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## **AGENDA**

Greenville-Spartanburg Airport Commission Regular Meeting  
Greenville-Spartanburg International Airport Conference Center  
Monday, January 11, 2021  
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 November 23, 2021 Regular Meeting Minutes ([document](#))

III. PRESENTATIONS: None

IV. OLD BUSINESS: None

V. NEW BUSINESS:

A. Approval of a Revision to the Rules & Regulations - Animals ([document](#))

B. Approval of a Revision to the Rules & Regulations – Vehicles ([document](#))

C. Approval of a Revision to the Rules & Regulations – Outside Storage ([document](#))

D. Approval of a FY 2020-21 Budget Amendment for Food & Beverage Management & Operating Services ([document](#))

E. Approval of the Purchase of the Burger King Property of GSP Drive ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Coronavirus (COVID-19) Update

VII. INFORMATION SECTION:

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

- A. November 2020 – Traffic Report ([document](#))
- B. November 2020 – Financial Report ([document](#))
- C. December 2020 – Development/Project Status Report ([document](#))
- D. December 2020 – Communications Status Report ([document](#))
- E. December 2020 – Commercial Business and Marketing Report ([document](#))
- F. December 2020 – OSHA Reportable Injury Report ([document](#))
- G. Potential Items for the Next Regular Scheduled Commission Meeting:
  - Final Terminal Area Planning Study

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**

**November 23, 2020**

The Greenville-Spartanburg Airport Commission met on November 23 at 9:00 a.m. in the Greenville-Spartanburg District Conference Center 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, Leland Burch, Doug Smith (via teleconference), Jay Beeson, Valerie Miller

**MEMBERS NOT PRESENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** David Edwards, President/CEO; Kevin Howell, Senior Vice President/COO; Basil Dosunmu, Senior Vice President-Administration and Finance/CFO; Scott Carr, Vice President Commercial Business and Communications (Enviros Area Administrator); Tom Tyra, Director, Communications and Air Service Development; Carlos Ruiz, Director of Commercial Business; Betty O. Temple, WBD; Casey Cooperman, Executive Assistant/Recording Secretary

**GUESTS PRESENT:** Paul Smith, WK Dickson; John Prickett, Local Resident

**CALL TO ORDER:** Chair Minor Shaw called the meeting to order at 9:10 a.m.

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

- A. The Greenville-Spartanburg Airport Commission September 28, 2020 Regular Meeting Minutes.
- B. The Greenville-Spartanburg Audit Committee November 12, 2020 Regular Meeting Minutes.

**PRESENTATIONS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

### **A. Approval of a Revision to the Rules & Regulations**

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the request to revise the Rules & Regulations in order to accommodate for Peer-to-Peer Vehicle Sharing at the District.

Peer-to-Peer Vehicle Sharing is a mobility platform for people that do not need to own or want a car but need one from time to time. It is important to note that Peer-to-Peer Vehicle Sharing is distinct from ridesharing in that members are renting a vehicle and driving themselves rather than being picked up and driven by Transportation Network Companies (TNCs) through entities such as Uber and Lyft. Peer-to-Peer Vehicle Sharing platforms are becoming more popular in the airport environment as it provides a flexible option to the traveling public rather than renting a car from a traditional rental car company or using taxi and TNCs services.

Staff has reviewed the existing Rules and Regulations and made recommended revisions to accommodate Peer-to-Peer Vehicle Sharing companies at the Airport, such as Car2Go, Zipcar, and Turo.

Also, when the complete rewrite version of the Rules and Regulations were adopted by the Airport Commission on June 24, 2019, the previously approved TNC portion of the regulations were inadvertently omitted. Therefore, the TNC language has been reinserted into the Rules and Regulations.

Mr. Carr respectfully requested that the Greenville-Spartanburg Airport Commission resolve to adopt the revised Greenville-Spartanburg Airport District Rules and Regulations as amended.

Mrs. Miller requested more information about the specific operations of the peer-to-peer vehicle services to which discussion ensued.

The Commission also asked how the peer-to-peer vehicle companies will report their business numbers to the District each month, to which Mr. Carr answered that, as with Uber and Lyft, it is part of their agreement to report their monthly business in order for the District to access fees.

There was a motion to approve the Revision to the Rules & Regulations. The motion was seconded, and unanimous vote was received.

## **B. Approval of a Budget Amendment to the General Aviation Expansion Area Site Prep Project**

Mr. Kevin Howell, Senior Vice President/COO, introduced the request to approve a budget amendment to the General Aviation Expansion Area Site Prep Project.

The original expansion site was planned to accommodate a taxi lane capable of serving up to Group II aircraft (< 79' wingspan). As planning and design for the future GA area as well as the future expansion of the Center Cargo Ramp area has been further developed, it has been determined that the airport can increase the

future GA taxi lane dimensions to accommodate aircraft up to a 100' wingspan. Along with the wider taxi lane, the GA hangar development sites along the north end of the expansion area will be able to accommodate up to 125' deep hangars and 100' of apron, adjacent roadway, utilities and landscape areas.

Staff believes that it is important to maximize the airport's future flexibility and provide a future GA development area that can accommodate the largest aircraft and hangar sites possible. The original project work area should be increased to the north to accommodate these changes. A budget increase of \$990,000 is requested to cover the additional engineering and construction costs for the expanded project area.

The 2102 GSP Drive Hangar Renovation Project, with a remaining project budget of \$3,553,082, was also included in the FY2021 capital budget. This project was put on hold due to COVID-19. The original project included a comprehensive renovation plan and significant changes to the office area floorplan. After meeting with current tenants and evaluating the current facility, Staff is proposing to reduce the project scope and minimize floorplan changes. The proposed new scope would include general repairs and refreshing the building finishes, including paint, new carpet, lighting, ceiling tile and grid in the offices and common areas; replacement of all restroom fixtures; and replacement of the building security and CCTV system. Staff is proposing a revised project budget of \$1,553,082 for the lighter renovation project. This would free up \$2,000,000 from the original hangar renovation project for other capital projects including the GA Expansion Area Site Prep Project. Under this scenario no new budget money would be required for to expand the GA site prep project work area.

Mr. Howell requested that the Airport Commission resolve to (1) reallocate \$990,000 from the 2102 GSP Drive Hangar Renovation Project to the General Aviation Expansion Area Site Prep Project; (2) approve a revised total project budget amount of \$4,290,000 for the General Aviation Expansion Area Site Prep Project; and (2) authorize the President/CEO to execute all necessary documents.

There was a motion to approve the budget amendment to the General Aviation Expansion Area Site Prep Project. The motion was seconded, and unanimous vote was received.

### **C. Approval of Lease Terms for Milliken Hangar**

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the approval of lease terms for the Milliken Hangar.

Milliken Aviation currently leases a hangar from the Airport District (District) located at 2108 GSP Drive and has been in that facility since relocating from the Greenville Downtown Airport in February 2018. However, they are in the process of transitioning to two new aircraft with a wider wingspan and tail height. Therefore, they need a facility that can accommodate the larger planes.

The District is currently in the process of negotiating two separate options with Milliken. The first is a lease agreement for a turnkey project to construct a new hangar and office facility for Milliken's corporate aviation department. The second option being negotiated is a ground lease with all the necessary infrastructure improvements completed by the District (e.g. apron within thirty feet of the future hangar site, retaining wall, roadway, utilities, etc.). This would leave a pad ready site for Milliken to construct the hangar, office, parking lot, and the apron tie-in.

Mr. Carr provided more detail and comparisons for both Option #1 and Option #2, including base and option terms, lease premises, lease rate, contract security, district improvements, lessee improvements, maintenance, utilities, insurance, taxes and assessments, sub-leasing and lease assignments. Mr. Carr also shared the fiscal impact that each option would have in year one of the lease.

Following his presentation Mr. Carr respectfully requested that the Airport Commission resolve to (1) approve the lease agreement terms for both Option #1 and Option #2 as outlined above and (2) authorize the President/CEO to execute a lease agreement with Milliken based on one of the two outlined options.

The Commission asked how long it will be until Milliken makes their decision, to which Mr. Carr answered that they it will be rather quickly. Mr. Howell added that Milliken is looking to have their first larger aircraft in use by the first quarter of 2022 and their second in the first quarter of 2023. It will take a total of 15-16 months for build completion.

Mrs. Miller asked which option Staff prefers, to which Mr. Carr stated that Option #1 would be the financially better investment.

Mr. Ramella suggested that once completed, the District needs to watch the maintenance provisions very closely, to which Mr. Edwards agreed.

Mr. Beeson asked how tight the budget is, to which Mr. Carr answered that the Staff did build contingency into the budget.

There was a motion to approve the lease terms of the Milliken hangar. The motion was seconded, and unanimous vote was received.

#### **D. Approval of General Aviation Hangar Site 1 Infrastructure Project**

Mr. Kevin Howell, Senior Vice President/COO, presented the request for approval of General Aviation Hangar Site 1 Infrastructure Project.

The background of this project is that Staff is currently negotiating a hangar project with Milliken Aviation for Site 1 at the General Aviation (GA) Expansion Area. Certain infrastructure items are necessary for development of the site, including taxi lane, apron, access road, utilities and other related site work. These infrastructure items will be required regardless of the tenant.

Site preparation work including grading and underground storm drainage is underway at the site under a separate contract. Staff proposes to proceed with engineering immediately, followed by procurement, then begin construction as soon as the current contractor completes their work in this area. This will expedite the overall project and ready the site as soon as possible for the construction of the hangar. If the hangar project does not proceed, the District will have a marketable "pad ready" site to work with other potential hangar tenants.

The estimated project costs for the infrastructure package and related site work is \$2,900,000. Approval of this project requires authorization of a project budget.

As discussed in New Business Item B, the project budget for the renovation of the hangar at 2102 GSP Drive is being reduced by \$2,000,000, with \$990,000 of that reduction being reallocated to the GA Expansion Area Site Prep Project. Staff proposes allocating the remaining \$1,010,000 to the GA Hangar Site 1 Infrastructure Project. This would leave a balance of \$1,890,000 in new funding to fully fund the project.

Mr. Howell requested that the Airport Commission resolve to (1) authorize the General Aviation Hangar Site 1 Infrastructure Project with a total project budget of \$2,900,000; (2) reallocate \$1,010,000 from the 2102 GSP Drive Hangar Renovation Project to the General Aviation Hangar Site 1 Infrastructure Project; (3) approve new funding in the amount of \$1,890,000 from current fund balance reserves and/or financing from the District's revolving credit line; and (4) authorize the President/CEO to execute all necessary documents

Conversation ensued between the Commission and Staff regarding the funding of this project.

Mr. Edwards clarified that by completing this project, we will also be opening the second site in order to move forward with development of it in the future. Additionally, Mr. Edwards noted that if the new air traffic control tower is not placed where originally planned, that will also free up space in the general aviation area.

Following brief conversation there was a motion to approve General Aviation Hangar Site 1 Infrastructure Project. The motion was seconded, and unanimous vote was received.

#### **E. Approval of Milliken Aviation Hangar Project Budget**

Mr. Kevin Howell, Senior Vice President/COO, presented the request for approval of the Milliken Aviation Project Budget.

Milliken Aviation currently leases a hangar with office space from the District at 2108 GSP Drive. Milliken is in the process of replacing their existing aircraft with 2 new aircraft that will require the construction of a new hangar facility. The first new aircraft is expected in the first quarter of 2022 and the second aircraft in the first quarter of 2023. District staff has been working with Milliken staff to establish a project scope and budget for the new hangar facility. The current proposed project includes the construction of a 25,000 sq. ft hangar with 5,000 sq. ft of attached office, parking lot and related site work. The project is expected to take 15-16 months.

As the Commercial Business Department works to finalize a lease agreement with Milliken, it is critical to start the design and procurement process as soon as possible in order to have the new facility complete by April 2022. To expedite the project, Staff proposes to engage one of the current design teams already under a Master Services Agreement with the District for architectural design services. For construction of the hangar, Staff proposes to solicit a Construction Manager at Risk (CMR) to work alongside the design team while the design is completed and ultimately prepare a guaranteed maximum price (GMP) for construction.

Estimated project costs for the hangar, office, parking lot and related site work are \$5,800,000. Approval of this project requires authorization of a project budget. These project costs are not eligible for grant funding. Staff proposes utilizing the District's revolving credit line to fund the project.

Mr. Howell respectfully requested that the Airport Commission resolve to (1) authorize the Milliken Aviation Hangar Project pending a lease agreement with Milliken & Company; (2) approve a project budget of \$5,800,000; (2) approve funding the project from the District's revolving credit line; and (3) authorize the President/CEO to execute all necessary documents.

Following conversation there was a motion to approve the Milliken Aviation Hangar Project Budget. The motion was seconded, and unanimous vote was received.



## **President/CEO Report:**

### **Aviation Industry Update:**

Mr. Edwards stated that GSP has experienced a flattening of passenger traffic in September and October. It is unknown how the holidays will be affected. Thanksgiving passenger numbers are about 50% of prior year's numbers. It was forecasted that GSP would be at 50% of calendar traffic by the end of 2020, but current numbers show that it is slightly below that for October (40%). Mr. Edwards states that GSP may end the year at 45% but GSP is unlikely to hit its forecasted target.

Additionally, business travel has not re-engaged at a pace originally expected, and it will not likely see a rebound until the summer of 2021. Mr. Edwards estimates that there may be a slight uptick in the second quarter of 2021, but it will more likely be in the third quarter.

### **Federal and State Legislative Update:**

Mr. Edwards' has participated in meetings with the South Carolina Airports Taskforce (SCAT). SCAT is working to evaluate some of the options of which the District can avail itself and move forward through aviation legislation akin to what South Carolina's neighboring states are doing. At the Federal level, it is his hope that there will be a larger bill provided that will include additional funding for airports and airlines. He indicated that if smaller legislative bills like the Paycheck Protection Program are moved forward as stand-alone bills, then airports and airlines will more than likely not receive additional funding.

### **Coronavirus (COVID-19) Update:**

The District has experienced more positive COVID cases in team members. The District recently enacted the Critical Workers Infrastructure (CWI) provision, which includes IT, Cerulean, Police, Fire and Executive departments.

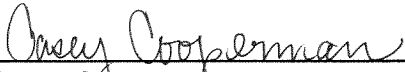
The Commission discussed the options for vaccinations, storage and requests for charter flights to deliver vaccines.

Mrs. Shaw requested information about the COVID procedures at GSP to which Mr. Edwards provided a detail list of requirements for passengers and staff.

## **ADJOURNMENT:**

There being no further business, a motion was made, seconded and unanimous vote received to adjourn meeting. The meeting was adjourned at approximately 10:44 a.m. The next meeting is scheduled for Monday, January 11 at 9:00 a.m.

**SIGNATURE OF PREPARER:**

  
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Casey Cooperman



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### **ITEM DESCRIPTION - New Business Item A**

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

### **BACKGROUND**

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

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

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

### **ISSUES**

The Airport District Rules and Regulations adopted on June 24, 2019, includes Section 9.10 – Animals, which requires animals entering the terminal building, passenger boarding areas, cargo facilities, or the aircraft ramp to be in an airline approved pet carriers except:

- i. animals recognized by the American's with Disabilities Act as Service Animals;
- ii. animals being trained by certified trainers to become Service Animals;
- iii. animals used by law enforcement for the detection of contraband, explosives, or the apprehension of individuals.

In addition, animals not recognized by the ADA but meeting the requirements under the Air Carrier Access Act to travel in the cabin of aircraft as Service Animals must remain in airline approved pet carriers or carried until boarding the aircraft or immediately after deplaning. Large animals that cannot be carried must be on a non-retractable leash and under control of the owner at all times. Owners are responsible for cleaning-up any messes created by their animal.

Staff is requesting to preclude animals on all other property owned by the District located outside of the terminal building, passenger boarding areas, cargo facilities, or the aircraft ramp. Specifically, this will prohibit animals on the District's commercial property unless the animal is categorized by the exceptions listed above or with the written consent of the President/CEO or their designee. This will help address any liability related issues related to animals outside of the already permitted areas.

Please see the attached revised Rules and Regulations Section 9.10 – Animals for review.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

No fiscal impacts.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greenville-Spartanburg Airport Commission resolve to adopt the attached revision to the Greenville-Spartanburg Airport District Rules and Regulations.

## Rules and Regulations

### Section 9 – Conduct of the Public

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- b. into any fuel storage area;
- c. within 50 ft. of a fuel truck;
- d. within the AOA; or
- e. anywhere smoking is prohibited by signage.

#### 9.9 Lost and Found

The Airport Customer Service Counter will serve as the official custodian for any Airport Lost & Found property. All items turned in to customer service will be logged and stored in a secure location.

- a. Items will be held for 30 days before being disposed of
- b. Disposal of items will be in accordance with District Executive Directive # 4

#### 9.10 Animals

- a. Animals entering the terminal [building](#), passenger boarding areas, cargo facilities, or [the](#) aircraft ramp must be confined to airline approved pet carriers except:
  - i. animals recognized by the American's with Disabilities Act as Service Animals;
  - ii. animals being trained by certified trainers to become Service Animals;
  - iii. animals used by law enforcement for the detection of contraband, explosives, or [the](#) apprehension of individuals.
- b. Animals not recognized by the ADA but meeting the requirements under the Air Carrier Access Act to travel in the cabin of aircraft as Service Animals must remain in airline approved pet carriers or carried until boarding the aircraft or immediately after deplaning. Large animals that cannot be carried must be on a non-retractable leash and under control of the owner at all times. Owners are responsible for cleaning-up all messes created by their animal.
- c. [For all other property at the Airport or owned by the District that is located outside of the terminal building, passenger boarding areas, cargo facilities, or the aircraft ramp, unless categorized by the three exceptions listed above in Paragraph A, no animals are permitted to be at the Airport or located on](#)

## **Rules and Regulations**

### **Section 9 – Conduct of the Public**

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District owned property without prior written consent of the President/CEO, or their designee.

#### **9.11 Baggage Carts**

With the exception of skycaps working for a tenant operator, baggage carts, whether rented or privately owned, are not to be used for hire. All baggage carts used inside the Airport Fixed Based Operator facility or terminal building are required to have pneumatic wheels.

#### **9.12 Model Aircraft**

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

#### **9.13 Hunting and Firearm Discharge**

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

#### **9.14 Gambling**

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

#### **9.15 Emergency Equipment**

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

#### **9.16 Radio Interference**

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

#### **9.17 Unattended Baggage**



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### **ITEM DESCRIPTION - New Business Item B**

Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations – Abandoned & Derelict Vehicles

### **BACKGROUND**

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

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

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

### **ISSUES**

The Airport District Rules and Regulations adopted on June 24, 2019, includes Section 7.7 – Abandoned Vehicles, which states that any vehicle left in any parking lot for more than 90 days may be considered abandoned and may be sold at public auction unless the owner notifies the District or parking authority. However, it does not include derelict vehicles, which according to the South Carolina Code of Laws Section 56-5-5810, are defined as:

"Derelict vehicle" means a vehicle required to be registered in the State of South Carolina, if operated on a public highway in the State:

- (1) whose certificate of registration has expired and the registered owner no longer resides at the address listed on the last certificate of registration on record with the Department of Motor Vehicles; or
- (2) whose motor or other major parts have been removed so as either to render the vehicle inoperable or the operation of which would violate Section 56-5-4410; or
- (3) whose manufacturer's serial plates, motor vehicle identification numbers, license number plates, and any other means of identification have been removed so as to nullify efforts to locate or identify the registered owner; or
- (4) whose registered owner of record disclaims ownership or releases his rights thereto; or
- (5) which is more than eight years old and does not bear a current registration.

From time to time, District tenants leave older company vehicles on District property and since such vehicles are not considered abandoned, Staff cannot address the issue nor remove the vehicles from District property. However, the inclusion of derelict vehicle language in the Rules and Regulations will permit Staff to address these vehicles parked on any property owned by the District and remove the vehicles at the owner's expense, if necessary.

Please see the attached revised Rules and Regulations Section 7.7 – Abandoned Vehicles for review.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

No fiscal impacts.





## **RECOMMENDED ACTION**

It is respectfully requested that the Greenville-Spartanburg Airport Commission resolve to adopt the attached revision to the Greenville-Spartanburg Airport District Rules and Regulations.

## Rules and Regulations

### Section 7 – Motor Vehicle & Traffic Rules

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#### 7.5 Authority to Hold Vehicles

The President/CEO, or their designee has the authority to hold vehicles parked in vehicular parking areas operated by or for the District for non-payment of parking fees.

#### 7.6 Authority to Remove Vehicles

The President/CEO, or their designee may remove or cause to be removed any vehicle which is disabled, abandoned, parked in violation of state law, federal law, federal regulation, or which presents a hindrance to the operation of the Airport or any tenant of the Airport at the owner's expense and without liability for any damage that may result. Vehicles left unattended in a passenger loading/unloading zone will be ticketed and/or towed in accordance with federal regulations.

#### 7.7 Abandoned & Derelict Vehicles

a. — Vehicles left in any parking area or lot for more than 90 days may be considered abandoned and may be sold at public auction unless the owner notifies the District or parking authority.

b. Any vehicles considered a "Derelict Vehicle" in accordance with South Carolina Code of Laws Section 56-5-5810, shall not be located on property within the District. Any vehicle found in violation may be removed at the owner's expense including but not limited to all applicable towing and storage fees and without liability to the District.

#### 7.8 Emergency Vehicles

Operators of emergency vehicles have the same authority and must comply with South Carolina Code of Laws Section 56-5-760.

#### 7.9 Yielding to Emergency Vehicles

Vehicles and pedestrians must yield to emergency vehicles when displaying red and white, blue, red and blue, or amber flashing lights and giving an audible signal/siren. This applies to the public areas as well as the movement and non-movement areas.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### **ITEM DESCRIPTION - New Business Item C**

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

### **BACKGROUND**

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

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

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

### **ISSUES**

The District has over 2,500 acres of leasable property, which includes developed and undeveloped land. In an effort to maintain a high level of aesthetics throughout all District owned property, Staff works continuously with tenants to assure that the leased spaces are kept in an acceptable condition to the District. More specifically, Staff works with each tenant to prevent any items for being stored outside the leasehold or on the exterior of buildings located within the leasehold. Due to the variety of property types



and uses, the current lease agreements contain similar but slightly different language provisions. However, all lease agreements required tenants to adhere to the District's Rules and Regulations.

Therefore, Staff has reviewed the Rules and Regulations and made recommended revisions to prohibit items from being stored on the exterior of buildings located within a leasehold without written permission from the District. The adoption of the revised Rules and Regulations document is necessary for Staff to be able to properly maintain a high level of aesthetics as well as fairly and uniformly continue to address the issue across all property owned by the District.

Please see the attached revised Rules and Regulations Section 3.2 – Airport Owned Facilities for review.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

No fiscal impacts.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greenville-Spartanburg Airport Commission resolve to adopt the attached revision to the Greenville-Spartanburg Airport District Rules and Regulations.

## Rules and Regulations

### Section 3 – Commercial Activity

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#### Section 3 – Commercial Activity

##### 3.1 Conduct of Business

- a. No person or company shall carry on any commercial activity at or from the Airport without a written agreement or the written consent of the President/CEO, or their designee. This shall include:
  - (1) any flight on which passengers or cargo is carried for hire
  - (2) any distribution or provision of food and beverages, retail merchandise, and other services whether provided free or for sale to the end user.
  - (3) any rental car and other ground transportation services.
  - (4) all other revenue-producing activity.
- b. An Airline may provide its passengers with on-board drinks and snacks in the terminal gate areas only during flights that are delayed more than thirty (30) minutes from their scheduled departure time. In such cases of a delayed flight, if an Airline wishes to provide drinks and snacks other than those it serves on-board the aircraft; all such drinks and snacks must be purchased by the Airline through a Concessionaire. Airlines are not permitted to provide alcoholic beverages of any kind in the terminal gate areas. Airlines are prohibited from providing such drinks and snacks in any other area of the Airport.

##### 3.2 Airport Owned Facilities & Facilities Located on Airport Leased Land

- a. No person shall alter, make additions to, erect, excavate, construct or deconstruct any building, sign or other property within the District without the written consent of the President/CEO, or their designee.
- b. No person shall store any items on the exterior of any facilities or in outdoor areas of any leasehold located on property within the District, regardless if the items are a direct function of the business, without prior written consent of the President/CEO, or their designee.

##### 3.3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, campaign materials, or other printed or written materials at the Airport without permission of the President/CEO, or their designee.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### **ITEM DESCRIPTION - New Business Item D**

Approval of a Budget Amendment for Food and Beverage Concession Management and Operating Services (Metz Culinary Management)

### **BACKGROUND**

The Greenville-Spartanburg Airport District (District) executed an agreement for Food and Beverage Concession Management and Operating Services with Metz Culinary Management (Metz) to operate five concepts at the Greenville-Spartanburg International Airport (GSP) on November 18, 2020. Since then, Metz prepared and submitted an operating budget for the remainder of FY 2020-2021.

### **ISSUES**

The Asset Purchase, Settlement and Mutually Agreed Termination of the Concessions Agreement with OHM Concessions Group occurred on July 23, 2020. At that time, the District's budget for FY 2020-2021 was already approved by the Airport Commission. Therefore, the approved budget does not account for the changes in the food and beverage concessions program from a traditional concession agreement to a management agreement.

Through the Food and Beverage Concession Management and Operating Services Agreement, the District reimburses Metz for all direct expenses related to the operation of all five concepts. In addition, Metz receives a Management Fee of three (3) percent of Gross Revenue and an Incentive Fee of twenty (20) percent of Net Income.

Staff provided Metz with the following assumptions to develop the attached operating budget:

- Chick-fil-A operates November 19, 2020 – June 30, 2021.
- Wolfgang Puck operates with a limited menu from January 15, 2021 – June 30, 2021.
- Qdoba operates April 1, 2021 – June 30, 2021.
- Thomas Creek & R.J. Rockers remain closed through June 30, 2021.
- Full \$100,000 in startup expenses is used.
- Full \$25,000 management fee credit is applied.
- No amortization/depreciation of capital during this period.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

Based on the forecasted enplanement numbers for the remainder FY 2020-2021 and assumptions provided, the budget predicts a gross revenue of \$1,377,840, expenses totaling \$1,413,311, for a net operating loss of \$35,471 for the period of November 19, 2020 through June 30, 2021.

However, the net operating loss includes some one-time expenses that won't reoccur in future fiscal year budgets. In addition, Metz's management salaries are top heavy with only Chick-fil-A currently operating. Once The Kitchen by Wolfgang Puck and Qdoba open and those concepts become revenue producing, the management salaries are appropriately covered over the three operating units. Thus, the proforma shows a net profit beginning to occur each month starting in April 2021.

The net operating loss for FY 2020-21 should be adequately covered by other revenue producing activities in the revenue budget that are performing above budget.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to approve a budget amendment for FY 2020-2021 in the amount of \$1,377,840 for the revenue budget and \$1,413,311 for the expense budget.

**Metz Culinary Management**  
**Budget 2020/21 GSA**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
<b><u>Sales</u></b>													
Retail	-	-	-	-	9,960	85,000	114,240	151,680	194,400	248,960	252,800	320,800	1,377,840
Catering	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Sales and Revenue</b>	-	-	-	-	9,960	85,000	114,240	151,680	194,400	248,960.00	252,800	320,800	1,377,840
<b><u>Cost of Goods Sold</u></b>													
Retail	-	-	-	-	4,500	24,533	32,972	43,671	55,981	68,299	69,412	88,157	387,525
Catering	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Program/Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Contract Cost	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total COGS \$</b>	-	-	-	-	4,500	24,533	32,972	43,671	55,981	68,299	69,412	88,157	387,525
<b>Total COGS %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	45.18%	28.86%	28.86%	28.79%	28.80%	27.43%	27.46%	27.48%	28.13%
<b>Gross Profit</b>	-	-	-	-	5,460	60,467	81,268	108,009	138,419	180,661	183,388	232,643	990,315
<b><u>Labor Cost</u></b>													
Management Salaries	-	-	-	-	1,442	10,385	14,654	16,962	21,202	16,962	16,962	21,202	119,771
Hourly Wages	-	-	-	-	3,185	32,290	43,397	55,383	72,241	78,743	78,743	96,919	460,900
Contract Labor	-	-	-	-	-	-	-	-	-	-	-	-	-
Taxes & Benefits	-	-	-	-	817	8,085	11,041	13,655	17,581	17,627	17,627	21,777	108,210
<b>Total Labor Cost \$</b>	-	-	-	-	5,444	50,760	69,093	86,000	111,025	113,331	113,331	139,898	688,882
<b>Total Labor Cost %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	54.66%	59.72%	60.48%	56.70%	57.11%	45.52%	44.83%	43.61%	50.00%
<b><u>Controllable Costs</u></b>													
Telephone/Utilities	-	-	-	-	-	3,649	3,649	3,649	3,649	3,649	3,649	3,649	25,542
Laundry	-	-	-	-	-	489	489	794	1,004	813	822	1,039	5,450
Cleaning & Mtce	-	-	-	-	-	-	169	177	232	194	202	262	1,236
Paper Goods	-	-	-	-	944	2,668	2,668	2,955	3,842	5,702	5,821	7,425	32,024
Menus/Printing	-	-	-	-	-	246	246	246	246	246	246	246	1,721
Office Supplies/Postage	-	-	-	-	-	231	231	231	288	231	231	288	1,731
Uniforms	-	-	-	-	-	1,292	1,292	1,292	1,292	1,292	1,292	1,292	9,042
China/Small Equip/Smallware replace	-	-	-	-	2	1,461	1,461	1,461	1,461	1,461	1,461	1,461	10,227
Repairs & Mtce	-	-	-	-	578	2,308	2,308	2,308	2,308	2,308	2,308	2,308	16,734
Promo/Decorations/Flowers/Advertising	-	-	-	-	-	100	100	100	100	100	100	100	700
Drug Testing/Employee Training	-	-	-	-	-	-	193	193	193	193	193	193	1,158
Marketing/Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Lodging	-	-	-	-	-	-	583	583	583	583	583	583	3,500
Fuel & Auto Mtce	-	-	-	-	-	-	-	-	-	-	-	-	-
Service Contracts	-	-	-	-	662	307	307	307	307	307	307	307	2,811
Misc	-	-	-	-	-	4,282	4,282	4,486	5,862	4,894	5,098	6,627	35,530
<b>Total Controllable Cost \$</b>	-	-	-	-	2,186	17,032	17,978	18,781	21,367	21,971	22,311	25,779	147,405
<b>Total Controllable Cost %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21.95%	20.04%	15.74%	12.38%	10.99%	8.82%	8.83%	8.04%	10.70%
<b><u>Non-Controllable Costs</u></b>													
Rent	-	-	-	-	-	-	2,373	2,373	2,373	2,373	2,373	2,373	14,238
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Taxes, Licenses & Fees	-	-	-	-	-	262	262	262	262	262	262	262	1,832
Vehicle Lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin %	-	-	-	-	299	2,550	3,427	4,550	5,832	7,469	7,584	9,624	41,335
Management/Admin Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Exp (Inc Crucnh Time)	-	-	-	-	-	625	625	625	625	625	625	625	4,375
Donations/Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
CC Fees	-	-	-	-	479	3,400	4,570	6,067	7,776	9,958	10,112	12,832	55,194
Bank Charges/Armored Car	-	-	-	-	-	313	478	478	478	478	478	478	3,181
Insurance - G/L	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Auto	-	-	-	-	-	-	-	-	-	-	-	-	-
Commissions to Client	-	-	-	-	-	-	-	-	-	-	-	-	-
Royalties/Franchise Fees	-	-	-	-	598	5,100	6,350	8,093	10,404	11,690	11,920	15,188	69,343
Interest on Investment	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Contract Cost	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Controllable Cost</b>	-	-	-	-	1,376	12,250	18,085	22,448	27,750	32,855	33,354	41,382	189,499
<b>Total Non-Controllable Cost %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13.82%	14.41%	15.83%	14.80%	14.27%	13.20%	13.19%	12.90%	13.75%
<b>Net Income</b>	-	-	-	-	(3,546)	(19,574)	(23,887)	(19,221)	(21,723)	12,505	14,392	25,584	(35,470)
<b>Net Income %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-36%	-23%	-21%	-13%	-11%	5%	6%	8%	-3%





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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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## **ITEM DESCRIPTION - New Business Item E**

Approval of Property Acquisition – 2.12 Acres Northeast Corner of GSP Drive and SC Route 14 (Burger King)

## **BACKGROUND**

In 2019, RealtyLink, LLC leased 2.12 acres of property located at 909 GSP Drive to Carrols Corporation (Carrols), which operates over 1,030 Burger King locations in 23 states across the country. Carrols completed construction of the restaurant and other leasehold improvements totaling \$1,797,560. RealtyLink recently listed the land and improvements for sale at a purchase price of \$2,152,600. However, prior to construction, Staff negotiated with RealtyLink to have a no cost first-right of refusal to purchase the property if it was ever for sale. This was done in exchange for the time and effort taken by Staff to explore the potential for connecting the restaurant to the District's nearby sewer. That sewer option though never came to fruition but the negotiated first-right of refusal option remained.

## **ISSUES**

The northeast corner of GSP Drive and SC Route 14 include 74.11 acres of property that the District has identified for future acquisition, according to the Airport Master Plan. The property listed by RealtyLink is 2.12 acres of the 74.11 acres. Carrols has 14 years remaining on a 16-year initial term lease agreement which has six (6) five (5) year options for a potential total lease term of 46 years.

The lease is a triple net (NNN) lease and Carrols is responsible for all necessary repairs and replacement except for the last two years of the initial term or during any of the six



(6) option terms. During that time, any HVAC, roof, foundation, structural, and parking lot issues that exceed \$25,000 each, Carrols may terminate the lease agreement with 90 days' written notice, if they do not want to complete the necessary repairs or if the Lessor does not provide financial assistance to complete the necessary repairs. With that said, there would not be any potential maintenance or repair expenses to the District prior to May 31, 2033.

Based on the location of the property, it is prime real estate for a fast food restaurant and already includes a building, parking lot, retaining wall, and utilities. Therefore, it would not be difficult for the District to lease it to a new tenant if Carrols decided to terminate the agreement at the end of the initial term in 2035.

Please see the attached property location maps and pictures for review.

## **ALTERNATIVES**

The Airport Commission could elect to forego this property acquisition at this time.

## **FISCAL IMPACT**

The annual lease revenue is \$102,250 and increases eight (8) percent every five (5) years. The current capitalization (CAP) rate is 4.75%. This CAP rate increases to 5.13% on June 1, 2024 and increases again on June 1, 2029 to 5.54%. This is above the interest rate that the District is presently earning if the cash reserves are not invested in land acquisition opportunities such as this one or on another revenue producing project.

If the District were to purchase the property using funds from the District's cash reserves, the District would recoup the investment in 2038 or four years into the first option term. However, if Carrols does not exercise the option term, the District would be short of its investment in the amount of \$578,114, which is approximately the value of the unimproved land itself without any of the improvements. If Carrols exercises all the term options, the District would realize net revenue of \$4,350,928 minus any facility improvements exceeding \$25,000 in cost in the last two years of the initial term or any of the exercised option terms.

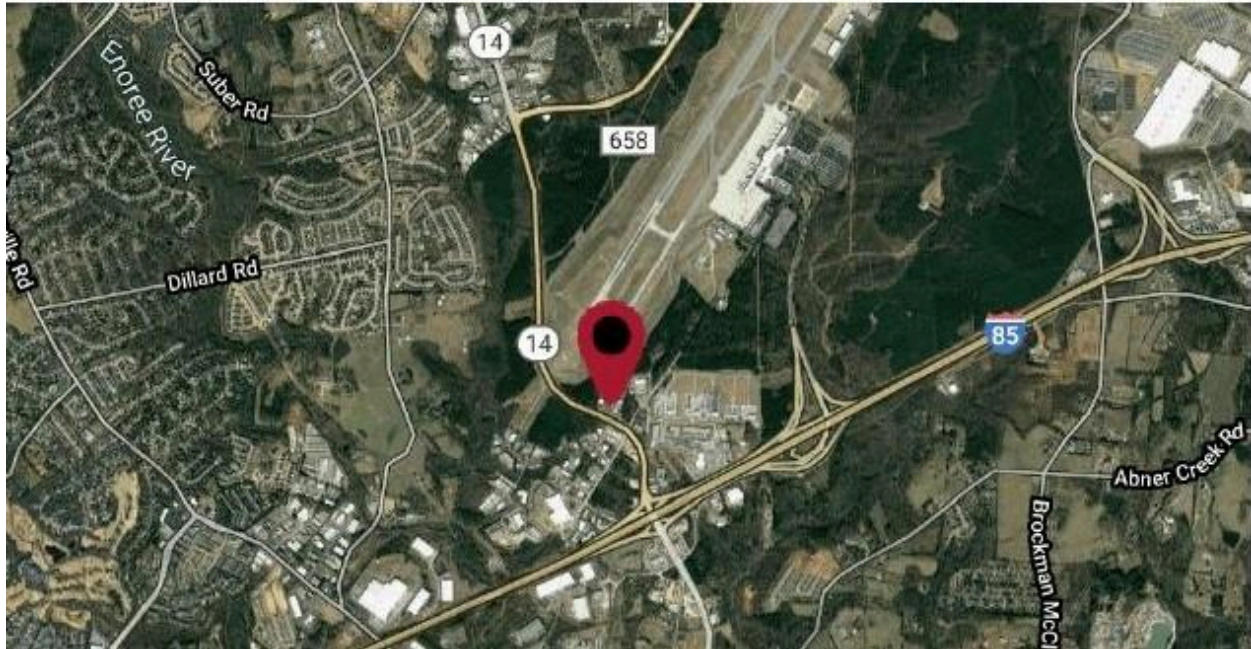
If the District were to purchase the property using fixed financing at 3% and amortized it over a period of 20 years, the District would recoup the purchase price by 2041 or two years into the second option term. However, if Carrols does not exercise any of the option terms, the District will have an unamortized investment of \$1,290,698. Conversely, if Carrols exercises all six of the term options, the District would net \$3,638,344 minus



any facility improvements exceeding \$25,000 in cost in the last two years of the initial term or any of the exercised option terms.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) authorized Staff to negotiate the purchase of the property located at 909 GSP Drive in an amount not to exceed \$2,152,600 and (2) authorize the President/CEO to execute all required documentation for the property purchase.









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## MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item A

November 2020 - Traffic Report

### SUMMARY

While passenger traffic continues to feel the impact of COVID-19, we are experiencing increased activity. November 2020 passenger traffic still remains on the weaker side with a **61.1%** decrease over the same month in 2019. Cargo numbers for November 2020 were up **36.8%** for the same period. Passenger load factors were down **25.8%** for the month at an average of **59.6%**.

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

Month	2020		
	GSP	National Average	Difference
Jan	6.60%	4.80%	1.80%
Feb	8.50%	6.40%	2.10%
Mar	-42.00%	-50.40%	8.40%
April	-95.80%	-95.00%	-0.80%
May	-88.40%	-88.80%	0.40%
June	-78.40%	-78.10%	-0.30%
July	-70.60%	-69.90%	-0.70%
August	-65.90%	-66.70%	0.80%
September	-64.00%	Data not available to date	
October	-66.60%	Data not available to date	
November	-61.10%	Data not available to date	
December			
Average	-56.15%	-54.71%	-1.44%

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

Providing a look forward into the service levels for **February 2021** is a schedule comparison for the month vs the same month last year, including flights and seats by airline and non-stop markets served. GSP flights are down at 31.5%, and seats are down at 42.2%. This forward-looking schedule may not fully reflect the schedule that will be operated in February 2021, as airlines may not have implemented all of their potential schedule changes.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel February 2021 vs. February 2020											
All flights, seats, and ASMs given are per week.											
Travel Period				Feb 2021		Feb 2020		Diff		Percent Diff	
Mkt AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA	GSP	CLT	76	43	3,136	61	4,559	(18)	(1,423)	(29.5%)	(31.2%)
AA	GSP	DCA	396	0	0	19	1,130	(19)	(1,130)	(100.0%)	(100.0%)
AA	GSP	DFW	862	14	1,064	17	2,468	(3)	(1,404)	(17.6%)	(56.9%)
AA	GSP	MIA	638	0	0	12	600	(12)	(600)	(100.0%)	(100.0%)
AA	GSP	ORD	577	4	200	11	550	(7)	(350)	(63.6%)	(63.6%)
AA	GSP	PHL	514	5	325	18	1,065	(13)	(740)	(72.2%)	(69.5%)
DL	GSP	ATL	153	45	3,862	59	8,240	(14)	(4,378)	(23.7%)	(53.1%)
DL	GSP	DTW	508	10	690	20	1,532	(10)	(842)	(50.0%)	(55.0%)
DL	GSP	LGA	610	0	0	18	1,361	(18)	(1,361)	(100.0%)	(100.0%)
F9	GSP	DEN	1,278	0	0	2	372	(2)	(372)	(100.0%)	(100.0%)
F9	GSP	MCO	449	0	0	3	558	(3)	(558)	(100.0%)	(100.0%)
G4	GSP	FLL	620	2	354	2	354	0	0	0.0%	0.0%
G4	GSP	PIE	482	2	354	2	354	0	0	0.0%	0.0%
G4	GSP	SFB	426	2	372	2	372	0	0	0.0%	0.0%
UA	GSP	DEN	1,278	7	490	7	490	0	0	0.0%	0.0%
UA	GSP	EWR	594	20	1,000	20	1,000	0	0	0.0%	0.0%
UA	GSP	IAD	383	28	1,540	19	1,170	9	370	47.4%	31.6%
UA	GSP	IAH	838	14	980	7	490	7	490	100.0%	100.0%
UA	GSP	ORD	577	21	1,050	21	1,232	0	(182)	0.0%	(14.8%)
WN	GSP	ATL	153	7	1,001	19	2,717	(12)	(1,716)	(63.2%)	(63.2%)
WN	GSP	BWI	425	7	1,001	7	1,001	0	0	0.0%	0.0%
WN	GSP	HOU	845	6	858	0	0	6	858		
TOTAL				237	18,277	346	31,615	(109)	(13,338)	(31.5%)	(42.2%)

Attachment

# Monthly Traffic Report

## Greenville-Spartanburg International Airport

November 2020



Category	Nov 2020	Nov 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	44,172	112,516	-60.7%	492,144	1,199,467	-59.0%	605,721	1,299,754	-53.4%
Deplaned	<u>42,904</u>	<u>111,517</u>	-61.5%	<u>487,453</u>	<u>1,190,062</u>	-59.0%	<u>596,583</u>	<u>1,286,077</u>	-53.6%
<b>Total</b>	<b>87,076</b>	<b>224,033</b>	<b>-61.1%</b>	<b>979,597</b>	<b>2,389,529</b>	<b>-59.0%</b>	<b>1,202,304</b>	<b>2,585,831</b>	<b>-53.5%</b>
<b>Cargo Traffic (Pounds)</b>									
<b>Express and Mail</b>									
Enplaned	817,298	881,126	-7.2%	9,713,579	10,654,709	-8.8%	10,613,827	11,570,406	-8.3%
Deplaned	<u>906,698</u>	<u>966,766</u>	-6.2%	<u>9,209,122</u>	<u>10,765,092</u>	-14.5%	<u>10,288,584</u>	<u>11,668,935</u>	-11.8%
<b>Subtotal</b>	<b>1,723,996</b>	<b>1,847,892</b>	<b>-6.7%</b>	<b>18,922,701</b>	<b>21,419,801</b>	<b>-11.7%</b>	<b>20,902,411</b>	<b>23,239,341</b>	<b>-10.1%</b>
<b>Freight</b>									
Enplaned	2,833,524	2,816,056	0.6%	35,439,872	31,746,820	11.6%	37,699,519	35,027,826	7.6%
Deplaned	<u>8,782,229</u>	<u>5,090,778</u>	72.5%	<u>61,985,052</u>	<u>52,713,521</u>	17.6%	<u>66,482,588</u>	<u>57,321,610</u>	16.0%
<b>Subtotal</b>	<b>11,615,753</b>	<b>7,906,834</b>	<b>46.9%</b>	<b>97,424,924</b>	<b>84,460,341</b>	<b>15.3%</b>	<b>104,182,107</b>	<b>92,349,436</b>	<b>12.8%</b>
<b>Total</b>	<b>13,339,749</b>	<b>9,754,726</b>	<b>36.8%</b>	<b>116,347,625</b>	<b>105,880,142</b>	<b>9.9%</b>	<b>125,084,518</b>	<b>115,588,777</b>	<b>8.2%</b>

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



Category	Nov 2020	Nov 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
<b>Aircraft Operations</b>									
Airlines	1,695	2,458	-31.0%	18,207	26,101	-30.2%	20,780	28,300	-26.6%
Commuter/Air Taxi	<u>352</u>	<u>986</u>	-64.3%	<u>5,819</u>	<u>11,479</u>	-49.3%	<u>6,849</u>	<u>12,472</u>	-45.1%
<b>Subtotal</b>	<b>2,047</b>	<b>3,444</b>	<b>-40.6%</b>	<b>24,026</b>	<b>37,580</b>	<b>-36.1%</b>	<b>27,629</b>	<b>40,772</b>	<b>-32.2%</b>
General Av.	783	844	-7.2%	8,388	9,473	-11.5%	9,078	10,150	-10.6%
Military	<u>227</u>	<u>223</u>	1.8%	<u>1,918</u>	<u>2,422</u>	-20.8%	<u>2,031</u>	<u>2,668</u>	-23.9%
<b>Subtotal</b>	<b>1,010</b>	<b>1,067</b>	<b>-5.3%</b>	<b>10,306</b>	<b>11,895</b>	<b>-13.4%</b>	<b>11,109</b>	<b>12,818</b>	<b>-13.3%</b>
<b>Total</b>	<b>3,057</b>	<b>4,511</b>	<b>-32.2%</b>	<b>34,332</b>	<b>49,475</b>	<b>-30.6%</b>	<b>38,738</b>	<b>53,590</b>	<b>-27.7%</b>
<b>Fuel Gallons</b>									
<b>General Aviation</b>									
100LL	1,769	2,305	-23.3%	19,086	25,753	-25.9%	21,122	27,588	-23.4%
Jet A	<u>89,022</u>	<u>107,358</u>	-17.1%	<u>977,077</u>	<u>1,278,246</u>	-23.6%	<u>1,071,407</u>	<u>1,374,113</u>	-22.0%
<b>Subtotal</b>	<b>90,791</b>	<b>109,663</b>	<b>-17.2%</b>	<b>996,163</b>	<b>1,303,999</b>	<b>-23.6%</b>	<b>1,092,529</b>	<b>1,401,701</b>	<b>-22.1%</b>
<b>Commercial Aviation</b>									
Jet A	1,079,665	1,509,407	-28.5%	10,806,367	16,894,065	-36.0%	12,305,622	18,464,721	-33.4%
<b>Total</b>	<b>1,170,456</b>	<b>1,619,070</b>	<b>-27.7%</b>	<b>11,802,530</b>	<b>18,198,064</b>	<b>-35.1%</b>	<b>13,398,151</b>	<b>19,866,422</b>	<b>-32.6%</b>

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

# Scheduled Airline Enplanements, Seats, and Load Factors Greenville-Spartanburg International Airport

November 2020



	*MOV12-2020	*MOV12-2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
<b>Allegiant Air</b>						
Enplanements	3,114	4,200	-25.9%	24,771	47,378	-47.7%
Seats	5,184	5,136	0.9%	42,510	61,656	-31.1%
Load Factor	60.1%	81.8%	-26.5%	58.3%	76.8%	-24.2%
<b>American Airlines</b>						
Enplanements	15,603	35,123	-55.6%	187,842	395,992	-52.6%
Seats	21,462	44,346	-51.6%	297,409	513,978	-42.1%
Load Factor	72.7%	79.2%	-8.2%	63.2%	77.0%	-18.0%
<b>Delta Air Lines</b>						
Enplanements	12,285	39,601	-69.0%	148,940	421,181	-64.6%
Seats	22,851	46,809	-51.2%	275,478	503,642	-45.3%
Load Factor	53.8%	84.6%	-36.5%	54.1%	83.6%	-35.3%
<b>Southwest Airlines</b>						
Enplanements	5,804	11,083	-47.6%	49,224	100,022	-50.8%
Seats	13,984	16,001	-12.6%	138,087	142,233	-2.9%
Load Factor	41.5%	69.3%	-40.1%	35.6%	70.3%	-49.3%
<b>United Airlines</b>						

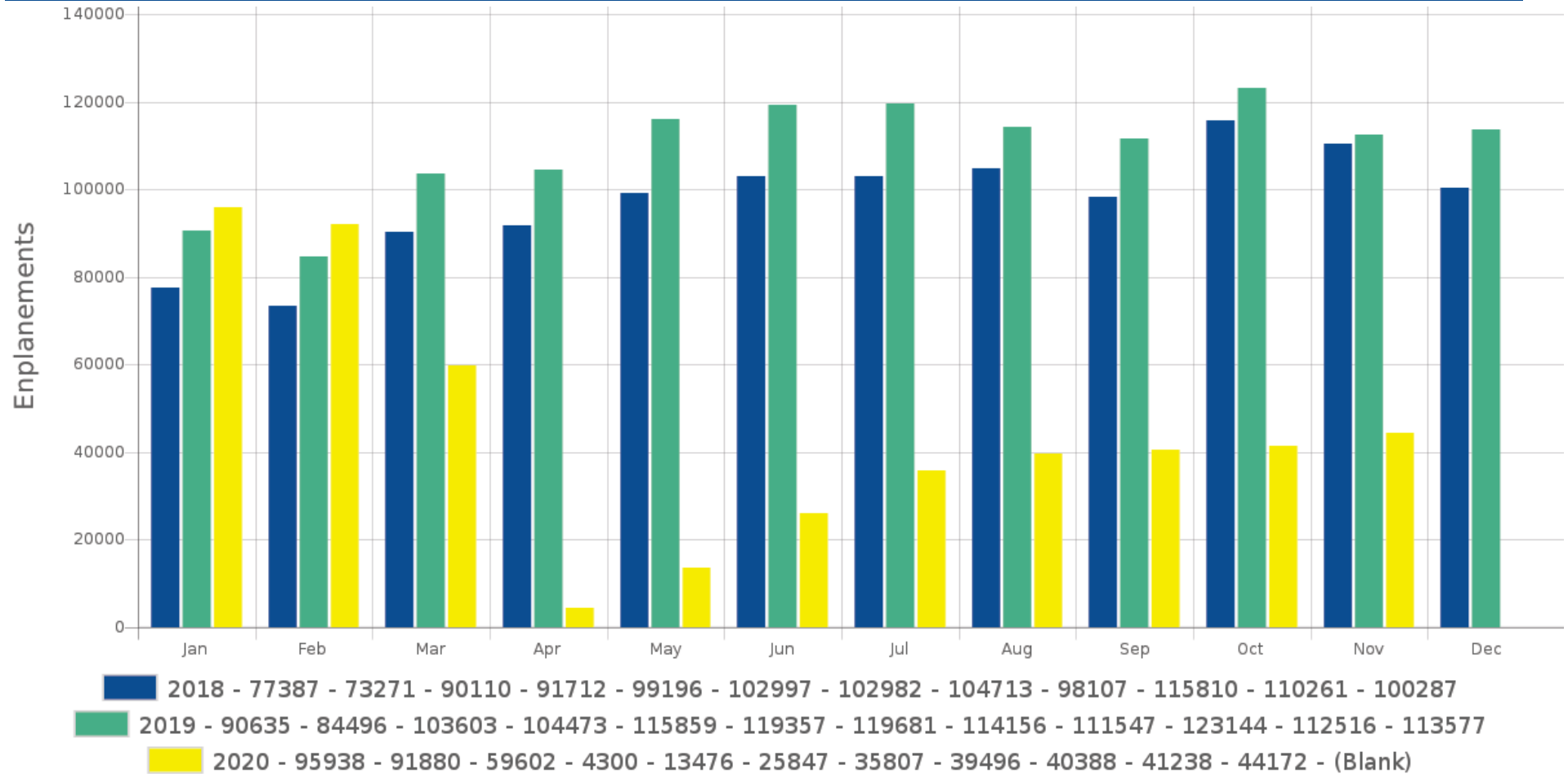
	<b>*MOV12-2020</b>	<b>*MOV12-2019</b>	<b>Percentage Change</b>	<b>*CYTD-2020</b>	<b>*CYTD-2019</b>	<b>Percentage Change</b>
Enplanements	6,828	18,594	-63.3%	71,134	186,491	-61.9%
Seats	9,696	22,858	-57.6%	118,629	225,086	-47.3%
Load Factor	70.4%	81.3%	-13.4%	60.0%	82.9%	-27.6%
<b>Totals</b>						
Enplanements	43,634	108,601	-59.8%	481,911	1,151,064	-58.1%
Seats	73,177	135,150	-45.9%	872,113	1,446,595	-39.7%
Load Factor	59.6%	80.4%	-25.8%	55.3%	79.6%	-30.6%

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

# Monthly Enplanements By Year

## Greenville-Spartanburg International Airport

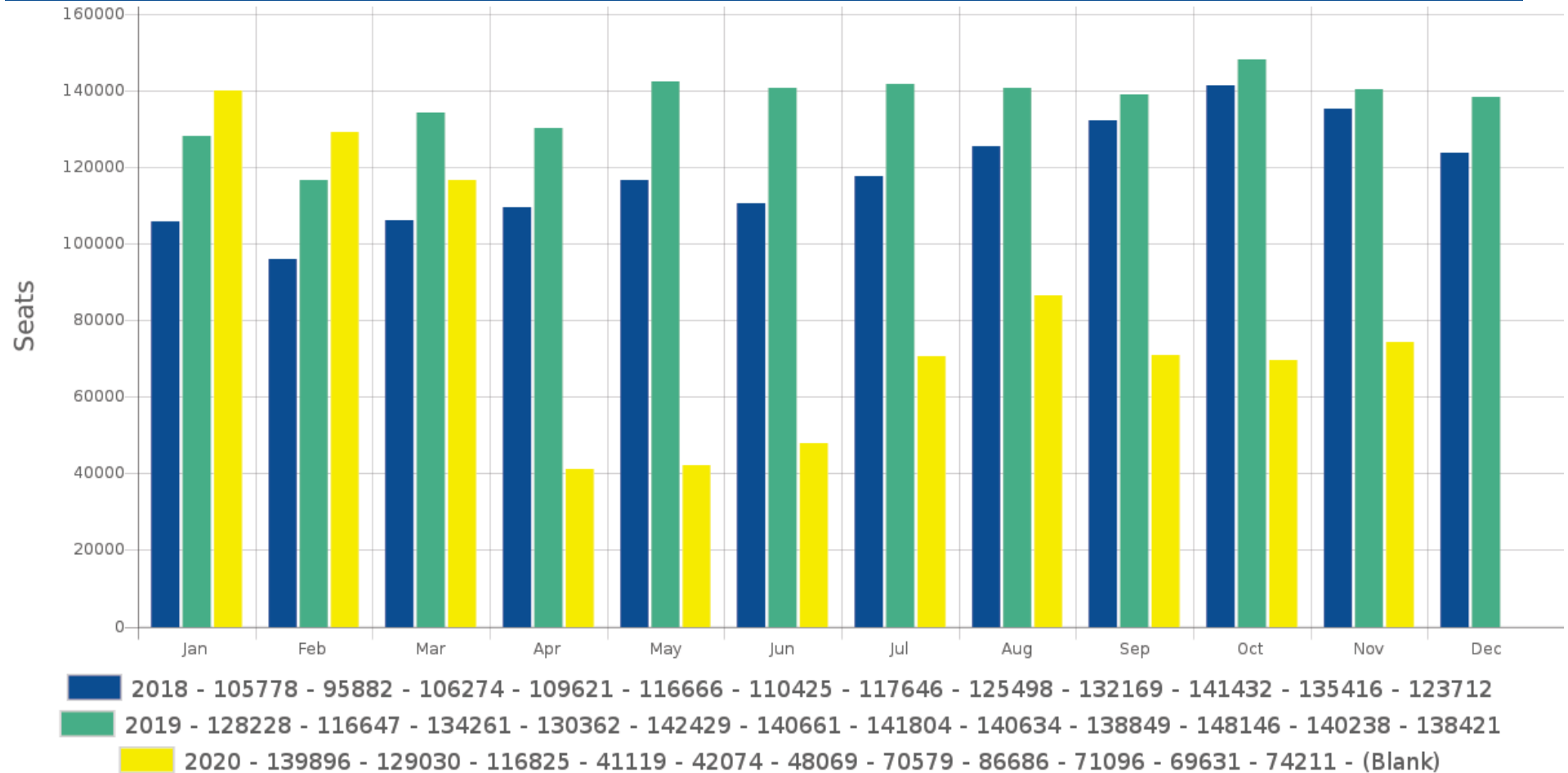
Report Period From January 2018 Through November 2020



# Monthly Seats By Year

## Greenville-Spartanburg International Airport

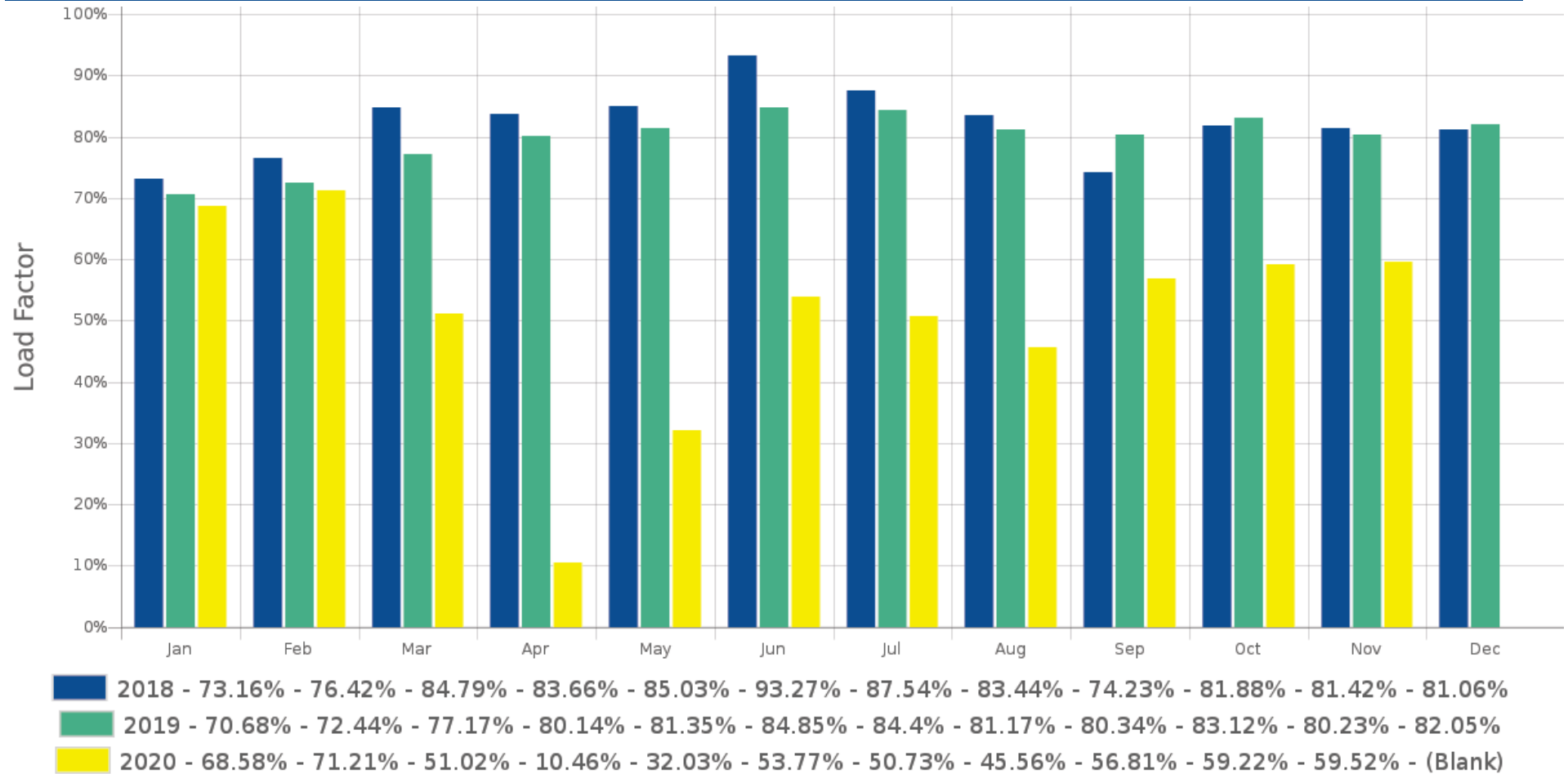
Report Period From January 2018 Through November 2020



# Monthly Load Factors By Year

## Greenville-Spartanburg International Airport

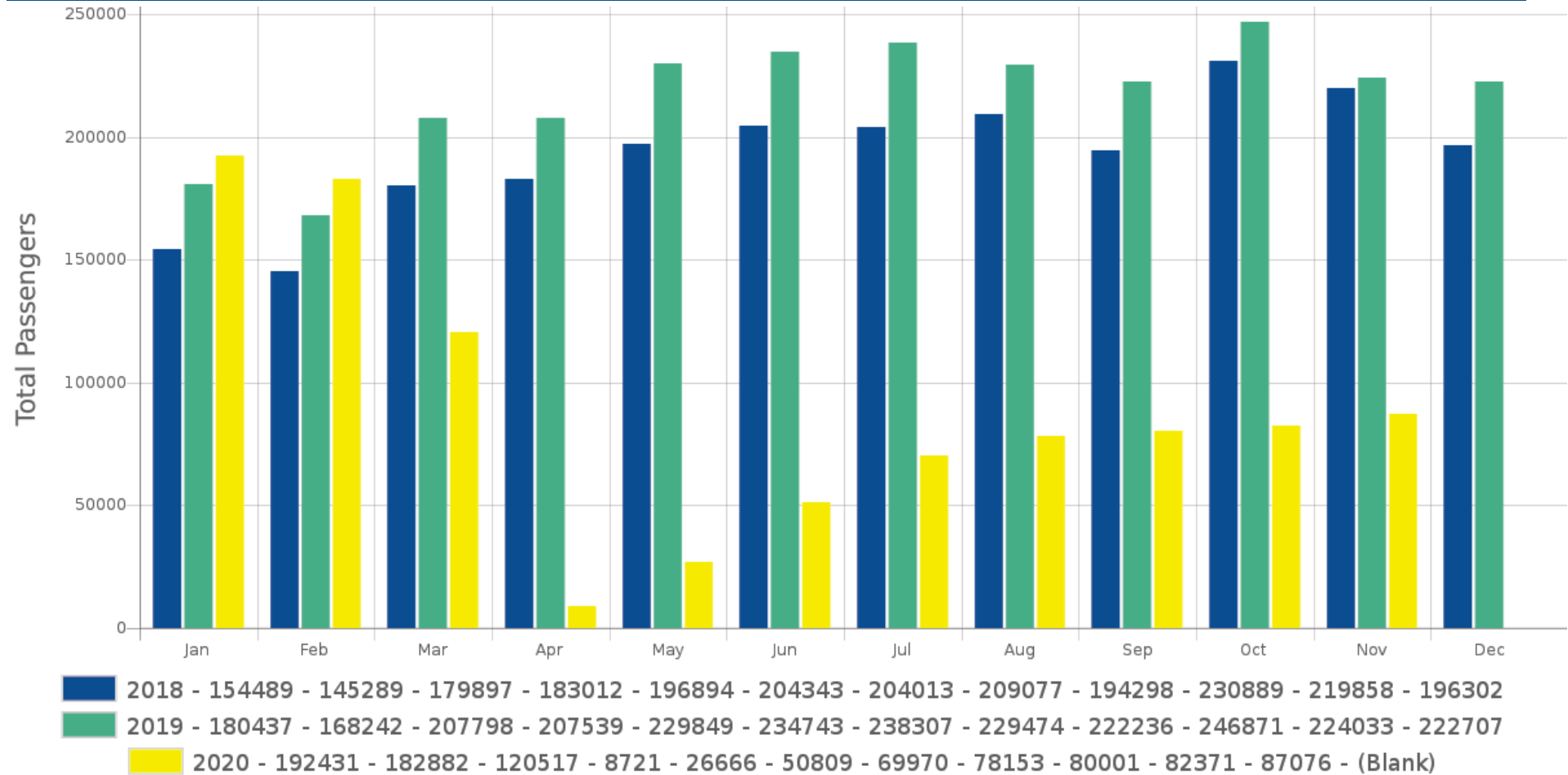
Report Period From January 2018 Through November 2020



# Total Monthly Passengers By Year

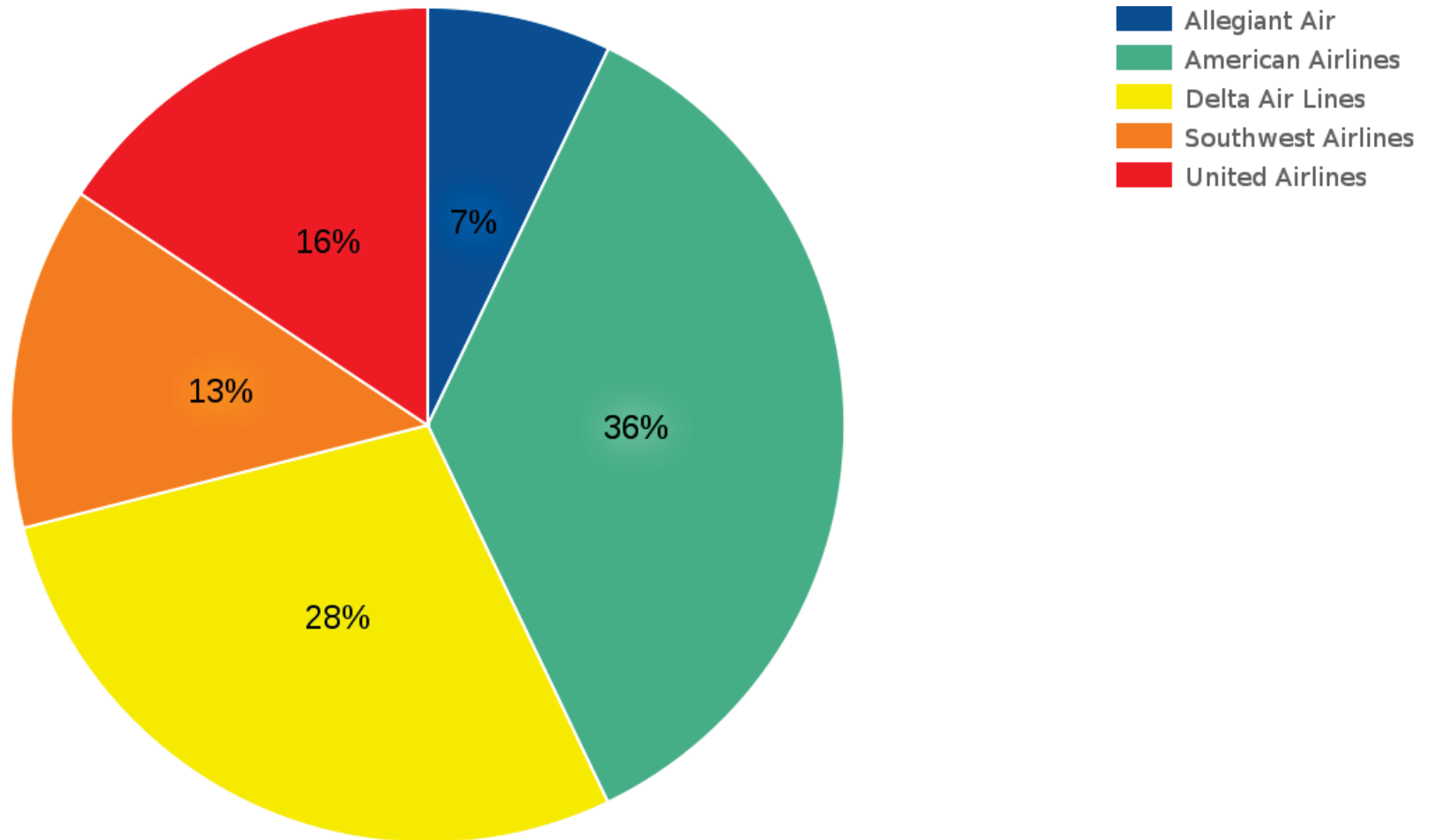
## Greenville-Spartanburg International Airport

Report Period From January 2018 Through November 2020



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

Report Period From November 2020 Through November 2020





# Airline Flight Completions

## Greenville-Spartanburg International Airport

November 2020



Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Aeronaves TSM	2	0	0	0	0	0	100.0%
Air Atlanta Icelandic	23	0	0	0	0	0	100.0%
Air Cargo Carriers	1	0	0	0	0	0	100.0%
Allegiant Air	30	0	0	0	0	0	100.0%
American Airlines	305	0	0	0	0	0	100.0%
Berry Aviation	1	0	0	0	0	0	100.0%
Cargojet Airways	1	0	0	0	0	0	100.0%
Delta Air Lines	220	0	0	0	0	0	100.0%
Delta Air Lines Charter	5	0	0	0	0	0	100.0%
Federal Express	35	0	0	0	0	0	100.0%
Freight Runners Express	1	0	0	0	0	0	100.0%
IFL Group	1	0	0	0	0	0	100.0%
Interjet	2	0	0	0	0	0	50.0%
Mountain Air Car	1	0	0	0	0	0	100.0%
National Air Cargo Airlines	1	0	0	0	0	0	100.0%
PAK West Airlines/Sierra West	1	0	0	0	0	0	100.0%
Priority Air Cargo	2	0	0	0	0	0	100.0%
Royal Air Freight	2	0	0	0	0	0	100.0%
Southwest Airlines	96	0	0	0	0	0	100.0%
Swift Air, LLC	2	0	0	0	0	0	100.0%
TUI Airways	10	0	0	0	0	0	100.0%
United Airlines	136	0	0	0	0	0	100.0%

Airline	Scheduled Flights	<u>Cancellations Due To</u>				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
UPS	30	0	0	0	0	0	100.0%
USA Jet	1	0	0	0	0	0	100.0%
Volga-Dnepr	1	0	0	0	0	0	100.0%
<b>Total</b>	<b>910</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99.9%</b>



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item B

November 2020 – Monthly Financial Report

### SUMMARY

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

Operating Income was up by **2.02%** when compared to the budget for Year-to-Date November 2020. Operating Expenses were down by **7.36%** when compared to the budgeted amount for the period. Net operating income was up by **112.02%** when compared to the budget through November 2020. For the period ending November 2020, which represents five (5) months of the fiscal year, a total of about **\$1.94 million** has been returned to the bottom line in operating income.

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

Furthermore, in September, Staff revised the monthly allocation of the annual approved budget to better align with current industry trends and historical practices, where appropriate. This is a departure from the historical practice of even distribution of the operating revenues and expenses throughout the year. The passenger centric operating revenues were adjusted to reflect the monthly passenger traffic projection, while the non-passenger centric operating revenues were adjusted to coincide with historical practices. And the operating expenses are allocated based on historical spending trends.

Lastly, fund balance remains significantly high this month partly due to the term loan proceed. Staff expects the funds will be drawn down to fund the completion of the surface parking and local share of the ARFF capital projects.

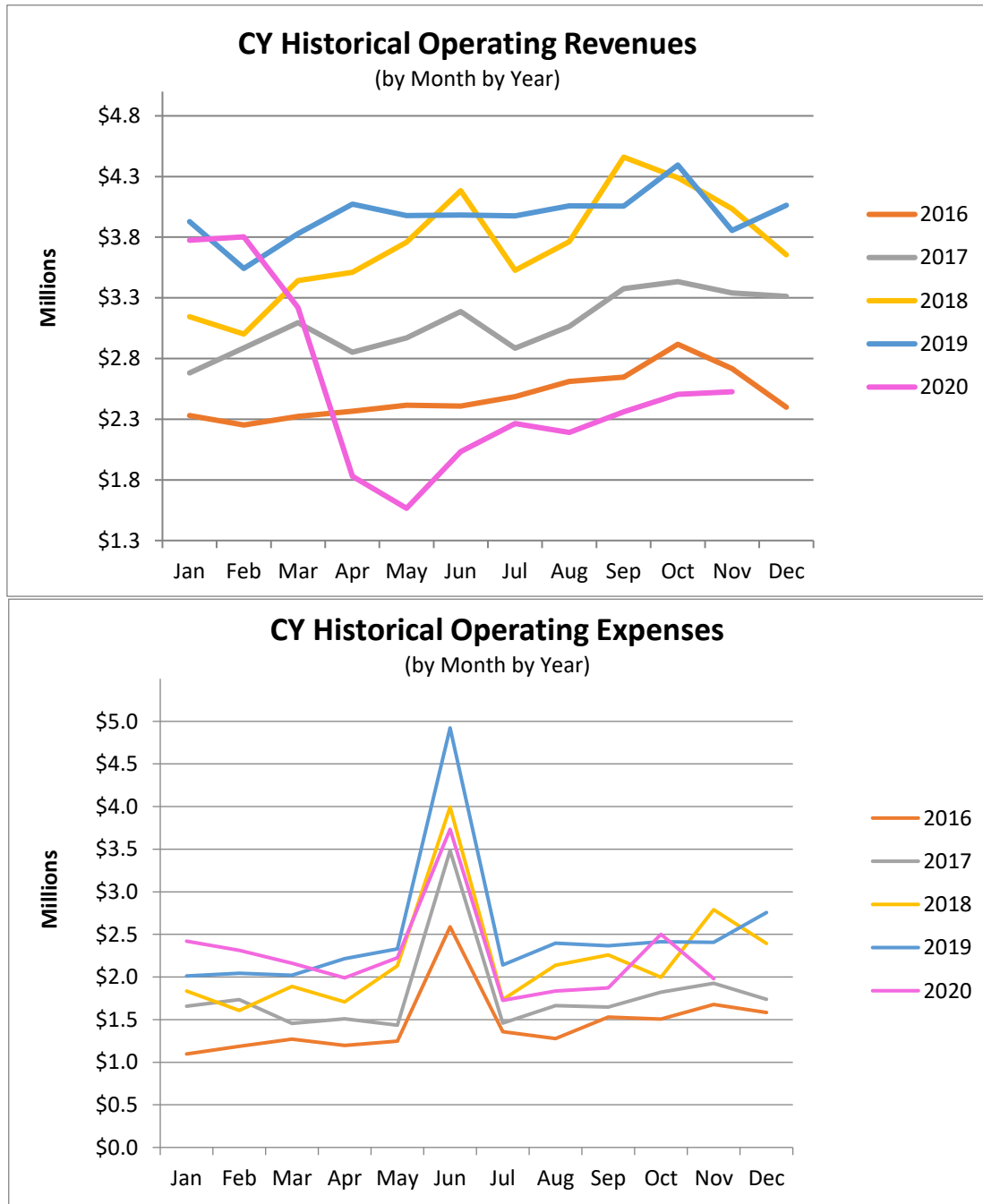
**November 30, 2020 FINANCIAL STATEMENT PACKAGE**

## GREENVILLE SPARTANBURG AIRPORT DISTRICT

**STATEMENT OF NET POSITION**

	<b>Current Month Current FY <u>11/30/2020</u></b>	<b>Current Month Prior FY <u>11/30/2019</u></b>	
<b>Assets</b>			
Cash Accounts	21,754,499.49	22,104,260.87	
Investments-Airport	30,729,420.07	9,983,360.68	
Bond Trustee Assets	647,598.68	618,441.14	
Accounts Receivable	6,419,207.35	1,500,048.38	
Less: Reserve for Doubtful Accts	(149,500.00)		
Net Accounts Receivable	<b>6,269,707.35</b>	<b>1,500,048.38</b>	
Inventory	416,287.48	448,548.97	
Prepaid Insurance	484,064.94	355,691.45	
Notes Receivable-RAC District Funds	725,333.69	1,238,676.65	
Property, Plant & Equipment (PP&E)	473,225,030.83	407,701,965.49	
Less: Accumulated Depreciation	(177,521,211.75)	(152,985,032.91)	
Net PP&E	<b>295,703,819.08</b>	<b>254,716,932.58</b>	
<b>TOTAL ASSETS</b>	<b>356,730,730.78</b>	<b>290,965,960.72</b>	
<b>PLUS: Deferred Outflows of Resources</b>			
Deferred Pension	6,339,480.05	4,794,092.39	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>6,339,480.05</b>	<b>4,794,092.39</b>	
<b>LESS: Liabilities</b>			
Accounts Payable	5,277,771.56	1,935,546.87	(aa)
TD Bank LOC	-	15,687,840.00	
Revenue Bonds Payable	904,600.86	1,675,236.16	
TD Bank LT Debt	34,780,302.24	-	
SCRS Pension Liability	21,435,242.00	15,243,794.00	
Benefit Liability	1,915,797.65	1,334,855.35	
<b>TOTAL LIABILITIES</b>	<b>64,313,714.31</b>	<b>35,877,272.38</b>	
<b>LESS: Deferred Inflows of Resources</b>			
Deferred Revenues	910,225.69	1,253,852.65	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>910,225.69</b>	<b>1,253,852.65</b>	
<b>NET POSITION</b>			
Invested in Capital Assets, net of Related Debt	259,333,183.15	236,170,415.93	
Restricted:			
A/P - Capital Projects - Restricted	607,997.82	563,204.98	
Contract Facility Charge	2,350,122.66	2,126,044.96	
Total Restricted:	<b>2,958,120.48</b>	<b>2,689,249.94</b>	
Unrestricted	35,554,967.20	19,769,262.21	
<b>TOTAL NET POSITION</b>	<b>297,846,270.83</b>	<b>258,628,928.08</b>	

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



GREENVILLE SPARTANBURG AIRPORT DISTRICT  
**PROFIT and LOSS STATEMENT**

<----- FISCAL YEAR TO DATE ----->				
	November 30, 2020 Actual	November 30, 2020 Budget	Actual - Budget	% Change
<b>INCOME</b>				
Landing Area:				
Landing Fees	766,065.17	503,102.44	262,962.73	52.27% (a)
Aircraft Parking Fees	138,947.29	83,517.23	55,430.06	66.37% (b)
Subtotal Landing Area	905,012.46	586,619.67	318,392.79	54.28%
Space & Ground Rentals	4,195,527.79	4,215,951.49	(20,423.70)	-0.48%
Auto Parking	1,951,606.19	2,229,087.94	(277,481.75)	-12.45% (c)
Commercial Ground Transportation	78,377.11	71,539.60	6,837.51	9.56%
Concessions:				
Advertising	116,777.50	88,222.47	28,555.03	32.37%
Food & Beverage	66,225.43	129,671.43	(63,446.00)	-48.93% (d)
Rental Car	854,271.15	746,283.83	107,987.32	14.47% (e)
Retail	159,168.18	126,488.96	32,679.22	25.84%
Other	9,087.79	7,173.37	1,914.42	26.69%
Subtotal Concessions	1,205,530.05	1,097,840.06	107,689.99	9.81%
Expense Reimbursements	750,714.14	807,339.94	(56,625.80)	-7.01% (f)
Other Income	66,471.84	54,594.99	11,876.85	21.75%
Other-Aviation Services	1,268,165.40	934,763.28	333,402.12	35.67% (g)
Gross Profit on Fuel Sales	1,427,508.88	1,616,212.33	(188,703.45)	-11.68% (h)
<b>Total Operating Income</b>	<b>11,848,913.86</b>	<b>11,613,949.30</b>	<b>234,964.56</b>	<b>2.02%</b>
<b>EXPENSES</b>				
Salary & Benefits	6,367,535.97	6,164,008.82	203,527.15	3.30% (i)
Professional Services	306,838.35	209,546.59	97,291.76	46.43% (j)
Promotional Activities	17,131.74	335,336.43	(318,204.69)	-94.89% (k)
Administrative	315,489.48	514,810.08	(199,320.60)	-38.72% (l)
Insurance	329,438.40	330,469.51	(1,031.11)	-0.31%
Contractual Services	1,365,022.75	1,600,648.50	(235,625.75)	-14.72% (m)
Rentals & Leases	118,196.90	105,892.81	12,304.09	11.62%
Repairs & Maintenance	211,119.16	197,036.10	14,083.06	7.15%
Supplies & Equipment	326,362.23	437,977.34	(111,615.11)	-25.48% (n)
Utilities	555,851.68	805,152.73	(249,301.05)	-30.96% (o)
<b>Total Operating Expenses</b>	<b>9,912,986.66</b>	<b>10,700,878.91</b>	<b>(787,892.25)</b>	<b>-7.36%</b>
<b>NET OPERATING INCOME</b>	<b>1,935,927.20</b>	<b>913,070.39</b>	<b>1,022,856.81</b>	<b>112.02%</b>

November 30, 2020

**STATEMENT OF NET POSITION - CURRENT YTD ACTUAL FOOTNOTES - SUMMARY**

(aa)	<b>Accounts Payable</b>	<b>5,277,771.56</b>	Consists of the following:
			2,650,000 Retainage accrual, to carry until the end of each contract
			436,984 Trade A/P, varies monthly
			1,268,000 Year End Payroll, Vacation & Sick Benefits accrual, to carry until end of fiscal year
			495,422 Security Deposits
			300,000 RAC true-ups, to pay out after receipt of RAC audits
			127,366 Other
			<u>5,277,772</u>

**PROFIT & LOSS STATEMENT -YTD ACTUAL VS YTD BUDGET FOOTNOTES - SUMMARY**

(a)	<b>Landing Fees</b>	OVER BUDGET	<b>\$262,962.73</b>	- Passenger traffic are trending slightly higher than anticipated hence - American Airlines 46K over budget - Delta Airlines 72K over budget - Allegiant Airlines 18K over budget - Southwest Airlines 39K over budget - FedEx 11K over budget - UPS 18K over budget - Senator 45K over budget, budgeted 4 flights but averaging 6 flights per week
(b)	<b>Aircraft Parking Fees</b>	OVER BUDGET	<b>\$55,430.06</b>	- Cargo parking 27K over budget - FBO parking 13K over budget - Commercial Aviation parking 15K over budget
(c)	<b>Auto Parking</b>	UNDER BUDGET	<b>\$277,481.75</b>	- Most passenger travel is leisure compared to traditional business travel, parking revenue is 304K under budget - Employee Parking 26K over budget
(d)	<b>Food &amp; Beverage</b>	UNDER BUDGET	<b>\$63,446.00</b>	- Hudson Coffee & Snacks over budget 47K - Terminal Food & Beverage under budget 111K, temporary closed
(e)	<b>Rental Car</b>	OVER BUDGET	<b>\$107,987.32</b>	- Passenger traffic are trending slightly higher than anticipated hence

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Diff</u>
AVIS	116,960	139,088	(22,128)
Budget	108,849	84,998	23,851
E/A	201,638	142,952	58,687
Hertz	151,035	146,815	4,220
National	275,789	231,813	43,975
GA		618	(618)
<b>TOTAL</b>	<b>854,271</b>	<b>746,284</b>	<b>107,987</b>



**November 30, 2020**

(f)	<b>Expense Reimbursements</b>	UNDER BUDGET	<b>\$56,625.80</b>	- Expense Reimbursements 56K under budget
(g)	<b>Other-Aviation Services</b>	OVER BUDGET	<b>\$333,402.12</b>	- Warehouse fess 264K over budget - A/C Ground Handling-Pax 10K under budget - Ground A/C Handling Cargo 66K over budget
(h)	<b>Gross Profit on Fuel Sales</b>	UNDER BUDGET	<b>\$188,703.45</b>	- Jet A Into-Plane 151K under budget - Fees Flowage (GA) 16K over budget - DOD Into-Plane Fees 14K over budget - Retail Jet A Sales 231K under budget - Throughput Fees 37K under budget - COGS Jet A-GA 205K over budget
(i)	<b>Salary &amp; Benefits</b>	OVER BUDGET	<b>\$203,527.15</b>	Salaries and Benefits is over budget due to the following - Salary 189K under budget - 401K/457/Roth Match 17K under budget - Insurance-Health 23K under budget - Pension liability accrual 409K (non-cash item)
(j)	<b>Professional Services</b>	OVER BUDGET	<b>\$97,291.76</b>	Professional Services is over budget due to the following - Consulting 32K over budget - Legal 51K over budget - Audit invoices paid ahead of budget time line, 11K
(k)	<b>Promotional Activities</b>	UNDER BUDGET	<b>\$318,204.69</b>	Promotional Activities is under budget due to the following - Advertising expense 164K under budget - General marketing expenses 120K under budget - Sponsorships expenses 30K under budget
(l)	<b>Administrative</b>	UNDER BUDGET	<b>\$199,320.60</b>	Administrative is under budget due to the following - Corporate Function 41K under budget - Credit Card Processing 26K under budget - Uniforms 24K under budget - Travel/Tuition 107K under budget
(m)	<b>Contractual Services</b>	UNDER BUDGET	<b>\$235,625.75</b>	Contractual Services is under budget due to certain annual renewals and to the following - Parking Management agreement expenses 87K under budget - Centralized Receiving & Distribution Facility 248K under budget - Computer-annual contracts 123K over budget - Elevator & Escalator 63K over budget - Nursery & Landscaping 19K under budget - Miscellaneous 26K over budget - Telephone Equip 20K under budget - Reimbursement Service Program 47K under budget

**November 30, 2020**

(n)	<b>Supplies &amp; Equipment</b>	UNDER BUDGET	<b>\$111,615.11</b>	Supplies & Equipment is under budget due to the following - Computer-Software 18K under budget - Fuel-Vehicles 21K under budget - Office Supplies 16K under budget - Snow Removal 17K under budget - Tools & Hardware 14K under budget
(o)	<b>Utilities</b>	UNDER BUDGET	<b>\$249,301.05</b>	Utilities is under budget due to a 45 day lag in billings - Gas 73K under budget - Electric 104K under budget - Water & Sewer 67K under budget

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

GREENVILLE SPARTANBURG AIRPORT DISTRICT  
Other Operating and Maintenance Reserve Funds

	FY \$ Amount Authorized	Estimated Cost	Date	\$ Amount Used YTD	
Emergency Repair/Replacement/Operations Fund	\$ 500,000				
TW L3 Pavement Failure		\$ 10,000			
Stormwater Pipe at Pond #6		\$ 10,000	10/14/2020	\$ 9,500	Barton Utilities
Boom Straight 80Ft 4WD DSL High Cap		\$ -	8/13/2020	\$ 2,028	Herc Rentals
Fire Truck		\$ -	8/13/2020	\$ 10,433	Engine & Accessory
Security System		\$ -	7/30/2020	\$ 9,520	Convergint Technologies
Canopy System		\$ -	9/30/2020	\$ 13,798	Hubner Manufacturing Corp
Asphalt Patching on taxiway		\$ -	9/9/2020	\$ 2,000	TMS Asphalt Specialties, LLC
Ford Escape		\$ -	9/10/2020	\$ 3,559	Nichols Sandblasting & Painting
Signage-Roads		\$ -	10/14/2020	\$ 400	Mayfield Signs-Damage due to storm on 6/21/20
H2O Chilled Water System		\$ 30,000			
		\$ 50,000		\$ 51,237	
Uncommitted Balance	\$ 450,000				
Business Development Obligations/Incentives	\$ 500,000				
		\$ -		\$ -	
Uncommitted Balance	\$ 500,000				
Contingency Fund (Operational & Capital)	\$ 1,000,000				
		\$ -		\$ -	
Uncommitted Balance	\$ 1,000,000				

**Greenville-Spartanburg Airport District**  
**November 30, 2020**

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
<b>US Treasury</b>						
Note	1/28/2019	12/31/2020	2.375%	1,352,470.50	1,350,000.00	1,352,470.50
Bill	8/4/2020	2/25/2021	0.000%	1,999,580.00	2,000,000.00	1,999,580.00
Note	12/23/2019	3/31/2021	2.250%	1,510,785.00	1,500,000.00	1,510,785.00
Bond	8/4/2020	4/5/2021	2.540%	1,016,319.60	1,000,000.00	1,008,320.00
Note	1/7/2020	6/30/2021	1.625%	1,412,684.00	1,400,000.00	1,412,684.00
Note	2/19/2020	7/31/2021	1.750%	1,516,530.00	1,500,000.00	1,516,530.00
Note	11/5/2020	8/31/2021	1.500%	1,618,396.99	1,600,000.00	1,616,752.00
Note	11/5/2020	9/30/2021	2.125%	1,629,179.01	1,600,000.00	1,626,880.00
Note	11/5/2020	10/31/2021	1.500%	1,622,096.00	1,600,000.00	1,620,320.00
Note	11/5/2020	11/30/2021	1.500%	1,623,824.00	1,600,000.00	1,622,000.00
Note	8/4/2020	1/13/2022	2.375%	336,555.44	326,000.00	334,208.68
Note	5/28/2020	1/28/2022	1.550%	1,278,014.35	1,250,000.00	1,270,462.50
Note	10/29/2020	2/28/2022	1.750%	1,021,850.00	1,000,000.00	1,020,390.00
Note	6/4/2020	3/30/2022	1.950%	928,251.73	900,000.00	921,366.00
Note	8/3/2020	4/8/2022	0.375%	1,084,287.35	1,080,000.00	1,082,926.80
Note	10/29/2020	5/31/2022	1.875%	1,849,997.39	1,800,000.00	1,847,250.00
<b>Subtotal-UST</b>				<b>21,800,821.36</b>	<b>21,506,000.00</b>	<b>\$ 21,762,925.48</b>
<b>Money Market Fund Balance (matured UST)</b>						<b>\$ 8,966,494.59</b>
<b>Total Investment Balance</b>						<b>\$ 30,729,420.07</b>

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

Weighted blended  
yield =  
1.6097%

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

11/30/2020

## Procurement / Capital Acquisitions

Project/Item Description	Date	Monthly \$ Amount
<b>Capital Improvements:</b>		
Graham County Land Co / GA Hangar Site Prep Design Phase	11/18/2020	185,787
Advanced Video Group / ARFF Station IT Equipment	11/18/2020	13,368
Graham County Land Co / Runway Safety Area Project	11/18/2020	24,798
McCarthy Improvement Co/Cargo Apron	11/18/2020	108,025
WK Dickson / GA Hangar Site Prep Design Phase	11/25/2020	44,368
WK Dickson / ARFF Station Design	11/25/2020	23,062
Service Express, LLC/Economy Lot C	11/25/2020	10,171
Mavin Construction /ARFF Station Design	11/25/2020	538,859
Rodgers Builders / Employee Lot	11/25/2020	214,487
Rodgers Builders / Economy Lot C	11/25/2020	274,882
Rodgers Builders / Access Road and Round About	11/25/2020	675,642
Rodgers Builders / 3rd Parking Garage	11/25/2020	218,350
Rodgers Builders / Aviation Paryway Rehabilitation-Construction	11/25/2020	192,570
Aviation Risk Consulting/Employee Lot	11/30/2020	12,975
Kimley Horn & Associates / Airfield Improvement Program Ph 1 - Design	11/30/2020	71,833
<b>Equipment and Small Capital Outlays:</b>		
Amadeus/American Airlines ticket counters	11/18/2020	96,105
Global Public Safety, LLC/Two Police Package SUV's A and all equipment	11/25/2020	13,431
Amadeus/American Airlines ticket counters	11/30/2020	46,355
Powerhouse Equip & Engineering/Central Plant - Install bypass on DA Tank	11/30/2020	22,904
<b>Renewals and Replacements:</b>		
Carolina Time Parking-PARCS Replacement Project	11/18/2020	202,936
<b>Professional Service Projects:</b>		
<b>Total Procurements/Capital Additions for the month</b>		<b>\$ 2,990,908</b>



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item C

December 2020 – Development/Project Status Report

### SUMMARY

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

**Status** – Construction Phase

**Project Budget** – \$2,700,000

**Estimated Completion Date** – January 2021

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

#### **2102 GSP Drive Hangar Renovation Project:**

**Status** – Revising Renovation Scope

**Project Budget** – \$1,675,000

**Estimated Completion Date** – TBD

This project includes the renovation of the hangar located at 2102 GSP Drive adjacent to the FBO Terminal. Planned renovation scope includes interior finishes, restroom improvements, exterior paint, door hardware and integration to the GSP campus access control and CCTV systems. The original project budget was reduced by \$2,000,000 at the November 23 Commission meeting. Staff is preparing the project for procurement using the IDIQ contractor pool.

### **Surface Parking Lot Expansion Program:**

**Status** – Construction Phase

**Project Budget** – \$16,700,000

**Estimated Completion Date** – March 2021

The planned Parking Garage C (PGC) and CONRAC Facility Project will impact the former Daily Surface Parking and Employee Parking lots. The PGC and CONRAC Project was ultimately put on hold due to COVID-19 and the related downturn in passenger traffic and related financial impacts. The Surface Parking Program was already underway before COVID-19.

The Surface Parking Expansion Program was approved with a budget of \$16,700,000. The program includes a new 1,500 stall parking lot for public economy parking with a new access road and a roundabout on Aviation Parkway. The program also includes a new approximately 600 stall Employee Parking Lot and TNC Staging Area on GSP Drive. Kimley-Horn is leading the design and engineering work. Rodgers Builders, Inc. is under contract as the Design-Assist contractor for the program.

The new Employee Parking Lot and TNC Staging Area is substantially complete. The new round-a-bout and related landscaping on Aviation Parkway is nearing completion. Work is still ongoing at the new access road and the new Economy Lot. Current work items include access road construction, asphalt paving, landscaping, and the new Economy B entrance/exit.

### **Aviation Parkway Rehabilitation:**

**Status** – Construction Phase

**Project Budget** - \$1,500,000

**Estimated Completion Date** – December 2020

The pavement rehabilitation for Aviation Parkway is a budgeted FY20 capital project. This project was included in the Rodgers Builders, Inc. design assist scope and GMP pricing package due to similarities in scope with the parking lot and other roadway work. Combining these packages allowed the District to secure the most economical pricing with larger quantities of asphalt, etc. The Aviation Parkway rehab is substantially complete. Minor landscaping items and punchlist work are underway.



### **Terminal Area Planning Study:**

**Status** - Planning Phase

**Project Budget** - \$400,000

**Estimated Completion Date** – February 2020

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

### **Fuel Farm Expansion Project:**

**Status** – RFQ/RFP Process

**Project Budget** - \$175,000

**Estimated Completion Date** – RFQ/RFP process to be completed in March 2021

The FY20 capital budget included the design phase for the next phase of the fuel farm expansion. Staff is working with Kimley-Horn to prepare an RFQ/RFP to select a Design-Build contractor for the project. The current schedule includes issuing the RFQ/RFP in January/February 2021 in order to finalize the evaluation and a recommendation to award for the FY22 budget.

### **Runway Safety Area Grade Corrections Project:**

**Status** – Close Out Phase

**Project Budget** - \$300,000

**Estimated Completion Date** – January 2021

This project includes grade corrections inside the runway safety area (RSA) of RW 4/22 near TW G and at either end. WK Dickson led the engineering work for this project. Graham County Land Development is the contractor. Construction is substantially complete, and the contractor is working on project close out items.

### **General Aviation Expansion Site Prep Project:**

**Status** – Construction Phase

**Project Budget** - \$400,000 (Design Phase); \$4,290,000 (Construction Phase)

**Estimated Completion Date** – April 2021



This project includes site prep for General Aviation (GA) Phase 1 to expand the GA area north towards the Center Cargo Ramp area. WK Dickson is leading the engineering work for this project. Graham County Land Development is the contractor. The project budget was increased by \$990,000 at the November 23 Commission meeting to increase the project work area and allow the future taxiway and hangar development area to accommodate larger aircraft. The contractor is currently working on site grading. The design team is revising the project plans to expand the project site north. Work is expected to be completed in April 2021 pending weather.

### **General Aviation Hangar Site 1 Infrastructure Project:**

**Status** – Design Phase

**Project Budget** - \$2,900,000

**Estimated Completion Date** – Fall 2021

The GA Hangar Site 1 Infrastructure Project includes certain infrastructure necessary for the development of a hangar development site. Work includes taxiway, apron, road, utilities and other related site work. WK Dickson is leading the engineering and design effort for this project. Design is scheduled to be completed in January '21. Procurement will follow and construction is expected to wrap up by December '21.

### **Access Control/VMS Upgrade Project:**

**Status** – Design/Procurement Phase

**Project Budget** - \$100,000 (Design Phase)

**Estimated Completion Date** – Spring 2021 (RFQ/RFP Process)

A Request for Qualifications (RFQ) solicitation is underway for the Access Control / Video Management System (VMS) Upgrade Project. Staff is currently working with the Faith Group on the RFQ process. A Request for Proposals (RFP) will follow the pre-qualification process. The current schedule will ensure cost numbers and a recommendation to award are ready for the FY22 budget process.

### **Campus Signage Replacement Program - Phase I:**

**Status** – Procurement Phase

**Project Budget** - \$750,000

**Estimated Completion Date** – Summer 2021

This project includes Phase I of the Campus Signage Replacement Program. Signage in the Terminal Complex area will be replaced with new signage based on the Campus Signage Master Plan. Signage in other areas will be added based on budget. All remaining campus signage will be replaced in a future phase. Staff is currently working on procurement. Phase 1 is scheduled to be completed in the Summer of 2021.

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The following projects have been put on indefinite hold due to COVID-19 and the financial impacts caused by the downturn in passenger traffic.

**Parking Garage C & CONRAC Facility:**

**Status** – On Hold

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

**Estimated Completion Date** – TBD

This project includes the design and construction of a new combined public parking and rental car ready/return garage. The design was led by LS3P. Due to the COVID-19 impacts on the airport and the travel industry, this project is on hold until traffic and revenue return to an acceptable level.

**FBO Expansion Project:**

**Status** – On Hold

**Project Budget** – TBD

**Estimated Completion Date** – TBD

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

**Facilities Department Building Expansion Project:**

**Status** – On Hold

**Project Budget** – TBD

**Estimated Completion Date** – TBD

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



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item D

December 2020 – Communications Status Report

### SUMMARY

#### **News Stories ~ Broadcast, Print and Online 12/01/20 through 12/31/20:**

##### **Vending Kiosks**

Airport Business Magazine: [GSP Expands Shopping Choices With New Vending Kiosks](#)

##### **Economic Development News**

WYFF: [Upstate Manufacturing Updates](#)

##### **Transportation Security Administration**

Yahoo News: [The best stuff TSA confiscated this year, from a baby shark to a dagger hidden in a walking cane.](#)

##### **ARFF Station**

Greenville Journal: [State-of-the-Art Fire Station Opens at GSP](#)

##### **Air Cargo**

SC Biz News: [GSP Ranked 20<sup>th</sup> Busiest Cargo Hub in the Nation](#)

GSA Business Report: [GSP Ranked 20<sup>th</sup> Busiest Cargo Hub](#)

Airport Improvement: [Cargo Activity at GSP Continues to Soar](#)

Post & Courier: [GSP Cargo Surge an Economic Bright Spot](#)

Post & Courier: [Cargo Volume Up at GSP](#)

AAAE: [GSP May Reach Cargo Volume Record](#)



## **Holiday Travel Information**

WYFF: [Christmas Rush Underway at GSP with COVID-19 Precautions](#)

WSPA: [Holiday Travel at GSP](#)

WSPA: [Holiday Travel Safety at GSP International Airport](#)

WHNS: [Holiday Travel Preparations](#)

WYFF: [Holiday Travel at GSP](#)

WYFF: [Travel Rush at GSP](#)

WSPA: [GSP Keeping You Safe](#)

WHNS: [Travel Agents Booking Holiday Travel](#)

Greenville News: [With spikes in COVID-19 cases, fewer in SC traveling for Christmas"](#)

WYFF: [Family Re-United for Christmas](#)

## **Clemson Football**

WSPA: [Clemson Departs for College Football Semifinal](#)

WYFF: [Clemson Departs for New Orleans](#)

WHNS: [Clemson Departs for New Orleans](#)

WHNS: [Clemson Departs GSP](#)

## **Reach of GSP Media Appearing on National Social Networks**

Twitter: 301,500

Facebook: 1,520,000

## **Airport Digital and Social Media 12/01/20-12/31/20:**

### **Website**

Sessions – 46,225

New Users – 32,238

Page/Session – 3.12

Average Session Duration – 1:16

Page Views – 144,313

### **Facebook**

Total followers – 13,428

New followers – 84

Page Views (Total)- 2,505

Post Reach (Total)— 166,459

Post Engagements – 44,406


## Instagram

Total Reach – 4,883  
Total Impressions – 12,810  
Followers – 2,194  
New followers – 13

## Twitter


Impressions – 9,258  
Visits – 434  
Followers – 6,515  
New followers – 5  
Mentions – 25


## Top Performing Social Media Posts



**Greenville-Spartanburg International Airport**  
Published by Tiffany Cherry · 191 · December 11 ·

Cargo activity continues to soar at GSP! GSP is currently ranked as the 20th busiest U.S. airport for cargo weight. Through September 2020, GSP's annual total trade is valued at over \$3 billion.







**Get More Likes, Comments and Shares**  
When you boost this post, you'll show it to more people.


**3,982**  
People Reached


**633**  
Engagements


[Boost Post](#)




104

10 Comments
15 Shares

 Like

 Comment

 Share

**Performance for Your Post**

**3,982** People Reached

**217** Reactions, Comments & Shares

<b>143</b> Like	<b>92</b> On Post	<b>51</b> On Shares
<b>19</b> Love	<b>10</b> On Post	<b>9</b> On Shares
<b>7</b> Wow	<b>4</b> On Post	<b>3</b> On Shares
<b>32</b> Comments	<b>12</b> On Post	<b>20</b> On Shares
<b>17</b> Shares	<b>15</b> On Post	<b>2</b> On Shares

**416** Post Clicks

<b>28</b> Photo Views	<b>0</b> Link Clicks	<b>388</b> Other Clicks
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**NEGATIVE FEEDBACK**

<b>2</b> Hide Post	<b>1</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

**Top Tweet** earned 1,583 impressions

Don't get caught at the checkpoint with boring socks! It is **#NationalSockDay** and we are giving away a pair of GSP socks. Show us your fun socks and tag **@GSPAirport** to enter to win.  
[pic.twitter.com/EffrXORoMF](https://pic.twitter.com/EffrXORoMF)



↩ 2   ↻ 1   ❤ 8



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item E

December 2020 – Commercial Business and Marketing Report

### SUMMARY

#### **Southwest Airport – Nonstop HOU Marketing Campaign:**

**Status** – Media buys completed and currently running ads to promote the new route.

**Project Budget** – \$100,000

**Completion Date** – February 28, 2021

In October 2020, Southwest Airlines announced new nonstop service to HOU. This service provides travelers with better connections to cities throughout Texas, the western U.S., as well as the Caribbean and Mexico. This marketing campaign will help educate the traveling public that the new nonstop flight is available on Southwest.

#### **Time to Fly – Reserved Parking Marketing Campaign:**

**Status** – Creating artwork and website portal to allow passengers to sign up for the promotion.

**Project Budget** – \$150,000

**Completion Date** – June 30, 2021

By March 1, 2020, the Airport District plans to introduce a new reserved parking program to the traveling public. This marketing campaign will help educate travelers on the benefits of using reserved parking at GSP, how to sign up, and provide them with an incentive to do so. In addition, this will provide the District with their contact information, so that we can market new airline service and airport amenities, future parking offers, etc. to them.





### **Website Project:**

**Status** – Presently working on new webpage development with the selected website company.

**Project Budget** – \$75,000

**Estimated Completion Date** – April 30, 2021

The Airport District is creating a new website to provide a better browsing experience for visitors. The new website will also incorporate increased functionality, ensure compliance with all ADA and security requirements, as well as incorporate the GSP360 website within it.

### **Podcast Series:**

**Status** – Presently working on podcast content and schedule.

**Project Budget** – \$1,000

**Estimated Completion Date** – January 31, 2021

The Communications Department is launching an ongoing podcast series. The topics will vary but will include travel related information such as new nonstop destinations from GSP, discussions about economic development and the Airport District's land development program, highlighting the role of different Airport District departments, etc. In addition, external guests may be invited to participate too to discuss tourism throughout the region as well as other topics related to GSP and its travelers.

### **Bon Secours Wellness Arena Rebranding:**

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

**Project Budget** – \$15,000

**Estimated Completion Date** – TBD

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

### **Children's Play Area Alcove Project:**

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

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



### **Estimated Completion Date – TBD**

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

### **History Alcove Project:**

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

**Project Budget** – \$150,000

**Estimated Completion Date** – TBD

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

### **Jabbrbox Conference/Workspace Booths:**

**Status** – Installation scheduled for the end of February or early March 2021.

**Project Budget** – All costs are being covered by Jabbrbox.

**Estimated Completion Date** – March 15, 2021

In October 2020, the Airport District came to an agreement with Jabbrbox to install four of their conference/workspace booths between Concourse A and Concourse B. These booths are technology equipped workspaces to provide business travelers with a place to conduct video conference calls, have a quiet environment to work, etc. They are presently located in airports at Boston, Minneapolis, Las Vegas, Los Angeles, San Francisco, Seattle, and Washington DC. Internationally, they have airport locations in London, Hong Kong, Seoul, and Sydney. GSP will be there smallest airport location to date.

### **Food Beverage Concessions:**

**Status** – Currently working on reopening the bar and sit-down seating areas at The Kitchen by Wolfgang Puck with a limited food menu in January 2021. Also, working through Metz on executing a franchise license agreement for the new replacement concept for DC3 Hot Dogs.

**Project Budget** – Currently working with Metz to finalize their operating budget for the remainder of the current fiscal year as well as the next full fiscal year.

**Completion Date** – June 30, 2021

In August 2020, the Airport District issued a food and beverage management and operating services RFP. The Airport Commission approved the rankings of the top four proposers. Staff negotiated and executed an agreement with Metz Culinary Management, who was the first ranked proposer. Metz is currently operating Chick-fil-A and will be reopening The Kitchen by Wolfgang Puck and a soon to be announced fast casual concept to replace DC3 Hot Dogs. They will also operate Thomas Creek Grill and R.J. Rockers Flight Room, as passenger demand recovers in the future following the pandemic.

#### **Hudson – Grand Hall Store Adding CoverGirl and Sunglass Hut Retail Displays:**

**Status** – Currently awaiting responses from Hudson to District plan review comments.

**Project Budget** – All costs are being covered by Hudson.

**Estimated Completion Date** – March 31, 2021

In December 2020, the Airport District received plans from Hudson to update a section of their Grand Hall store with CoverGirl and Sunglass Hut retail displays. In turn, they will reduce their Tech-On-The-Go product offerings to make room for the new items. According to Hudson's sales projections, these two new product lines should increase overall sales and revenue at the store.

#### **SB Acquisitions – Tract A Development Site:**

**Status** – The Airport District received revised plans for review and comment on December 1, 2020. Internal plan review is underway.

**Project Budget** – All development costs are being covered by SB Acquisitions.

**Completion Date** – TBD

On November 25, 2019, the Airport District approved an initial 20-year lease with two five-year option periods for approximately 43 acres of land on Tract A. The lease agreement was fully executed by both parties on January 25, 2020. The site will be for light manufacturing and assembly for after-market vehicles modifications as well as vehicle parking.

#### **AT&T Network Infrastructure Expansion Project – GSP International Logistics Park**

**Status** – Awaiting revised AT&T drawings for review based on Airport District comments sent in December 2020.

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

**Estimated Completion Date** – TBD

AT&T placed network infrastructure along GSP International Logistics Parkway in the GSP International Logistics Park. They are now requesting to expand that infrastructure along Global Commerce Drive to meet new customer orders for service.

### **Charter Network Infrastructure Expansion Project – GSP International Logistics Park**

**Status** – Awaiting Charter as-built drawings from the last project. Those must be received, reviewed, and approved prior to commencing the next phase of the project.

**Project Budget** – All costs are being covered by Charter.

**Estimated Completion Date** – TBD

In late 2019, Charter installed their network infrastructure along GSP International Logistics Parkway and Global Commerce Drive in the GSP International Logistics Park. Based on a customer request for service, this network infrastructure needs to be expanded to another leasehold site located along Global Commerce Drive.

### **FedEx – AT&T Network Fiber Extension Project:**

**Status** – Project completed.

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

**Completion Date** – December 31, 2020

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

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

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

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

**Estimated Completion Date** – TBD

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

### **Delta Air Lines – Gate Information Display System (GIDS) Project:**

**Status** – Delta is presently doing a test of their software integration with the Amadeus software at MIA. If successful, this will be rolled out next at GSP.

**Project Budget** – All costs are being covered by Delta Air Lines.

**Estimated Completion Date** – TBD

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

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

**Status** – Project is moving forward again with software integration testing starting in January 2021.

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

**Estimated Completion Date** – June 30, 2021

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

### **Terminal Building – Public Restroom Cleanliness Texting Service:**

**Status** – Working on signage for installation in all public terminal building restrooms.

**Project Budget** – \$2,500

**Estimated Completion Date** – January 31, 2021



In order to enhance the overall passenger experience, the Airport District setup texting service at the Information Center to provide the traveling public with another way to communicate with us. This new service began in April 2020. Based on the success of the new communication option for passengers, we are now expanding it to the terminal building restrooms. This will allow travelers to let us know in real time if there is anything that needs attention by our janitorial contractor. This will hopefully help us maintain our high Airport Service Quality scores each month and continue to allow us to be selected as the airport of choice for the Upstate region.



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: January 11, 2021

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### ITEM DESCRIPTION – Information Section Item F

December 2020 – OSHA Recordable Injury Report

### SUMMARY

Monthly Activity as December 31, 2020

- 1 OSHA Recordable Injury

2020 Calendar Year-to-Date

- 13 OSHA Recordable Injuries

2 Year Historical Annual OSHA Recordable Submissions:

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