,455	23.1%	19,523	15,115	29.2%
Commuter /Air Taxi	<u>1,392</u>	<u>1,346</u>	3.4%	7,796	10,477	-25.6%	14,389	19,224	-25.2%
Subtotal	<u>3,084</u>	<u>2,885</u>	6.9%	<u>19,436</u>	<u>19,932</u>	-2.5%	<u>33,912</u>	<u>34,339</u>	-1.2%
General Aviation	692	723	-4.3%	4,776	5,242	-8.9%	8,303	8,840	-6.1%
Military	<u>145</u>	<u>210</u>	-31.0%	<u>1,140</u>	<u>1,065</u>	7.0%	<u>1,947</u>	<u>1,689</u>	15.3%
Subtotal	<u>837</u>	<u>933</u>	-10.3%	<u>5,916</u>	<u>6,307</u>	-6.2%	<u>10,250</u>	<u>10,529</u>	-2.6%
Total	3,921	3,818	2.7%	25,352	26,239	-3.4%	44,162	44,868	-1.6%
Fuel Gallons									
100LL	2,998	2,799	7.1%	18,573	16,948	9.6%	31,875	31,817	0.2%
Jet A (GA)	81,081	37,123	118.4%	585,581	358,974	63.1%	925,854	650,618	42.3%
Subtotal	<u>84,079</u>	<u>39,922</u>	110.6%	<u>604,154</u>	<u>375,922</u>	60.7%	<u>957,729</u>	<u>682,435</u>	40.3%
Jet A (A/L)	<u>1,106,327</u>	<u>743,063</u>	48.9%	<u>6,738,498</u>	<u>5,571,864</u>	20.9%	<u>11,013,855</u>	<u>9,890,901</u>	11.4%
Total	1,190,406	782,985	52.0%	7,342,652	5,947,786	23.5%	11,971,584	10,573,336	13.2%

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

Scheduled Airline Enplanements, Seats, and Load Factors

Greenville-Spartanburg International Airport



July 2017

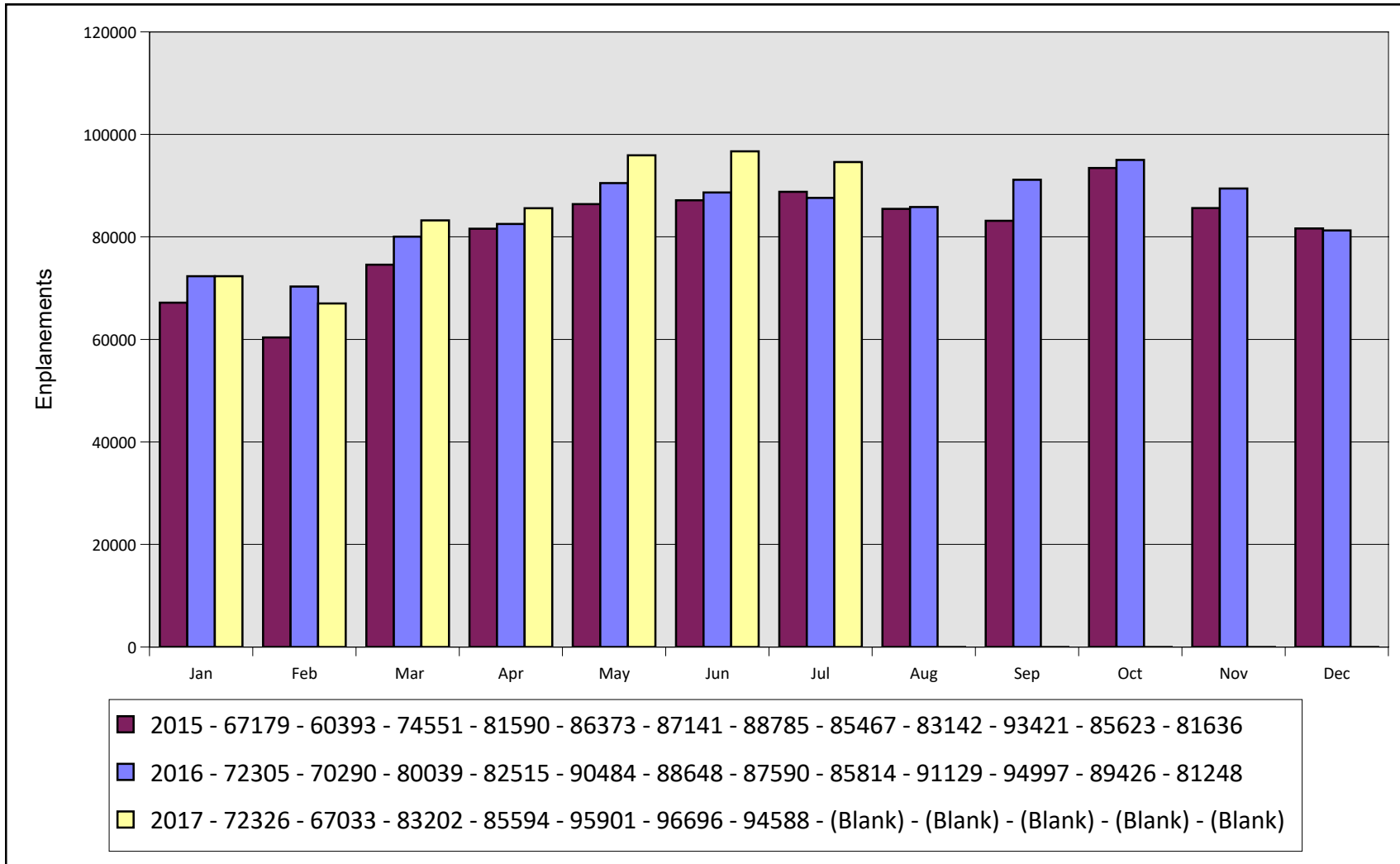
	Jul 2017	Jul 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change
Allegiant Air						
Enplanements	7,849	8,219	-4.5%	41,383	40,741	1.6%
Seats	8,906	9,536	-6.6%	50,620	48,505	4.4%
Load Factor	88.1%	86.2%	2.3%	81.8%	84.0%	-2.7%
American Airlines						
Enplanements	27,210	24,481	11.1%	175,114	156,947	11.6%
Seats	34,700	30,440	14.0%	216,021	192,323	12.3%
Load Factor	78.4%	80.4%	-2.5%	81.1%	81.6%	-0.7%
Delta Air Lines						
Enplanements	33,413	30,478	9.6%	224,632	208,155	7.9%
Seats	36,542	36,118	1.2%	254,194	237,311	7.1%
Load Factor	91.4%	84.4%	8.4%	88.4%	87.7%	0.7%
Southwest Airlines						
Enplanements	10,623	8,810	20.6%	63,766	71,228	-10.5%
Seats	13,069	13,306	-1.8%	86,967	111,047	-21.7%
Load Factor	81.3%	66.2%	22.8%	73.3%	64.1%	14.3%

Friday, September 1, 2017

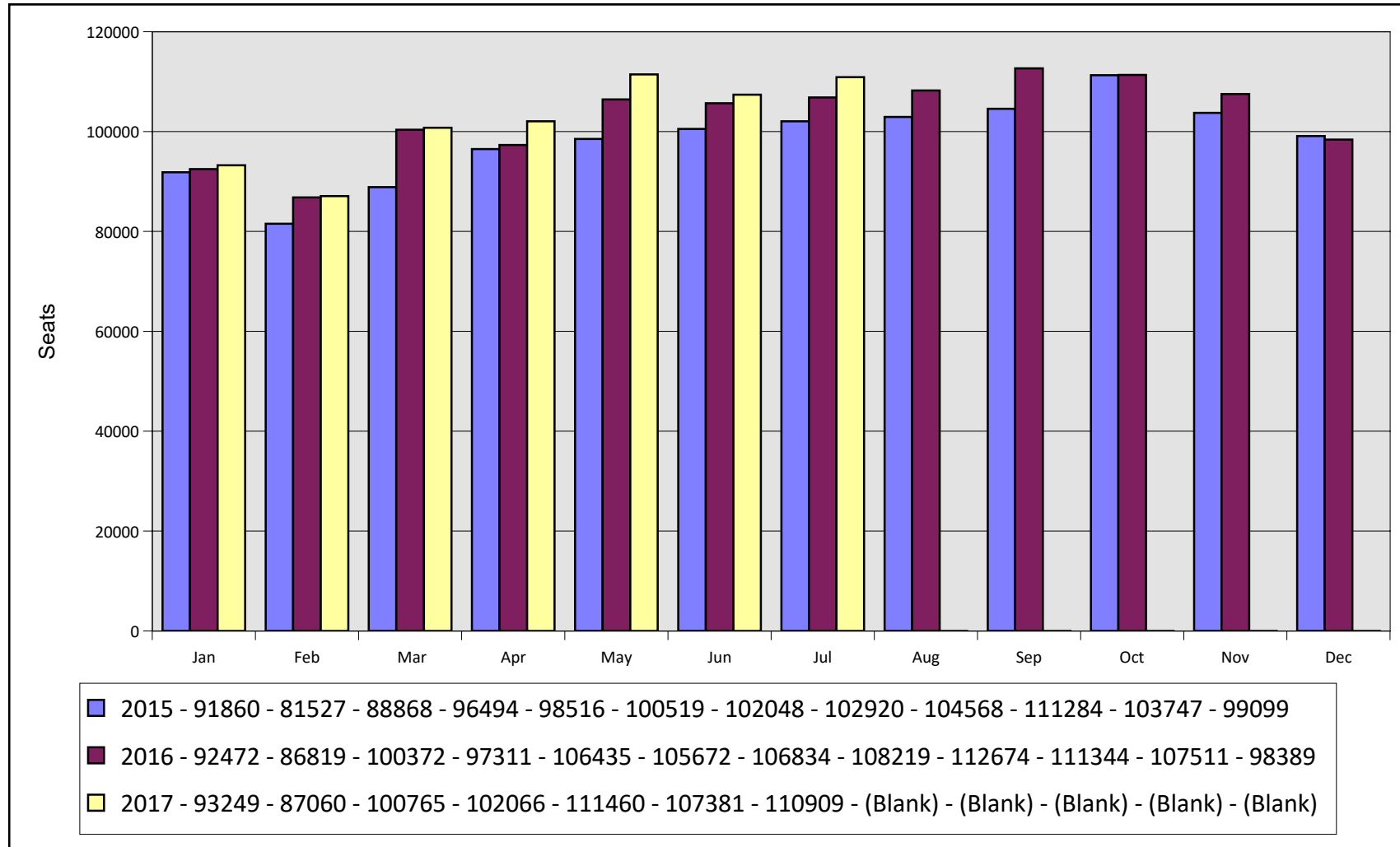
*CTYD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

	Jul 2017	Jul 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change
United Airlines						
Enplanements	15,098	15,456	-2.3%	88,451	91,044	-2.8%
Seats	17,692	17,434	1.5%	105,088	103,747	1.3%
Load Factor	85.3%	88.7%	-3.7%	84.2%	87.8%	-4.1%
Totals						
Enplanements	94,193	87,444	7.7%	593,346	568,115	4.4%
Seats	110,909	106,834	3.8%	712,890	692,933	2.9%
Load Factor	84.9%	81.9%	3.8%	83.2%	82.0%	1.5%

Monthly Enplanements By Year Greenville-Spartanburg International Airport

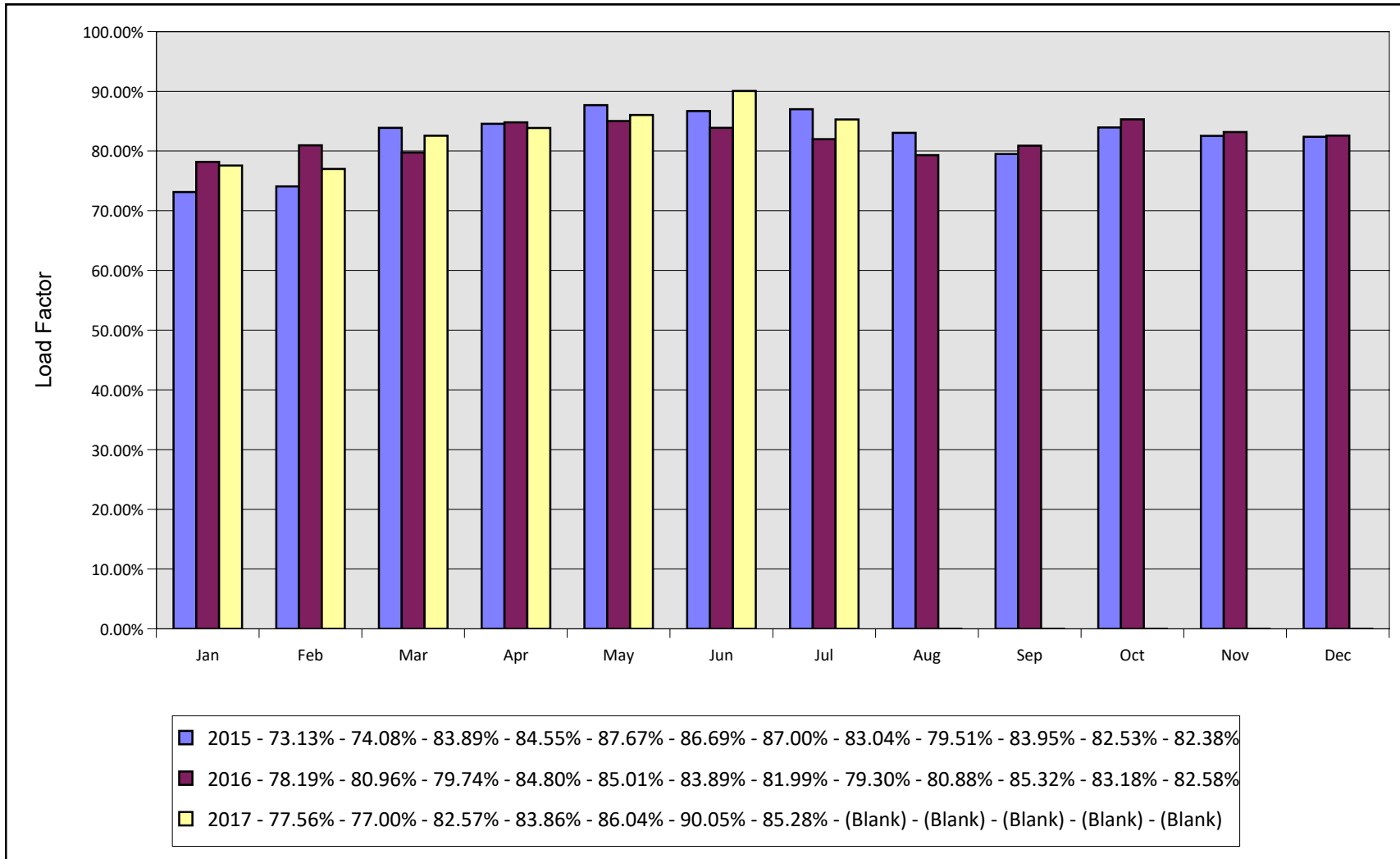


Monthly Seats By Year Greenville-Spartanburg International Airport

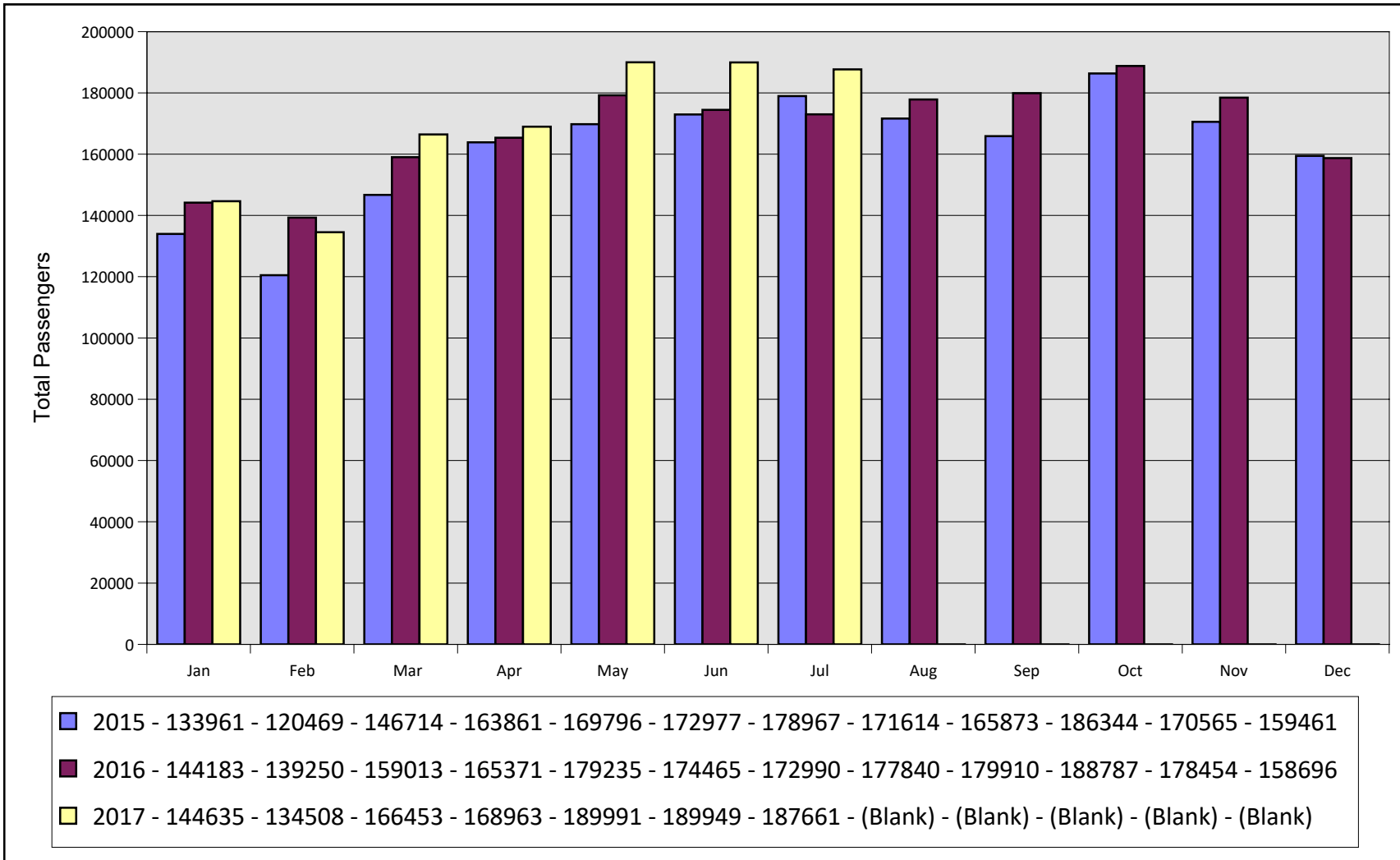


Monthly Load Factors By Year

Greenville-Spartanburg International Airport

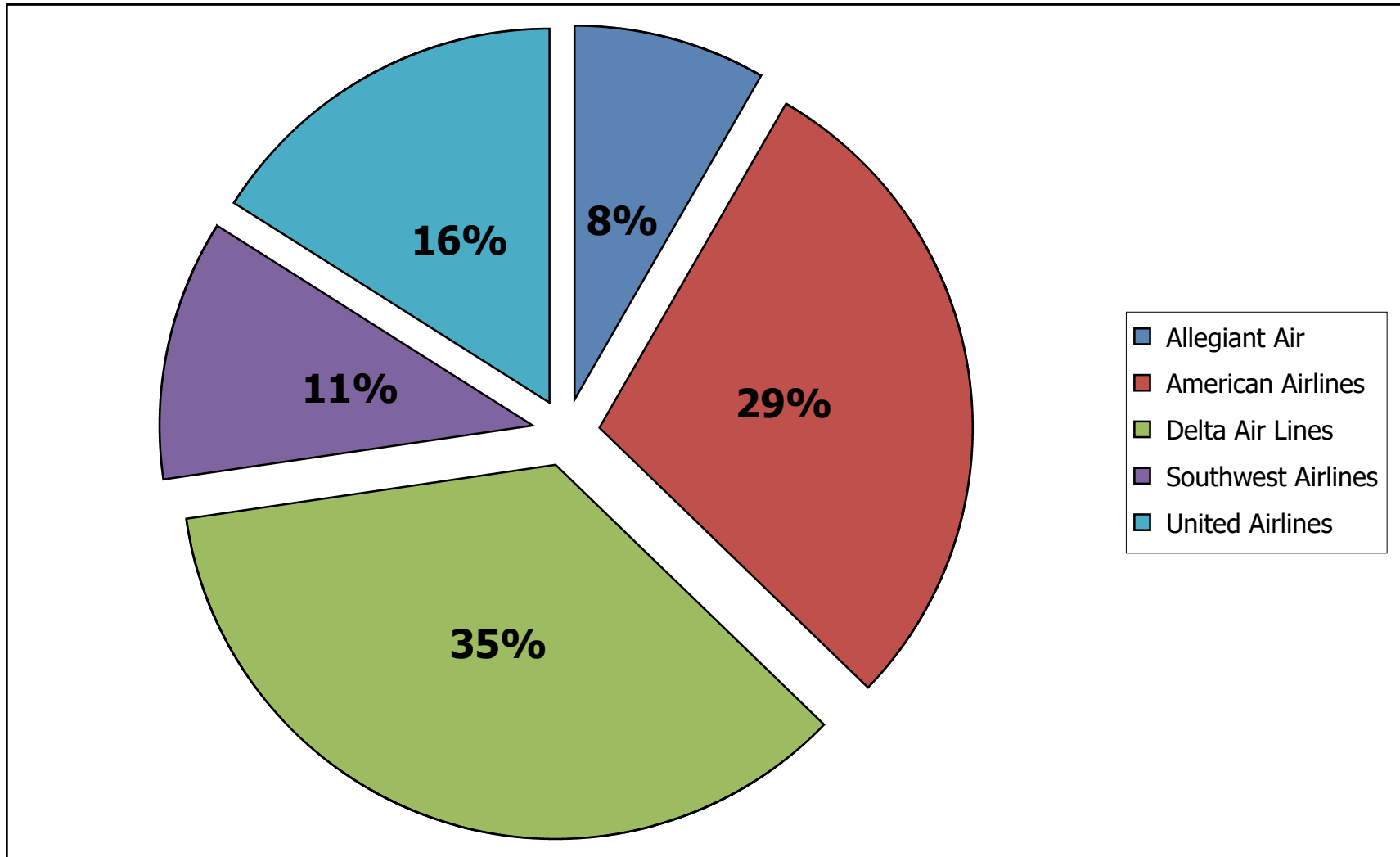


Total Monthly Passengers By Year Greenville-Spartanburg International Airport



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

Report Period From July 2017 Through July 2017



Airline Flight Completions Greenville-Spartanburg International Airport

July 2017



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Aeronaves	13	0	0	0	0	0	100.0%
Air Atlanta Icelandic	9	0	0	0	0	0	100.0%
Air Transport International	1	0	0	0	0	0	100.0%
Allegiant Air	50	0	0	0	0	0	102.0%
Alliance Air Charter	1	0	0	0	0	0	100.0%
American Airlines	577	0	5	6	0	11	98.8%
Ameristar International	2	0	0	0	0	0	100.0%

Friday, September 1, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Atlas Air	2	0	0	0	0	0	100.0%
Berry Aviation	2	0	0	0	0	0	100.0%
Delta Air Lines	372	0	0	6	0	6	101.9%
Everts Air Fuel	1	0	0	0	0	0	100.0%
Federal Express	36	0	0	0	0	0	100.0%
Freight Runners Express	3	0	0	0	0	0	100.0%
IFL Group	5	0	0	0	0	0	100.0%
Island Sea Carrier	1	0	0	0	0	0	100.0%
Kalitta Charters II	4	0	0	0	0	0	100.0%

Friday, September 1, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Kolo Canyons Air Service	1	0	0	0	0	0	100.0%
Lynden Air Cargo	1	0	0	0	0	0	100.0%
McNeely Charter Service	1	0	0	0	0	0	100.0%
Omni Air International	1	0	0	0	0	0	100.0%
Priority Air Charter	1	0	0	0	0	0	100.0%
Royal Air Freight	6	0	0	0	0	0	100.0%
Southwest Airlines	93	0	0	0	0	0	100.0%
TSM	13	0	0	0	0	0	100.0%
United Airlines	319	0	0	11	0	11	97.2%

Friday, September 1, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
UPS	32	0	0	0	0	0	100.0%
USA Jet	22	0	0	0	0	0	100.0%
Xtra Airways	2	0	0	0	0	0	100.0%
Total	1,571	0	5	23	0	28	98.2%

Friday, September 1, 2017



MEMORANDUM

TO: Members of the Airport Commission

FROM: Jack G. Murrin, VP of Administration & Finance/CFO

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item B

July 2017 - Monthly Financial Report

SUMMARY

Operating Income was down by **7.79%** when compared to the budget for Year-to-Date July 2017. Operating Expenses were down by **24.84%** over the budgeted amount for the period. Net operating income was up **20.00%** versus the budget through July 2017. For the period ending July 2017, which represents one (1) month of the fiscal year, a total of about **\$1.43 million** has been returned to the bottom line in operating income.

Attached is a copy of the detailed financial report for July 2017.

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

July 31, 2017 FINANCIAL STATEMENT PACKAGE

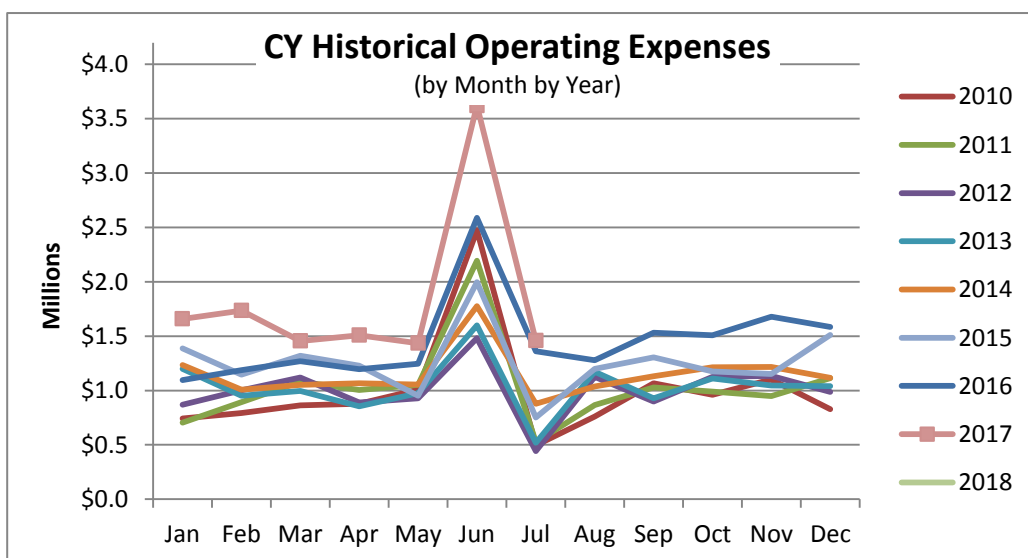
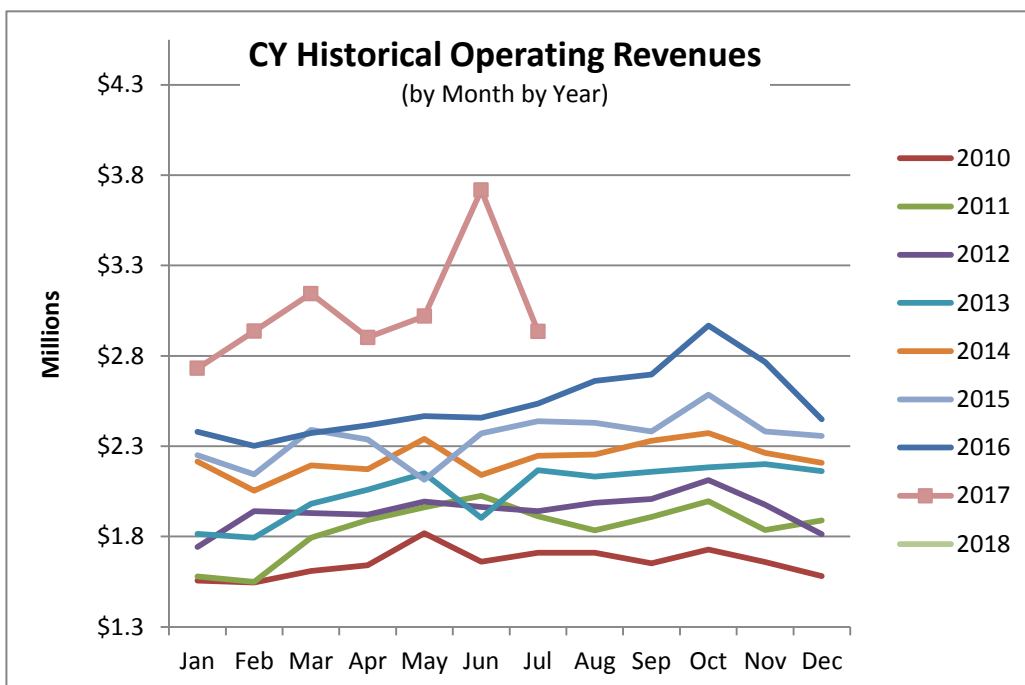
GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	Current Month Current FY <u>7/31/2017</u>	Current Month Prior FY <u>7/31/2016</u>
Assets		
Cash Accounts	6,462,287.70	11,422,906.68
Investments-Airport	11,857,971.41	11,863,246.36
Bond Trustee Assets	39,551.85	39,472.99
Accounts Receivable	2,369,784.97	371,165.52
Less: Reserve for Doubtful Accts	-	-
Net Accounts Receivable	<u>2,369,784.97</u>	<u>371,165.52</u>
Inventory	355,596.81	170,426.69
Prepaid Insurance	532,935.12	416,016.60
Notes Receivable-RAC District Funds	1,567,105.16	1,797,691.87
Property, Plant & Equipment (PP&E)	373,633,501.32	342,222,460.83
Less: Accumulated Depreciation	(136,904,394.54)	(126,858,022.20)
Net PP&E	<u>236,729,106.78</u>	<u>215,364,438.63</u>
TOTAL ASSETS	<u>259,914,339.80</u>	<u>241,445,365.34</u>
PLUS: Deferred Outflows of Resources		
Deferred Pension	2,329,681.54	887,006.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>2,329,681.54</u>	<u>887,006.00</u>
LESS: Liabilities		
Accounts Payable	1,546,573.11	1,064,545.37
TD Bank LOC	2,164,358.00	-
Revenue Bonds Payable	1,629,204.08	1,971,136.45
SCRS Pension Liability	12,214,294.00	9,311,330.00
Benefit Liability	1,030,718.04	827,112.61
TOTAL LIABILITIES	<u>18,585,147.23</u>	<u>13,174,124.43</u>
LESS: Deferred Inflows of Resources		
Deferred Revenues	1,590,398.16	2,651,573.87
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>1,590,398.16</u>	<u>2,651,573.87</u>
NET POSITION		
Invested in Capital Assets, net of Related Debt	235,109,106.78	213,404,438.63
Restricted:		
A/P - Capital Projects - Restricted	30,347.77	28,336.54
Contract Facility Charge	2,209,816.11	2,121,653.96
Total Restricted:	<u>2,240,163.88</u>	<u>2,149,990.50</u>
Unrestricted	4,719,205.29	10,952,243.91
TOTAL NET POSITION	<u>242,068,475.95</u>	<u>226,506,673.04</u>

GREENVILLE SPARTANBURG AIRPORT DISTRICT
PROFIT and LOSS STATEMENT

<----- FISCAL YEAR TO DATE ----->				
	July 31, 2017 Actual	July 31, 2017 Budget	Actual - Budget	% Change
INCOME				
Landing Area:				
Landing Fees	225,261.24	209,298.17	15,963.07	7.63%
Aircraft Parking Fees	33,272.62	31,393.02	1,879.60	5.99%
FBO Into-Plane & Fuel Flowage	-	5,487.07	(5,487.07)	-100.00%
Subtotal Landing Area	258,533.86	246,178.26	12,355.60	5.02%
Space & Ground Rentals	621,727.96	869,481.00	(247,753.04)	-28.49% (a)
Auto Parking	977,896.86	1,100,080.36	(122,183.50)	-11.11% (b)
Commercial Ground Transportation	9,276.18	12,083.33	(2,807.15)	-23.23%
Concessions:				
Advertising	24,330.00	25,000.00	(670.00)	-2.68%
Food & Beverage	34,733.15	41,653.33	(6,920.18)	-16.61%
Rental Car	332,430.91	261,021.06	71,409.85	27.36% (c)
Retail	54,337.54	47,025.00	7,312.54	15.55%
Subtotal Concessions	445,831.60	374,699.39	71,132.21	18.98%
Expense Reimbursements	103,551.17	125,693.28	(22,142.11)	-17.62%
Other Income	105,560.81	170,377.63	(64,816.82)	-38.04% (d)
Gross Profit on Fuel Sales	363,527.66	231,076.84	132,450.82	57.32% (e)
Total Operating Income	2,885,906.10	3,129,670.09	(243,763.99)	-7.79%
EXPENSES				
Salary & Benefits	972,177.58	1,007,034.62	(34,857.04)	-3.46% (f)
Professional Services	(1,175.30)	52,915.91	(54,091.21)	-102.22% (g)
Promotional Activities	(18,350.22)	132,770.82	(151,121.04)	-113.82% (h)
Administrative	56,633.94	103,818.82	(47,184.88)	-45.45% (i)
Insurance	45,401.67	45,401.67	-	0.00%
Contractual Services	216,394.74	294,172.73	(77,777.99)	-26.44% (j)
Rentals & Leases	10,840.11	13,017.50	(2,177.39)	-16.73%
Repairs & Maintenance	7,815.63	52,859.08	(45,043.45)	-85.21% (k)
Supplies & Equipment	20,188.01	98,705.35	(78,517.34)	-79.55% (l)
Utilities	148,027.82	138,995.27	9,032.55	6.50%
Total Operating Expenses	1,457,953.98	1,939,691.77	(481,737.79)	-24.84%
NET OPERATING INCOME	1,427,952.12	1,189,978.32	237,973.80	20.00%

GREENVILLE SPARTANBURG AIRPORT DISTRICT
REVENUES AND EXPENSES TREND GRAPHS



July 31, 2017

YTD ACTUAL VS YTD BUDGET FOOTNOTES

(a)	Space & Ground Rentals	UNDER BUDGET	\$247,753.04	<ul style="list-style-type: none"> - Common use space old methodology space not budgeted 59K (billed in arrears) - Bradford Logistic 64K not billed to tenants using the service - UPS is not in its new facility yet 4.6K - American S. Cargo under budgeted 7.7K - The new per turn methodology records space in arrears 250K; July financials were based upon June landings, so the per turn revenue isn't reflected until August 2017 - Project Ziggy (BMW) budgeted 4.1K and ProTrans budgeted 5.3K - PSA Airlines not budgeted 32K
(b)	Auto Parking	UNDER BUDGET	\$122,183.50	<ul style="list-style-type: none"> - Timing: Budgeted 13M spread evenly across the year
(c)	Rental Car	OVER BUDGET	\$71,409.85	<ul style="list-style-type: none"> - Conservative budgeting and increase in traffic
(d)	Other Income	UNDER BUDGET	\$64,816.82	<ul style="list-style-type: none"> - A/C Ground Handling-Pax (Comm) 12K over budget - Warehousing Fees under budget 75K
(e)	Gross Profit on Fuel Sales	OVER BUDGET	\$132,450.82	<ul style="list-style-type: none"> - Increased in sales and decrease in cost of goods sold
(f)	Salary & Benefits	UNDER BUDGET	\$34,857.04	<ul style="list-style-type: none"> - Several departments are not fully staffed (Facilities)
(g)	Professional Services	UNDER BUDGET	\$54,091.21	<ul style="list-style-type: none"> - Timing: Budgeted 635M spread evenly across the year - Consulting 34K under budget, much of July's expenditures were related to June and therefore booked back to June - Legal 14K under budget
(h)	Promotional Activities	UNDER BUDGET	\$151,121.04	<ul style="list-style-type: none"> - Timing: Budgeted 1.6M spread evenly across the year. The negative represents August expenditures that were related to June and therefore booked back to June. The reversal of such in July created a negative balance. - Advertising expense 82K under budget - General marketing expenses 43K under budget - Sponsorships expenses 23K over budget
(i)	Administrative	UNDER BUDGET	\$47,184.88	<ul style="list-style-type: none"> - Travel/Training 39K under budget - a lot of July's expense was related to June and therefore booked back to June
(j)	Contractual Services	UNDER BUDGET	\$77,777.99	<ul style="list-style-type: none"> - Timing: much of July's expense was related to June and therefore booked back to June
(k)	Repairs & Maintenance	UNDER BUDGET	\$45,043.45	<ul style="list-style-type: none"> - Timing: much of July's expense was related to June and therefore booked back to June
(l)	Supplies & Equipment	UNDER BUDGET	\$78,517.34	<ul style="list-style-type: none"> - Timing: Budgeted 942K spread evenly across the year

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

Greenville-Spartanburg Airport District
July 31, 2017

	Issue Date	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV	FMV Adj
US Treasury							
UST T-Bill 4-wk	7/13/2017	8/10/2017	0.964%	4,996,305.55	5,000,000.00	4,996,305.55	-
UST T-Bill 4-wk	7/27/2017	8/24/2017	0.994%	4,996,188.90	5,000,000.00	4,996,188.90	-
							-
Subtotal-UST				9,992,494.45	10,000,000.00	\$ 9,992,494.45	-

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.					

Weighted blended yield = 0.9790%

GREENVILLE SPARTANBURG AIRPORT DISTRICT
Other Operating and Maintenance Reserve Funds

	FY \$ Amount Authorized	Date	\$ Amount Used YTD	
Emergency Repair/Replacement/Operations Fund	\$ 750,000			
		7/13/2017	\$ 398	Lowe's-Hot water line at old district office
			<u>\$ 398</u>	
			<u>\$ 749,602</u>	Remaining Reserve
 Business Development Obligations/Incentives	 \$ 600,000			
		7/13/2017	\$ 6,970	US Testing Equipment LTD-for Human Occupancy Detectors
			<u>\$ 6,970</u>	
			<u>\$ 593,030</u>	Remaining Reserve

7/31/2017

Procurement / Capital Acquisitions

Project/Item Description	Date	Monthly \$ Amount
Capital Improvements:		
Michael Baker / TIP	7/31/2017	47,633
Amadeus Airport IT	7/31/2017	220,124
GLF / Apron Rehab III	7/13/2017	743,004
Avcon / Terminal Apron Rehab Phase III	7/31/2017	73,484
WK Dickson / Cargo Apron (design)	7/20/2017	11,124
Avcon / FBO Hangar Project Design	7/31/2017	15,129
Cely Construction / Hangar	7/13/2017	155,970
Michael Baker / Hangar	7/31/2017	10,351
Avcon / Hangar	7/31/2017	11,887
Jonscot General Contractors / N Cargo UPS	7/19/2017	213,389
Bagwell Fence Co / Fuel Farm Site Grading	7/21/2017	15,985
Equipment and Small Capital Outlays:		
Carolina Golf Carts / (2) carts	7/13/2017	31,627
Renewals and Replacements:		
Shealy Electric Wholesale / Aviation Drive Uplighting	7/21/2017	44,234
Vic Bailey Ford / 2017 F250	7/28/2017	28,048
Professional Service Projects:		
McFarland Johnson / Master Plan	7/13/2017	70,388
Total Procurements/Capital Additions for the month		\$ 1,692,377



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Vice President/COO

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item C

August 2017 – Development/Project Status Report

SUMMARY

Apron Rehabilitation Project Phase 3:

Status – Construction Phase

Project Budget – \$5,000,000

Estimated Completion Date – Fall 2017

The Apron Rehabilitation Project Phase 3 includes the Year 3 recommended items outlined in the 2012 LPA Apron Pavement Study. Year 3 priority items included rehabilitation of the A concourse concrete apron surfaces from the building to the new trench drain (Apron Rehab Phase 1), and from the new trench drain to the apron taxi lane.

Project engineering is led by AVCON, Inc. GLF is the contractor for the project. The final sub-phase, adjacent to gates A4 and A5, is currently underway. The project is currently on schedule to be completed in October.

Consolidated Hangars Project:

Status – Construction Phase

Project Budget – \$14,773,565

Estimated Completion Date – Corporate Hangar January 2018; Bulk Hangar March 2018



The Consolidated Hangars Project was approved in May 2016 and includes construction of a new Corporate Hangar and a new Bulk Storage Hangar. The design is led by AVCON along with McMillan Pazdan Smith. Roebuck Buildings Co. is the general contractor for the project.

Current work includes underground work at the Corporate Hangar site. Rock removal continues at the project site. The contractor is about three weeks behind schedule due to weather and rock blasting. The Corporate Hangar is scheduled to be complete in January 2018, and the Bulk Hangar should be complete in March 2018.

Airport Master Plan:

Status – Planning Project Underway

Project Budget – \$1,000,000

Estimated Completion Date – 12 to 18 months

McFarland Johnson is leading the GSP Airport Master Plan. Data gathering is almost complete and the forecast is underway. A Master Plan Task Force Meeting is scheduled following the September 11, 2017 Commission meeting.

Parking Lots Project:

Status – Bidding Phase

Project Budget – \$2,850,000

Estimated Completion Date – TBD

This project includes the new Overflow Parking Lot, an expansion to the Employee Parking Lot, and an expansion to the National/Alamo Rental Car service center lot. Michael Baker International is leading the design effort for this project. Bids were received from GLF and Sloan Construction. Staff is currently reviewing the bids with support from Michael Baker and will be preparing to award a contract soon.

ARFF Station Project:

Status – Design Phase

Project Budget – \$969,370 (design phase)

Estimated Completion Date – TBD



This project includes the design and construction of a new ARFF station. Design is being led by WK Dickson and is supported by Leo Daly, DP3, and several other local design firms. The project team is currently working on programming and site selection.

Parking Garage C:

Status – Planning and Design Phase

Project Budget – \$40,000,000

Estimated Completion Date – TBD

This project includes the design and construction of a new combined public parking and rental car ready/return garage. Staff is finalizing the scope and fee agreement with LS3P.

New Cargo Apron:

Status – Design Phase

Project Budget – \$750,000 (planning & design phase)

Estimated Completion Date – February 2018

This project includes the design and construction of a new dedicated cargo apron with taxiway connector just south of the existing FedEx facility. The design phase led by WK Dickson is underway.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Rosylin Weston, Vice President - Communications

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item D

August 2017 – Communications Status Report

SUMMARY

During the month of August, there were a total of nine broadcast stories that reached approximately 500,000 viewers. There were a total of 11 stories in print and online during the same time period.

News Stories Broadcast, Print and Online 8/ 01/ 17-08/ 31/ 17:

Aired on TV

- WYFF 4 – Classic Shoe Shine (Morning Show, 4:00 PM)
- FOX Carolina – June Passenger Traffic (4:00 PM, 6:00 PM)
- WSPA 7 – June Passenger Traffic Up (4:00 PM)
- WYFF 4 – June Passenger Traffic Soaring (4:00 PM and 6:00 PM)
- WYFF 4 – TSA Explains Security Checks at GSP (5:00 PM)
- FOX Carolina – TSA and Security at GSP (10:00 PM)

Print and Online

- Greer Today – Shoe Shine Station Joins GSP Passenger Amenities
- Go Upstate (Herald Journal) – Shoe Shine Business Opens at GSP Airport
- Upstate Business Journal – GSP Airport Sees More Passenger Growth in June
- SC Biz News – Passenger Traffic up 8.9% at GSP International
- Greer Today – GSP Reports Giant Gains in June Passenger Traffic
- WSPA 7 Online – GSP Passenger Traffic up Almost 9% in June
- WSPA 7 Online – TSA Explains Security Checks at GSP



- GSA Business – GSP Airport District Names new CFO
- Greer Today – GSP Names Dosunmu to Replace Retiring Murrin as CFO
- Greenville Online – TSA Demonstrates Prohibited Items at GSP
- Centerline Today – GSP Airport Names Sr. VP Administration/Finance/CFO

Social Media 08/01/17-08/31/17:

GSPAirport.com

- 55,367 sessions (17,501 were new visits)
- 165,911 page views
- Average session duration - 1:52 minutes

Twitter

- 5,685 followers
- 26,100 twitter impressions
- 12 total posts including 9 photos and 3 videos

Instagram

- 445 followers
- 12 total posts including 9 photos and 3 videos

Facebook

- 1,521 page views
- 94 new page likes
- 9,466 total page likes

Top Facebook Posts

- MyNewGSP Time Lapse (8,811 people reached, 2,808 video views, 244 reacted)
- Happy Birthday Rosylin Weston (5,595 people reached, 111 reacted)
- Total Eclipse Watch Party (4,010 people reached, 1,557 video views, 80 reacted)

Customer Service Complaints Summary:

- Frequent flyer reports issues with the luggage cart system not operating properly
- Passengers/visitors are concerned about the limited food and beverage options available pre-security
- No TV's before security
- No charging stations before security



Community Relations:

- The Community Garden has had a good summer harvest to include peppers and tomatoes.
- We conducted three tours this month and responded to a number of calls seeking information about scheduling future tours during the 4th quarter of the year.
- The GSP Conference Center was used a total of 11 times during the month.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Scott C. Carr, A.A.E., Vice President – Commercial Business and Properties

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item E

August 2017 – Commercial Business and Properties Report

SUMMARY

Concessions Program Development – Grand Hall Phase:

Status – The remaining concessions to be completed include *Palmetto Distillery*, with build out expected to begin by the end of September 2017, and *The Kitchen by Wolfgang Puck*, which is scheduled to open in October 2017.

Project Budget – Tenant fit out costs are being covered by Hudson News Group and OHM Concessions Group, with no costs being borne by the Airport District.

Estimated Completion Date – October 31, 2017

AirIT – Paging Installation Project:

Status – AirIT and IED are scheduled to be onsite to complete all work the week of September 11, 2017.

Project Budget – \$471,683

Estimated Completion Date – September 15, 2017

The Airport District is transitioning to AirIT and IED's paging system. This will provide seamless integration with AirIT's other software programs in use at the airport (i.e. EASE, BIDS, FIDS, GIDS, etc.) and place them on the same software platform. This will allow the airport to provide automated flight information announcements and other customer service enhancements for the benefit of the traveling public.



Lyft – Transportation Network Company (TNC) Service:

Status – TNC operating agreement awaiting execution by Lyft

Project Budget – All operational costs will be covered by the service provider.

Estimated Completion Date – To be determined

Lyft is beginning to open up service in various communities throughout South Carolina. They recently started service in the Upstate and have plans to add the Airport at some point in the future once they grow the local market base.

FedEx – AT&T Network Based I P/ VPN Remote Access (ANI RA) Installation Project:

Status – Awaiting plans and specifications for review

Project Budget – All costs are being covered by FedEx.

Estimated Completion Date – To be determined

FedEx is requesting to install a backup cellular system for their local data network to provide redundancy in the event that their wired data connection is interrupted. This project will be engineered and installed on behalf of FedEx by AT&T.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Marsha Madore, Human Resources Director

DATE: September 11, 2017

ITEM DESCRIPTION – Information Section Item F

August 2017 – OSHA Reportable Injury Report

SUMMARY

Monthly Activity as of August 31, 2017

- 0 OSHA Reportables

2017 Calendar Year-to-Date

- 3 OSHA Reportable Injuries

2 Year Historical Annual OSHA Report Submissions:

Calendar Year	Annual Average # Employees	Total Hours Worked by all Employees	# OSHA Reportable Work Related Injuries	# OSHA Reportable Work Related Illnesses	# Days away from Work
2016	133	243,191	6	0	2
2015	127	192,332	3	0	16

AIRLINES

Bare-Bones Economy Seats May be Coming to International Flights on American Airlines

HUGO MARTIN ON SEP 5, 2017

SOURCE: MCCLATCHY

Sept. 02--Some low-cost foreign carriers are offering fares to Europe that sound too good to be true.

Norwegian Air Shuttle is advertising one-way tickets as low as \$89, while Reykjavik-based Wow Air has flights starting at \$69. For the most part, such fares are for bare-bones tickets and are limited to certain off-peak days. Checked bags, food and other essentials will cost extra.

Still, such offers have forced at least one U.S. airline to consider matching the foreign carriers.

Don Casey, senior vice president for revenue management at American Airlines, told an audience at an aviation summit this week that American Airlines is considering offering a bare-bones, no-frills ticket on certain international flights.

American Airlines, like several of its rivals, added so-called "basic economy" tickets earlier this year on many domestic flights. The low-cost ticket gets you an economy seat but almost all other services, including seat selection, checked bags and food, cost extra.

Basic economy passengers even have to pay an extra fee to bring a carry-on bag that goes into the overhead compartment.

Casey did not use the term "basic economy" when he talked about the new international seats. Instead, he used the industry term "unbundled," which refers to a ticket for a seat, without any extras such as checked bags, snacks, drinks or entertainment.

American Airlines officials said the carrier may add the new cheap seats next year.

American Airlines already has added basic economy seats on several routes between the U.S. and Canada, Mexico and the Caribbean.

hugo.martin@latimes.com

To read more about the travel and tourism industries, follow @hugomartin on Twitter.

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AIRPORTS

Raleigh-Durham Airport Taps Proterra To Deliver North Carolina's First Electric Airport Passenger Bus Fleet

PR NEWswire ON AUG 18, 2017

SOURCE: PRNEWswire

BURLINGAME, Calif., Aug. 17, 2017 /PRNewswire/ -- Today Proterra, the leading innovator in heavy-duty electric transportation, announced that the Raleigh-Durham Airport (RDU) Authority has approved the purchase of four Proterra Catalyst® E2 zero-emissions battery-electric transit buses and related charging infrastructure. RDU selected Proterra as its battery-electric bus provider citing the company's sustainability, performance and operational cost-savings excellence. This purchase marks Proterra's first airport customer and the first airport electric bus deployment in the Carolinas.



PROTERRA

"Bringing zero-emission buses to airports throughout North America is an integral part of Proterra's next stage of growth, and we couldn't be happier to announce RDU as our first airport customer," said Ryan Popple, CEO of Proterra.

Currently, RDU shuttle buses transport on average 112,166 passengers and luggage per month between the airport's two ParkRDU Economy lots and terminals with a diesel-powered fleet consisting of 14, 40-foot transit buses that are replaced every 7-10 years. Funded in part by a \$1.6 million zero-emissions vehicle grant from the Federal Aviation Administration, the new Proterra battery-electric buses will replace four older diesel buses, resulting in the elimination 16.9 million pounds of greenhouse gases over the lifetime of these vehicles.

"The purchase of these four buses demonstrates our commitment to a world-class airport experience," said Raleigh-Durham Airport Authority President and CEO Michael Landguth. "We are excited about both the sustainable benefits as well as the improved passenger experience these new buses will provide."

Since the Proterra buses have no combustion engine, riders will enjoy a smoother, exhaust-free ride, experiencing less noise as the bus travels between the terminal and parking lot shuttle stops. In addition to traveler benefits, the operational cost of electricity, at \$.19/mile, is substantially lower than diesel, at \$.84/mile. Combining this with greatly improved vehicle efficiency, at 21 MPG equivalent, and reduced vehicle maintenance costs will result in a savings of about \$1.8 million during the 12-year lifetime of these new Proterra buses. Scheduled to be placed in service in early 2019, the buses will be designed and built at Proterra's Greenville, S.C. manufacturing facility.

"As a top innovation-driven community in the U.S., the Raleigh-Durham region is home to one of the nation's largest and most successful research parks, a major center for high-tech and biotech research, and world-class universities. RDU's pioneering vision to transition from dirty diesel to a zero-emission fleet further fuels the area's spirit of innovation and demonstrates how Proterra is able to scale our technology, serve this new market and further our goal of providing clean, quiet transportation to all," said Popple.

About the FAA Zero Emissions Airport Vehicle Grant

The Federal Aviation Administration's Zero Emissions Airport Vehicle and Infrastructure Pilot Program was created in 2012 to improve airport air quality and facilitates use of zero emissions technologies at airports. Grants are awarded for up to 50 percent of the cost of zero emissions vehicles and associated infrastructure.

About the Raleigh-Durham Airport Authority

The Raleigh-Durham Airport Authority and its 300 staff operates and manages Raleigh-Durham International Airport, the primary air travel gateway to central North Carolina. The airport served more than 11 million passengers in 2016, about 30,000 customers every day. RDU is home to more than 5,000 employees and contributes more than \$8.5 billion and 20,000 jobs to the region's economy each year. The Airport Authority has won the Triangle Business Journal's Healthiest Employer of the Triangle for the past three years straight and in 2017 was named the best connected medium hub airport by the Massachusetts Institute of Technology's International Center for Aviation.

About Proterra:

Proterra is a leader in the design and manufacture of zero-emission heavy-duty vehicles, enabling bus fleet operators to significantly reduce operating costs while delivering clean, quiet transportation to local communities across the United States. With more than 400 vehicles sold to 41 different municipal, university, airport and commercial transit agencies in 20 states, Proterra is committed to providing state of the art, high-performance vehicles to meet today's growing market demand. The company's configurable Catalyst platform is capable of serving the full daily mileage needs of the toughest transit routes on a single

charge. With unmatched durability and energy efficiency based on rigorous U.S. certification testing, Proterra products are proudly designed, engineered and manufactured in America, with offices in Silicon Valley, South Carolina and Los Angeles. For more information, visit:<http://www.proterra.com> and follow us on Twitter @Proterra_Inc.

View original content with multimedia:<http://www.prnewswire.com/news-releases/raleigh-durham-airport-taps-proterra-to-deliver-north-carolinas-first-electric-airport-passenger-bus-fleet-300506396.html>

SOURCE Proterra

Related Photos: Photo,

AIRPORTS

Pittsburgh Airport's Gates, Shops, Restaurants to Open to Non-Flyers

THERESA CLIFT ON AUG 28, 2017

SOURCE: MCCLATCHY

Aug. 28--Pittsburgh International Airport next month will become the only airport in the country to allow visitors to access the airside terminal's shops, restaurants and gates without buying a plane ticket.

Officials say the program will boost revenue for the airport and give Western Pennsylvania residents who don't fly often the chance to experience the airport's improvements.

Under the program, which starts Sept. 5, visitors will be able to enter the airside terminal from 9 a.m. to 5 p.m. Monday through Friday.

Those days and times were chosen because they are slow periods for the airport, Allegheny County Airport Authority CEO Christina Cassotis said. The program could expand to include more hours and days.

There will be no reduction in security, Cassotis said.

"We're going to check you the way the airlines check you -- if you're allowed to get on a plane, you're going to be allowed to go through our TSA checkpoint," Cassotis said.

Pitt Pass holders will go through regular airport security, but if the lines get too long, flyers will be given priority, Cassotis said.

Officials have been working for years to earn TSA approval to allow nonflyers to have this access, Cassotis said.

The airport's popular holiday open house, which started in 2014, helped the airport win TSA approval, Cassotis said.

That event has attracted more than 3,000 visitors in the past three years.

"What a shame it was that we have this award-winning airport but you can't see it unless you have a ticket," said U.S. Rep. Tim Murphy, R-Upper St. Clair, whose district includes the airport. "It has been an unfortunate impairment between families and passengers."

Murphy said the new program will allow people welcoming home loved ones to greet them right at the gate.

"We haven't been able to have that in the U.S. for over a decade. Now that's about to change here in Pittsburgh," Murphy said.

The TSA has prohibited airports from allowing non-flyers in the airside terminal since the 9/11 terrorist attacks.

As the airport has been increasing amenities, more residents from Western Pennsylvania have been asking for the ability to experience it without a plane ticket, Allegheny County Executive Rich Fitzgerald said.

"This is something we've heard from residents... throughout Western Pennsylvania who love this facility, who want to come to this facility and use this facility," Fitzgerald said.

A program that started a decade ago allows overnight guests at the airport's Hyatt Regency Hotel to get passes to go to the airside terminal during their stays. Other airports have similar programs, said Bob Kerlik, airport spokesman, but none allows access for non-flyers outside of that.

The airport has several upscale shops, including ECCO Shoes, Lacoste, Johnston & Murphy, Brooks Brothers and Armani Jeans.

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AIRPORTS

Proposal Would Charge Drivers For Logan Airport Pickups, Dropoffs

CARL STEVENS ON AUG 29, 2017

SOURCE: CBS BOSTON

BOSTON (CBS) — Massport is considering charging drivers who come to Logan Airport to drop off or pick up people at terminals.

It's a proposal from the Conservation Law Foundation.

Traffic in and out of Logan Airport continues to worsen, and we cannot ignore any solution that has the potential to save passengers time while also curbing carbon emissions," stated the CLF.

Read more: <http://boston.cbslocal.com/2017/08/28/logan-airport-pickup-dropoff-charge>

AIRPORTS

Houston Airports Slowly Reopen, But Carriers Face Many Millions in Losses

ANDREA RUMBAUGH ON AUG 31, 2017

SOURCE: MCCLATCHY



Photo credit: By dave_7 from Lethbridge, Canada (Bush Intercontinental Airport in Houston, Texas) [CC BY 2.0 (<http://creativecommons.org/licenses/by/2.0>)], via Wikimedia Commons

Aug. 30--Bush Intercontinental and Hobby airports began their return to normalcy on Wednesday, a process that will take days as crews and planes return to Houston and as local airport employees deal with flooded homes before returning to work.

Both airports officially reopened at 4 p.m. Wednesday with a limited number of domestic flights.

United Airlines said it would operate a handful of flights out of Houston beginning Wednesday evening and slowly increase that number over the next few days. Southwest Airlines said it will not resume flying until Saturday afternoon.

"It's going to take us some time to phase in air operations to the point where we are back to normal," Houston Airport System spokesman Bill Begley said. "But we're moving toward that as quickly and as safely as possible."

Airport System director Mario Diaz said Bush could see some international flights as early as Thursday.

Officials are recommending travelers check their flight status before going to the airport.

Shuttering operations for three days put a strain on flights nationwide and took a chunk out of the major airlines' profits.

United could lose hundreds of millions of dollars due to Hurricane Harvey, and Southwest could be out in the neighborhood of \$50 million, airline analyst Jim Corridore of CFRA Research said in a research note. He noted it operates fewer flights.

"The impact would be far less for Southwest," he said in an email.

Helene Becker, a senior research analyst with Cowen & Co., predicted United could see at least a \$265 million impact. Southwest could have a \$77 million impact

on third-quarter earnings.

"(We) expect relatively little chance to recoup the lost revenue as the impact to people in the region could be profound (justifiably difficult to go on vacation after your house was flooded or the roof torn off)," Becker said in a note that was released before knowing when the airlines would reopen or be fully operational. "In addition, we expect school closures, and it is possible future vacations will be canceled to make up the lost classroom time."

Operationally, crew members often get displaced when a hub airport closes, sparking a chain reaction throughout the system, said Mark Ahasic, founder and president of Connecticut-based Ahasic Aviation Advisors.

"There will be kind of a snowball effect throughout the airline," he said.

But there were factors preventing "a major disruption," said Henry Harteveldt, founder of San Francisco-based Atmosphere Research Group, a travel industry research company.

The weather was good at other hubs, allowing airlines to reroute connecting passengers through Chicago, Dallas or other airports. Since the school year has already begun in various parts of the country, summer travel wasn't as heavy as it could have been, Harteveldt said.

But it is still summer, and the upcoming Labor Day travel period could make rescheduling flights difficult. Trade organization Airlines for America forecast that 16.1 million passengers would fly worldwide on U.S. airlines between Wednesday and Sept. 5.

Flights will already be pretty full, said Houston-based airline consultant Pete Garcia, so there could be fewer openings to rebook travelers whose flights were canceled.

Still, the biggest delay for Houstonians will be getting planes and crew to Houston.

"Between now and the next 72 hours will be very difficult," Garcia said. "They're just now putting airplanes back into the schedule."

United spokesman Charlie Hobart said the airline is bringing in additional crew members to help operate the flights.

Harteveldt said the airlines might use larger aircraft to assist with the backlog of people needing to get to or from Houston.

"This has to be, by necessity, a slow and deliberate rebuilding process that will take several days," he said. "Perhaps as many as five or six calendar days."

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AIRPORTS

Miansai Mobile Pop-up Parks at LAX

SOURCE: WESTFIELD GROUP AUG 31, 2017



Travelers through LAX Tom Bradley International Terminal will see a 1965 Piaggio truck selling a curated selection of signature jewelry and leather goods through the end of the year.

Photo credit: Westfield

Classic Americana accessories brand Miansai is making its airport debut. Travelers through LAX Tom Bradley International Terminal will see a 1965 Piaggio truck — just one of the vintage units in the brand's growing mobile retail fleet – selling a curated selection of signature jewelry and leather goods through the end of the year.

In partnership with Los Angeles World Airports and Westfield, the iconic brand is bringing its unique unisex cuffs, bracelets, necklaces, watches and leather bags to international travelers from all over the world. The truck will be stationed at Gate 148 of the international terminal.

"It's a thrill for us to bring Miansai to such a global audience," said Michael Saiger, Founder and Creative Director. "We're no stranger to bringing our merchandise right to customers. Through this partnership with Westfield, we're doing exactly that – bringing Miansai to one of the busiest and best international terminals in the world."

Miansai is an Americana brand with flagship retail locations in New York and California. Its fleet of mobile retail units includes two vintage Airstream trailers, Fiat and Piaggio trucks. The mobile retail units are traveling coast to coast to promote Miansai's coastal brand as part of their ongoing Mobile Tour.

"There's no reason the retail experience at the airport can't be every bit as exciting as it is on the street," said Iris Messina, vice president of leasing, Westfield Airports. "Pop-ups like this are a great way to give travelers a unique experience every time they come to the airport."

AIRPORTS

NC: Coming to Charlotte's Airport: More Construction, Updated Concourses

ELY PORTILLO ON SEP 1, 2017

SOURCE: MCCLATCHY

Aug. 31--Workers are preparing to start renovations inside Charlotte Douglas International Airport, adding to a wave of construction that's so far mostly been on the airport's exterior.

Construction at Concourse B will start Sept. 6, airport officials said Thursday. The concourses date to 1982, and the drop ceilings, carpet and lack of outlets to charge devices are in need of an update. After Concourse B's makeover, work will start on Concourse A in summer 2018 and on Concourses C and D in early 2019.

The work consists of installing new ceiling tiles, putting terazzo flooring in the center walkway (better for rolling luggage and easier to clean than carpet), new carpets in the waiting areas where passengers sit, new wall panels, new seats with integrated power charging stations and a fresh coat of paint. The building systems passengers don't see, such as HVAC, electrical and sprinkler systems, will also be replaced.

Charlotte Douglas sees more than 120,000 passengers a day, and the concourses can be extremely crowded during peak times. Most of the work will take place overnight, from 11 p.m. to 5 a.m. to try to minimize disruptions for passengers. But, airport officials warned, parts of the concourses will be construction zones, blocked off from passengers during the day.

"Passengers will see open ceilings and bare concrete flooring," officials warned.

The entire concourse renovation project is scheduled to be completed in 2020, with a projected cost of \$70 million. Other projects underway as part of the airport's \$2.5 billion Destination CLT expansion plan include nine new gates north of Concourse A, a new, eight-lane road in front of the terminal and an expansion of Concourse E.

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AIRPORTS

OH: Rickenbacker Airport Cargo Niche: Shipping Horses, Other Animals

MARLA ROSE ON SEP 5, 2017

SOURCE: MCCLATCHY

Sept. 03--In the pre-dawn stillness, a trailer hauling two valuable thoroughbred horses arrives at Rickenbacker Airport, marking the end of its journey from Lexington, Kentucky.

The handsome horses -- Paddy O'Prado and Corinthian -- are led off the trailer by Sean Nix of shipper M2 Transport, in preparation for a long trans-Atlantic flight that, after a stopover in Luxembourg, will take them to their new home in Turkey to be used for breeding.

The stallions, which each had career earnings of more than \$1 million in their racing days a few years ago, were two of the more notable air-cargo items recently to fly out of Rickenbacker, the cargo-focused airport southeast of Columbus.

They are also an example of how airport officials are looking for specialty areas to increase export shipments out of Columbus. The airport has plenty of cargo coming in for local retail companies and other businesses, but less product to fill the planes on their way out to Europe, the Middle East and beyond.

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"Once we started to get more scheduled service from cargo carriers, we had to help get weight and volume" for outbound flights that go on to places including the United Arab Emirates, Luxembourg and Hong Kong, said David Whitaker, chief commercial officer for the Columbus Regional Airport Authority. He oversees business development at both Rickenbacker and John Glenn Columbus International airports.

"We started exploring niches" in looking for specialty cargo, Whitaker said. "Livestock is a niche. We've gotten great response to livestock shipments from shippers versus having to go through New York and Chicago." Other specialty cargo areas include pharmaceuticals and produce. Among the more exotic perhaps is bull semen, another item frequently shipped in refrigerated packaging alongside other items.

Rickenbacker is served by 12 international flights per week from global carriers Cargolux, Etihad, Emirates and Cathay Pacific. The areas of the world they serve turn out to be a good fit for the horse business. The companies' Middle East and Far East destinations are among the most popular for thoroughbred shipments.

In addition to horses, Rickenbacker has shipped sheep, goats and a few exotic animals.

The Cincinnati Zoo shipped the last Sumatran rhino in the Western Hemisphere through Rickenbacker in 2015 on its way to a sanctuary in Indonesia, where it was sent to live and breed. The rhino's journey garnered international attention.

The first livestock shipment from Rickenbacker was a herd of 178 dairy cattle from seven states and Canada, occurring in early 2015 after the airport received clearance from the U.S. Department of Agriculture. The cows were sent on a Boeing 747 cargo freighter to Thailand to establish a milk production operation.

"They ship them pregnant, so they get a two-for-one," said Carolyn Markling, business development coordinator for the airport authority.

The same was true last December when 69 pregnant mares were shipped to the Middle East.

Most shipments are smaller, and so far this year, Rickenbacker has handled 19 horses. Last year, the total was 79 thoroughbreds and 50 Arabians, in addition to 202 goats and 53 sheep.

Animals require special handling. Markling said steps are taken to minimize the stress on their four-legged cargo.

Unlike at some airports where animals are unloaded and put in shipping containers in proximity of activity and airplane noise, Rickenbacker has a dedicated hangar on the other side of the airfield -- left over from its days as an Air Force base -- that is quiet and removed from aviation activity.

Also, horses typically travel with a trainer who makes sure that they are fed, watered and attended to during their flight.

"They probably have it better than we do in some ways," Markling joked.

Livestock shipments are seasonal, as thoroughbreds usually don't ship in the spring when they are breeding. Shipments typically increase in December. Columbus is particularly attractive for horse shipments because of its proximity to Kentucky horse country.

Federal regulations require the airport to have stalls available for animals prior to shipment. To date, Rickenbacker has contracted with nearby facilities such as farms and fairgrounds to provide this. But to better serve clients and to ensure availability, the airport plans to build a dozen stalls by spring. The pre-bid estimate is about \$500,000, Whitaker said.

The shipment of Paddy O'Prado and Corinthian was the fourth made by Sean Nix out of Rickenbacker. He said he only became aware of the airport as a shipping location when airport representatives called on him to make their pitch.

"I found out about it a couple of years ago when Carolyn (Markling) and Bryan (Schreiber, who also works for the airport) approached me about shipping from Columbus," said Nix, who originates the vast majority of his horse shipments in Lexington.

"That cuts down on trucking time. Rickenbacker is just over 3 hours from Lexington. To New York, you're talking about 16 hours. To Chicago, probably 6."

Nix said he "absolutely" plans to use the airport again to ship horses. Later this year, he expects to have a shipment of 60 to Turkey, taking up an entire plane.

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AIRPORTS



AAAE Contributes \$50,000 to Disaster Relief Fund for Hurricane Harvey Victims

SOURCE: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) SEP 5, 2017

The American Association of Airport Executives (AAAE) is pleased to announce that it has contributed \$50,000 to a relief fund established to assist airport employees affected by Hurricane Harvey and the devastating flooding in Houston and the Gulf Coast area.

The Hurricane Harvey Relief Fund was created by AAAE and Airports Council International-North America (ACI-NA) to provide financial assistance to airport employees affected by the storm. A significant number of airport staff in the area have lost their homes and personal property. Donations to the relief fund are tax deductible and 100 percent of the money collected will go to those affected by the storm.

"The airport community has always stood together and helped our brothers and sisters in times of need," said AAAE Chair Scott Brockman, A.A.E., president and CEO of Memphis International Airport. "That spirit of giving and unity is more important now than it has ever been, and I'm proud that AAAE has stepped forward with a \$50,000 contribution to help airport employees impacted by this disaster. The donation reflects the values we hold as an association to serve the members of the airport family, and I hope that it will inspire many across the country to give to this worthy cause."

The Relief Fund will be used for impacted airport employees throughout the Gulf Coast, but many employees of the Houston Airport System in particular suffered major losses. Mario C. Diaz, Director of Aviation for the Houston Airport System, stated, "I want to offer our heartfelt appreciation to AAAE and ACI-NA for establishing the Hurricane Harvey Relief Fund. Here in Houston we have over 100 employees who have suffered dramatic losses." He continued, "I would also like to extend a special thank you to the leaders of AAAE for the \$50,000 contribution to this effort. Our airport, our community and the families who stand to benefit from this generous contribution are grateful to AAAE for such a meaningful act in the face of this natural disaster."

Donations to the Hurricane Harvey Relief Fund can be made online at www.aaae.org/harvey.