



GSP COMMISSION MEETING

March 8, 2021



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Conference Center
Monday, March 8, 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 January 11, 2021 Regular Meeting Minutes ([document](#))
- B. Appointment of a Member to the Airport Environs Planning Commission ([document](#))

III. PRESENTATIONS:

- A. Transportation Security Administration Update ([document](#))
- B. CNN Airport Network & Network Entertainment Broadcast System RFP Update ([document](#))

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Final Rankings for Cash-to-Card Kiosk Services ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Coronavirus (COVID-19) Update
- D. Air Service Update (Passenger & Cargo)
- E. ACI World ASQ Award

VII. INFORMATION SECTION:

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

- A. January 2021 – Traffic Report ([document](#))
- B. January 2021 – Financial Report ([document](#))
- C. February 2021 – Development/Project Status Report ([document](#))
- D. February 2021 – Communications Status Report ([document](#))
- E. February 2021 – Commercial Business and Marketing Report ([document](#))
- F. February 2021 – OSHA Reportable Injury Report ([document](#))
- G. Potential Items for the Next Regular Scheduled Commission Meeting:
 - Final Terminal Area Planning Study
 - FY 2021-2022 Budget

VIII. COMMISSION MEMBER REPORTS

IX. EXECUTIVE SESSION:

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

X. ADJOURNMENT

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

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

January 11, 2021

The Greenville-Spartanburg Airport Commission met on January 11 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 (via video conference), Hank Ramella (via video conference), Leland Burch, Valerie Miller, Doug Smith, Jay Beeson

MEMBERS NOT PRESENT: None

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

GUESTS PRESENT: None

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 Commissions November 23, 2021 Regular Meeting Minutes.

PRESENTATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of a Revision to the Rules and Regulations - Animals

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the request to revise Section 9.10 of the Rules & Regulations.

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 on the list provided 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.

Discussion ensued between Mr. Smith, Mr. Carr and Mrs. Temple, wherein Mr. Carr agreed to add a parenthetical in the Rules & Regulations that all requirements regarding animals are in compliance with local, state, federal and other applicable laws.

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

B. Revision to the Rules and Regulations – Derelict Vehicles

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the request to revise Section 7.7 of the Rules & Regulations to include language regarding derelict vehicles on District property.

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.

Mr. Carr respectfully requests that the Greenville-Spartanburg Airport Commission resolve to adopt the attached revised Greenville-Spartanburg Airport District Rules and Regulations.

Mr. Howell and Mr. Carr provided answers regarding the differences and similarities between the treatment of abandoned vehicles in parking garages and lots as opposed to commercial property leased by the District.

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

C. Revision to the Rules and Regulations – Outside Storage

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the request to revise Section 3.2 of the Rules and Regulations.

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. 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.

Mr. Carr answered questions regarding the order of communication with tenants and what solutions there are for creating more outdoor storage on District property.

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

D. Budget Amendment for Food & Beverage Concession Management and Operations

Mr. Scott Carr, Vice President Commercial Business & Communications, presented a request for approval of a Budget Amendment for Food and Beverage Concession Management Operating Services under Metz Culinary Management.

The previously approved budget was prior to the Asset Purchase, Settlement and Mutually Agreed Termination of the Concessions Agreement with OHM Concessions Group occurring on July 23, 2020. Since that date the District has executed a new agreement for Food and Beverage Concessions Management and Operating Services with Metz Culinary Management (Metz) to operate five concepts at the Greenville-Spartanburg International Airport (GSP) on November 18, 2020. Metz submitted an operating budget for the remainder of FY 2020-2021.

Staff 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.

There was a motion to approve the Budget Amendment for Food and Beverage Concession Management and Operating Services. The motion was seconded, and unanimous vote was received.

E. Approval of Property Acquisition of the Burger King Property on GSP Drive

Mr. Scott Carr, Vice President Commercial Business & Communications, presented a request for approval of Property Acquisition for the 2.12 Acres at the Northeast Corner of GSP Drive and SC Route 14 (Burger King).

GSP Drive is the secondary entry road for arrival to the airport terminal. 74.11 acres is identified for future acquisition, according to the Master Plan. The Burger King property is 2.12 of that 74.11 acres.

Mr. Carr provided details regarding the current lease terms with Carrols Corporation (Carrols), return on investment outcomes, and potential financing options.

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.

Mr. Carr respectfully requested that the Airport Commission resolve to (1) authorize 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.

Discussion ensued between members of the Commission and Staff regarding the location of the 74.11 acres identified in the Master Plan, whether this purchase would bring an profitable return on investment, the current financial success of the Burger King location, the timing of this purchase considering the economic climate and the options for financing the property acquisition.

Mr. Smith requested that at the next meeting we provide financing options the District has for purchasing this property.

There was a motion to authorize the purchase of the property in an amount not to exceed \$2,152,600 and to authorize the President/CEO to execute all required documentation for the property purchase. The motion was seconded, and unanimous vote received.

President/CEO Report:

Aviation Industry Update:

Traffic across the nation continues to grow slowly. GSP had a relatively good holiday season and as typical January and February will be slow months. Traffic numbers will go up in March and April, however Staff hoped it would be a stronger resurgence, and a return of business traffic, but the slow rollout of the COVID-19 vaccine may further delay a stronger return in traffic.

GSP continues to perform at or better than the national average.

Federal and State Legislative Update:

CARES Act II funding was passed. The District should receive approximately \$4.4M. We should have a grant agreement in hand by January 20.

As with CARES Act I funding, the District will take the money from the CARES Act II funding and put it into the cash reserves. The difference is that it must be drawn down by September 30, 2021.

Discussions continue with state legislature about the South Carolina retirement system. Senator Scott Talley will again sponsor the bill which allows for the sale of alcohol and expanded hours past current state law.

Coronavirus (COVID-19) Update:

Considering Greenville has had the most daily positive cases in the state, the number of associates at the District who have tested positive is still relatively small.

We are continuing to apply strict protocols for the foreseeable future.

COMMISSIONER'S REPORT:

Mrs. Shaw requested an update on the Commissioners' national committees, to which each Commissioners gave feedback. Mr. Ramella reported on the Technology Committee and Mr. Burch on the Commissioners Committee and Small Airports Committee.

EXECUTIVE SESSION:

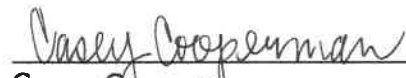
There being no further business, a motion was made, seconded, and carried to go into Executive Session at 10:35 a.m.

At approximately 11:13 a.m., public session resumed with no action being taken in Executive Session.

ADJOURNMENT:

There being no further business, a motion was made, seconded and unanimous vote received to adjourn meeting. The meeting was adjourned at approximately 11:14 a.m.

SIGNATURE OF PREPARER:



Casey Cooperman



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – Consent Agenda Item B

Appointment of a Member to the Airport Environs Planning Commission

BACKGROUND

The Airport Environs Planning Commission is made up of nine Board Members, two from Spartanburg County, two from Greenville County, two from the City of Greer, two appointed from the Airport Commission, and one from the Town of Duncan. Members are appointed for two-year terms.

ISSUES

The Airport Commission is responsible for appointing two Board Members to the Airport Environs Planning Commission. Of these two appointments, one member is required to be from Greenville County and the other member from Spartanburg County.

Historically, one of these two members has been a member of the Airport Commission. At the Airport Commission meeting on June 24, 2019, Mr. Hank Ramella who resides in Spartanburg County was reappointed for a two-year term. However, his term is set to expire on June 30, 2021.

Mr. Ramella has indicated that he is willing to continue to serve for another two-year term on the Airport Environs Planning Commission.

ALTERNATIVES

The Airport Commission could decide to appoint another individual from Spartanburg County to the Airport Environs Planning Commission.



FISCAL IMPACT

None.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to reappoint Mr. Hank Ramella to another two-year term on the Airport Environs Planning Commission.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: March 8, 2021

ITEM DESCRIPTION – PRESENTATION ITEM A

Transportation Security Administration Update

BACKGROUND

The Federal Security Director (David McMahon) for the Transportation Security Administration (TSA) will provide an update on various TSA items. Mr. McMahon is the FSD that oversees the operation at the Greenville-Spartanburg International Airport (GSP).



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – PRESENTATION ITEM B

CNN Airport Network & Network Entertainment Broadcast System RFP Update

BACKGROUND

Since 2018, the Greenville-Spartanburg Airport District (District) has had an agreement with CNN Airport Network to provide the equipment and content for Network Entertainment Broadcast System (NEBS) services at six locations on Concourses A and B at no cost to the District. On January 12, 2021, CNN Airport Network announced the discontinuation of its programming services effective on March 31, 2021.

In an effort to find a replacement provider before March 31, 2021, staff issued a Request for Proposals (RFP) seeking competitive proposals from qualified companies to manage, operate, and maintain a first-class programming format for a NEBS using the equipment previously owned by CNN Airport Network. Unfortunately, no proposals were received by the submittal deadline on February 26, 2021.

However, staff has had discussions with a few providers such as South Carolina Educational Television (SC ETV) as well as Warner Media about providing services. Some companies have indicated that the District's RFP was issued too soon since they aren't really setup to step in to provide programming content in the next couple of months, as CNN Airport Network's announcement was unanticipated. With that said, they are interested in furthering the initial discussions they had with staff prior to the issuance of the RFP.

This is an update to the discussion that took place at the Airport Commission meeting on January 11, 2021. In addition, staff will discuss potential next steps and various options.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – New Business Item A

Approval of Final Ranking for Cash-to-Card Kiosk Services

BACKGROUND

The Greenville-Spartanburg Airport District (District) has received requests from our airline partners to provide turn-key cash-to-card kiosks capable of accepting cash and dispensing an anonymous, instant issue Visa or MasterCard. These kiosks will permit the airlines to go cashless at all the ticket counters.

In addition, in July 2020, the District transitioned to cashless operations in all its parking facilities. Therefore, there is a need to provide these kiosks to assist the traveling public with making cashless payments for airline and parking-related services at the Airport.

On January 14, 2021, Staff issued a Request for Proposals (RFP) seeking competitive proposals from qualified vendors to deploy, manage, and operate cash-to-card kiosks at up to four locations throughout the terminal complex for a term of five years.

Staff worked with three companies that demonstrated an interest in this opportunity. However, only one proposal was subsequently received on February 12, 2021. Below is the company that submitted a proposal:

- Ready Credit Corporation (RCC)

An Evaluation Committee, including Staff from the Commercial Business, IT, Finance, and Procurement Departments, evaluated the proposal based on the following criteria:

- Company Background, Experience, and Financial Information
- Financial Proposal – Concession Fee or Fixed Fee Per Transaction
- Successful Track Record
- ACDBE Participation
- Exceptions to RFP/Sample Agreement

Upon review, the proposal received was deemed responsive and technically acceptable.

ISSUES

In accordance with the Administrative Policy, Staff conducted the RFP solicitation process and is making a recommendation of final rankings to the Commission. Staff needs Commission approval prior to entering into negotiations with the ranked company. The recommended final ranking for Cash-to-Card Kiosk Services is as follows:

1. Ready Credit Corporation

Upon approval of the final ranking, Staff will attempt to negotiate an agreement with the ranked company. In the event an agreement cannot be reached, Staff will formally terminate the negotiations and discuss further alternatives.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

Ready Credit Corporation proposed ten percent of gross receipts as a concession fee. However, since there isn't any present data on what the usage of these kiosks would be at the Airport, it is difficult to forecast potential revenue to the District.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve the final ranking for Cash-to-Card Kiosk Services as presented; (2) authorize Staff to negotiate and finalize an agreement with the ranked company (if an acceptable agreement cannot be reached with the ranked company, negotiations will be formally terminated and Staff will discuss further alternatives); (3) authorize Staff to enter into a five year agreement; and (4) authorize the President/CEO of the Greenville-Spartanburg Airport District to execute all necessary documents.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item A

January 2021 - Traffic Report

SUMMARY

Passenger traffic continues to feel the impact of COVID-19, as we have leveled off about a recovery of about 38% to 40% of our normal traffic levels. January 2021 passenger traffic still remains on the weaker side with a **65%** decrease over the same month in 2020. Cargo numbers for January 2021 were up **37.1%** for the same period. Passenger load factors were down **27.5%** for the month at an average of **49.9%**.

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%	5.01%	1.59%
Feb	8.50%	5.18%	3.32%
Mar	-42.00%	-52.12%	10.12%
April	-95.80%	-96.23%	0.43%
May	-88.40%	-90.68%	2.28%
June	-78.40%	-82.20%	3.80%
July	-70.60%	-75.07%	4.47%
August	-65.90%	-72.72%	6.82%
September	-64.00%	-68.47%	4.47%
October	-66.60%	-65.16%	-1.44%
November	-61.10%	-63.83%	2.73%
December	-61.40%	(Data not available to date)	
Average	-56.59%	-59.66%	3.07%
Note: BTS statistics for total passengers (domestic and international) utilized for national average.			

Attached are copies of the detailed traffic report for January 2021.

Providing a look forward into the service levels for **April 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. Currently in the schedules, GSP flights are down at 56.1%, and seats are down at 49.9%. However, with updates to the schedules that will occur closer to the beginning of April, it is believed that such numbers shall improve.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel April 2021 vs. April 2020												
All flights, seats, and ASMs given are per week.												
Travel Period				Apr 2021		Apr 2020		Diff		Percent Diff		
Mkt AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
3M	GSP	JAX	306	2	94	0	0	2	94			
3M	GSP	MCO	449	2	144	0	0	2	144			
3M	GSP	TPA	478	2	94	0	0	2	94			
AA	GSP	CLT	76	53	3,808	49	3,571	4	237	8.2%	6.6%	
AA	GSP	DCA	396	5	380	6	390	(1)	(10)	(16.7%)	(2.6%)	
AA	GSP	DFW	862	21	1,596	19	1,444	2	152	10.5%	10.5%	
AA	GSP	MIA	638	7	532	13	650	(6)	(118)	(46.2%)	(18.2%)	
AA	GSP	ORD	577	11	654	13	650	(2)	4	(15.4%)	0.6%	
AA	GSP	PHL	514	10	590	12	705	(2)	(115)	(16.7%)	(16.3%)	
DL	GSP	ATL	153	53	4,266	18	1,980	35	2,286	194.4%	115.5%	
DL	GSP	DTW	508	13	988	7	532	6	456	85.7%	85.7%	
G4	GSP	FLL	620	2	354	2	354	0	0	0.0%	0.0%	
G4	GSP	PIE	482	2	372	2	354	0	18	0.0%	5.1%	
G4	GSP	SFB	426	2	354	2	363	0	(9)	0.0%	(2.5%)	
UA	GSP	DEN	1,278	7	490	7	532	0	(42)	0.0%	(7.9%)	
UA	GSP	EWR	594	20	1,000	0	0	20	1,000			
UA	GSP	IAD	383	28	1,540	14	840	14	700	100.0%	83.3%	
UA	GSP	IAH	838	14	980	7	532	7	448	100.0%	84.2%	
UA	GSP	ORD	577	21	1,050	7	350	14	700	200.0%	200.0%	
WN	GSP	ATL	153	20	2,860	13	1,987	7	873	53.8%	43.9%	
WN	GSP	BWI	425	7	1,193	7	1,129	0	64	0.0%	5.7%	
WN	GSP	HOU	845	7	1,193	0	0	7	1,193			
TOTAL				309	24,532	198	16,363	111	8,169	56.1%	49.9%	

Attachment

Monthly Traffic Report

Greenville-Spartanburg International Airport

January 2021



Category	Jan 2021	Jan 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change	*MOV12-2021	*MOV12-2020	Percentage Change
Passenger Traffic									
Enplaned	33,257	95,938	-65.3%	33,257	95,938	-65.3%	473,264	1,318,347	-64.1%
Deplaned	<u>34,133</u>	<u>96,493</u>	-64.6%	<u>34,133</u>	<u>96,493</u>	-64.6%	<u>467,194</u>	<u>1,305,883</u>	-64.2%
Total	67,390	192,431	-65.0%	67,390	192,431	-65.0%	940,458	2,624,230	-64.2%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	909,378	923,599	-1.5%	909,378	923,599	-1.5%	10,546,000	11,555,650	-8.7%
Deplaned	<u>940,387</u>	<u>881,291</u>	6.7%	<u>940,387</u>	<u>881,291</u>	6.7%	<u>10,567,328</u>	<u>11,915,133</u>	-11.3%
Subtotal	1,849,765	1,804,890	2.5%	1,849,765	1,804,890	2.5%	21,113,328	23,470,783	-10.0%
Freight									
Enplaned	3,408,091	2,082,131	63.7%	3,408,091	2,082,131	63.7%	39,574,857	33,684,100	17.5%
Deplaned	<u>5,607,127</u>	<u>4,036,049</u>	38.9%	<u>5,607,127</u>	<u>4,036,049</u>	38.9%	<u>72,764,733</u>	<u>56,504,910</u>	28.8%
Subtotal	9,015,218	6,118,180	47.4%	9,015,218	6,118,180	47.4%	112,339,590	90,189,010	24.6%
Total	10,864,983	7,923,070	37.1%	10,864,983	7,923,070	37.1%	133,452,918	113,659,793	17.4%

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

Category	Jan 2021	Jan 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change	*MOV12-2021	*MOV12-2020	Percentage Change
Aircraft Operations									
Airlines	1,606	2,615	-38.6%	1,606	2,615	-38.6%	19,031	29,121	-34.6%
Commuter/Air Taxi	<u>424</u>	<u>854</u>	-50.4%	<u>424</u>	<u>854</u>	-50.4%	<u>5,772</u>	<u>12,341</u>	-53.2%
Subtotal	2,030	3,469	-41.5%	2,030	3,469	-41.5%	24,803	41,462	-40.2%
General Av.	775	792	-2.1%	775	792	-2.1%	9,189	10,216	-10.1%
Military	<u>200</u>	<u>228</u>	-12.3%	<u>200</u>	<u>228</u>	-12.3%	<u>2,097</u>	<u>2,578</u>	-18.7%
Subtotal	975	1,020	-4.4%	975	1,020	-4.4%	11,286	12,794	-11.8%
Total	3,005	4,489	-33.1%	3,005	4,489	-33.1%	36,089	54,256	-33.5%
Fuel Gallons									
General Aviation									
100LL	2,455	2,099	17.0%	2,455	2,099	17.0%	21,286	27,498	-22.6%
Jet A	<u>82,379</u>	<u>129,734</u>	<u>-36.5%</u>	<u>82,379</u>	<u>129,734</u>	<u>-36.5%</u>	<u>1,006,649</u>	<u>1,407,388</u>	<u>-28.5%</u>
Subtotal	84,834	131,833	-35.7%	84,834	131,833	-35.7%	1,027,935	1,434,886	-28.4%
Commercial Aviation									
Jet A	971,744	1,292,690	-24.8%	971,744	1,292,690	-24.8%	11,591,867	18,240,299	-36.4%
Total	1,056,578	1,424,523	-25.8%	1,056,578	1,424,523	-25.8%	12,619,802	19,675,185	-35.9%

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

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

January 2021



	*MOV12-2021	*MOV12-2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change
Allegiant Air						
Enplanements	1,559	3,717	-58.1%	1,559	3,717	-58.1%
Seats	3,804	5,046	-24.6%	3,804	5,046	-24.6%
Load Factor	41.0%	73.7%	-44.4%	41.0%	73.7%	-44.4%
American Airlines						
Enplanements	12,723	31,495	-59.6%	12,723	31,495	-59.6%
Seats	21,659	46,512	-53.4%	21,659	46,512	-53.4%
Load Factor	58.7%	67.7%	-13.2%	58.7%	67.7%	-13.2%
Delta Air Lines						
Enplanements	10,670	33,583	-68.2%	10,670	33,583	-68.2%
Seats	20,914	45,235	-53.8%	20,914	45,235	-53.8%
Load Factor	51.0%	74.2%	-31.3%	51.0%	74.2%	-31.3%
Southwest Airlines						
Enplanements	3,815	9,103	-58.1%	3,815	9,103	-58.1%
Seats	13,109	17,113	-23.4%	13,109	17,113	-23.4%
Load Factor	29.1%	53.2%	-45.3%	29.1%	53.2%	-45.3%
United Airlines						

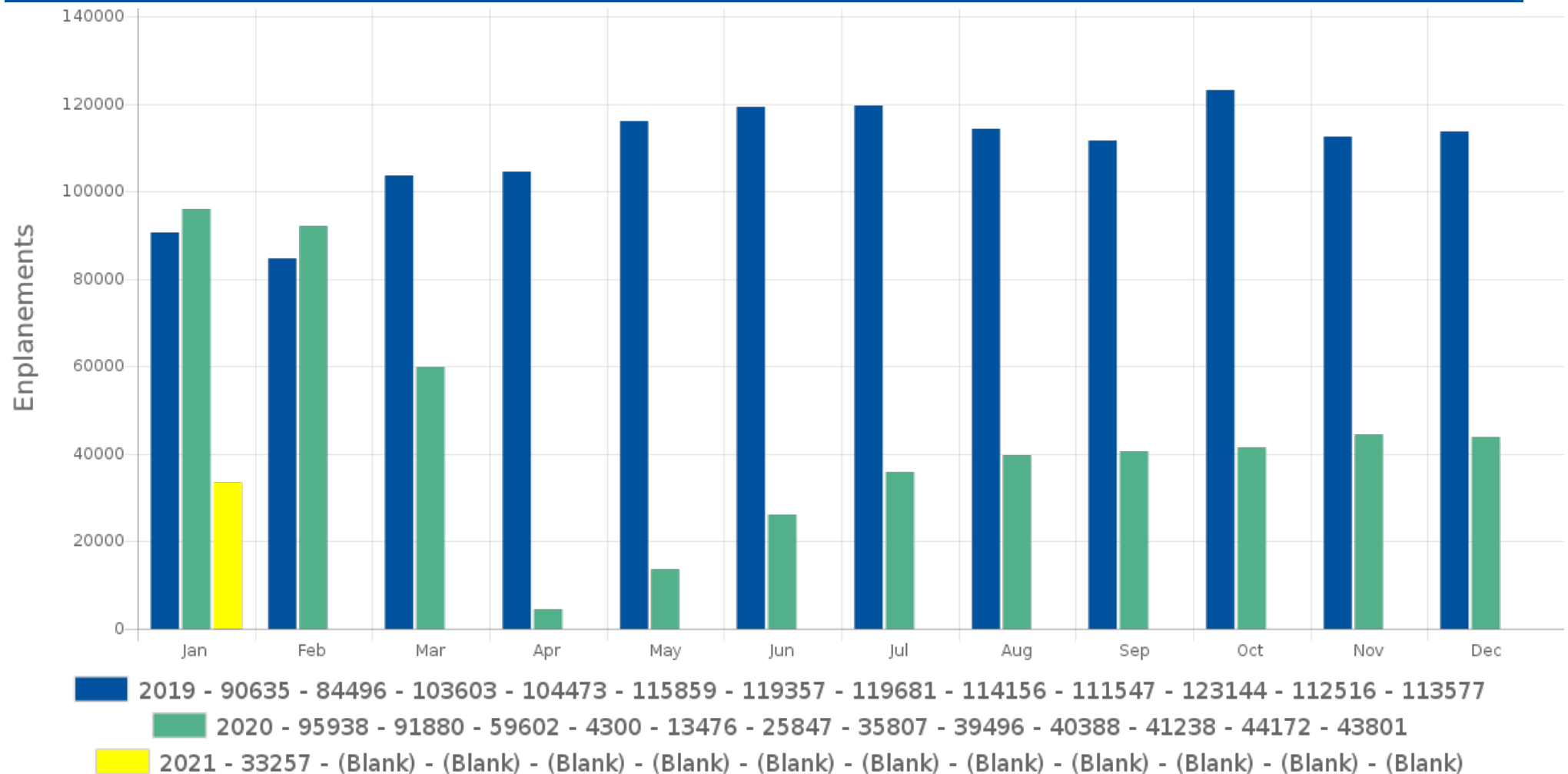
	*MOV12-2021	*MOV12-2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change
Enplanements	4,323	14,336	-69.8%	4,323	14,336	-69.8%
Seats	6,806	19,989	-66.0%	6,806	19,989	-66.0%
Load Factor	63.5%	71.7%	-11.4%	63.5%	71.7%	-11.4%
Totals						
Enplanements	33,090	92,234	-64.1%	33,090	92,234	-64.1%
Seats	66,292	133,895	-50.5%	66,292	133,895	-50.5%
Load Factor	49.9%	68.9%	-27.5%	49.9%	68.9%	-27.5%

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

Monthly Enplanements By Year

Greenville-Spartanburg International Airport

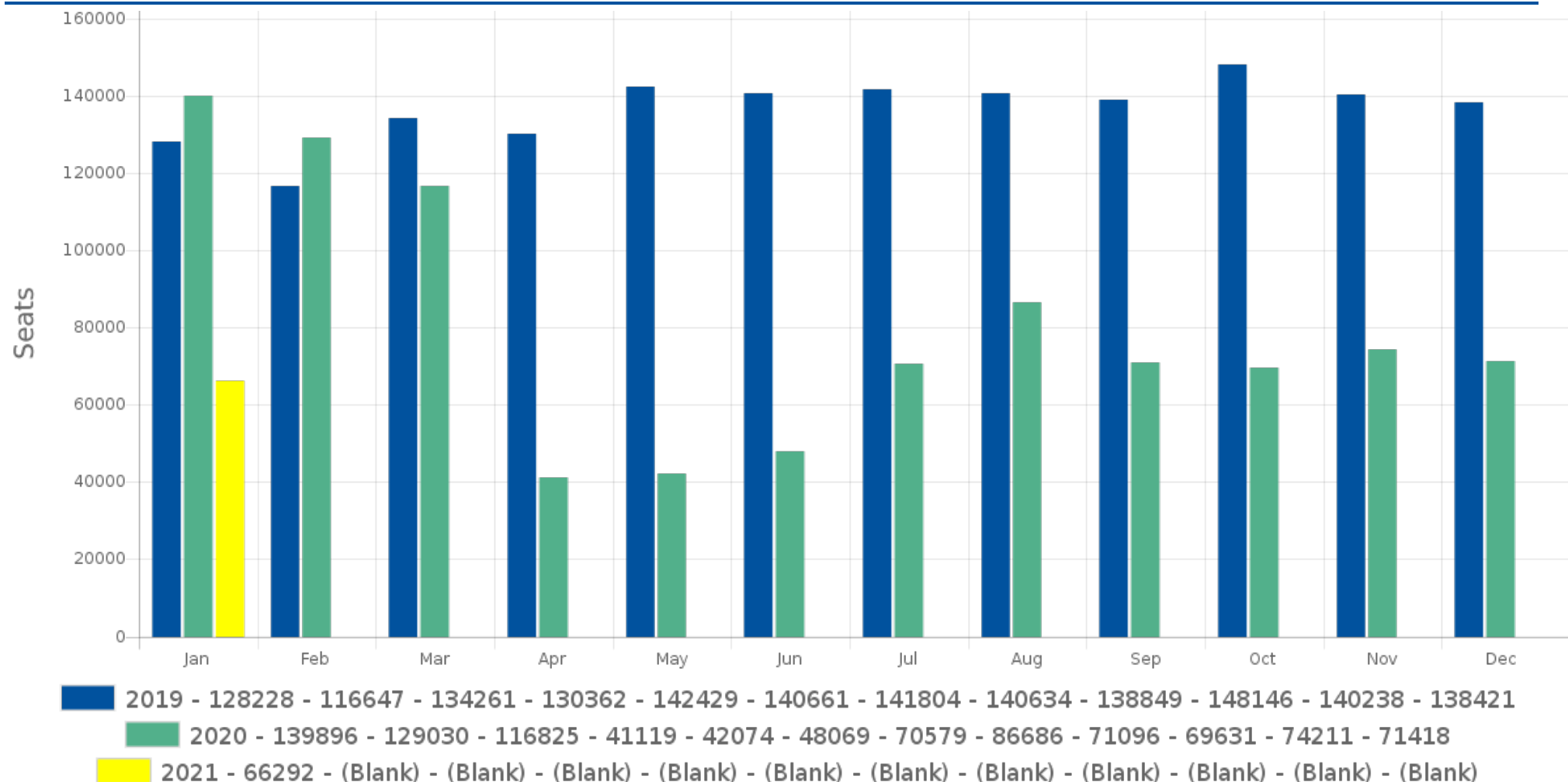
Report Period From January 2019 Through January 2021



Monthly Seats By Year

Greenville-Spartanburg International Airport

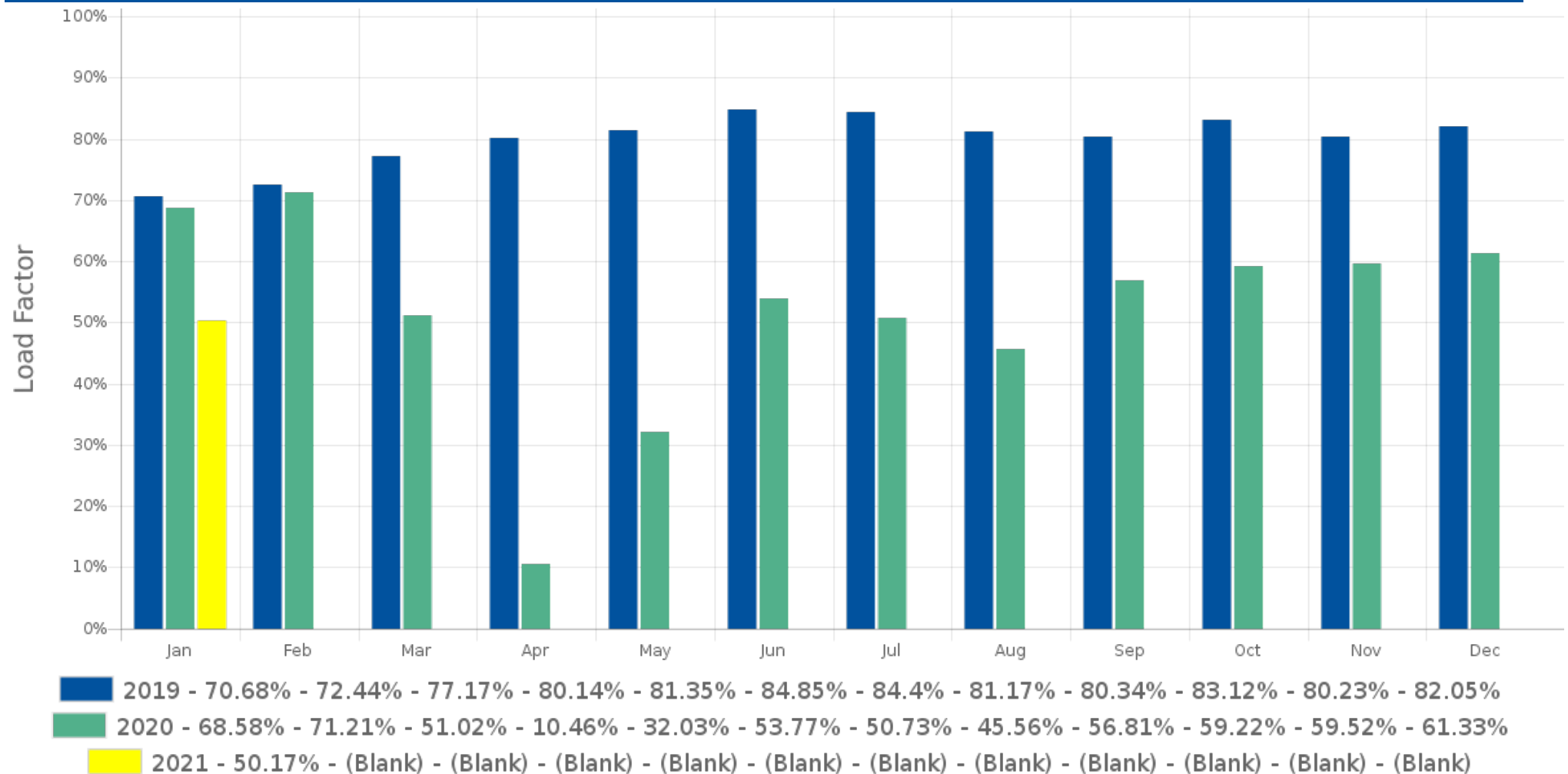
Report Period From January 2019 Through January 2021



Monthly Load Factors By Year

Greenville-Spartanburg International Airport

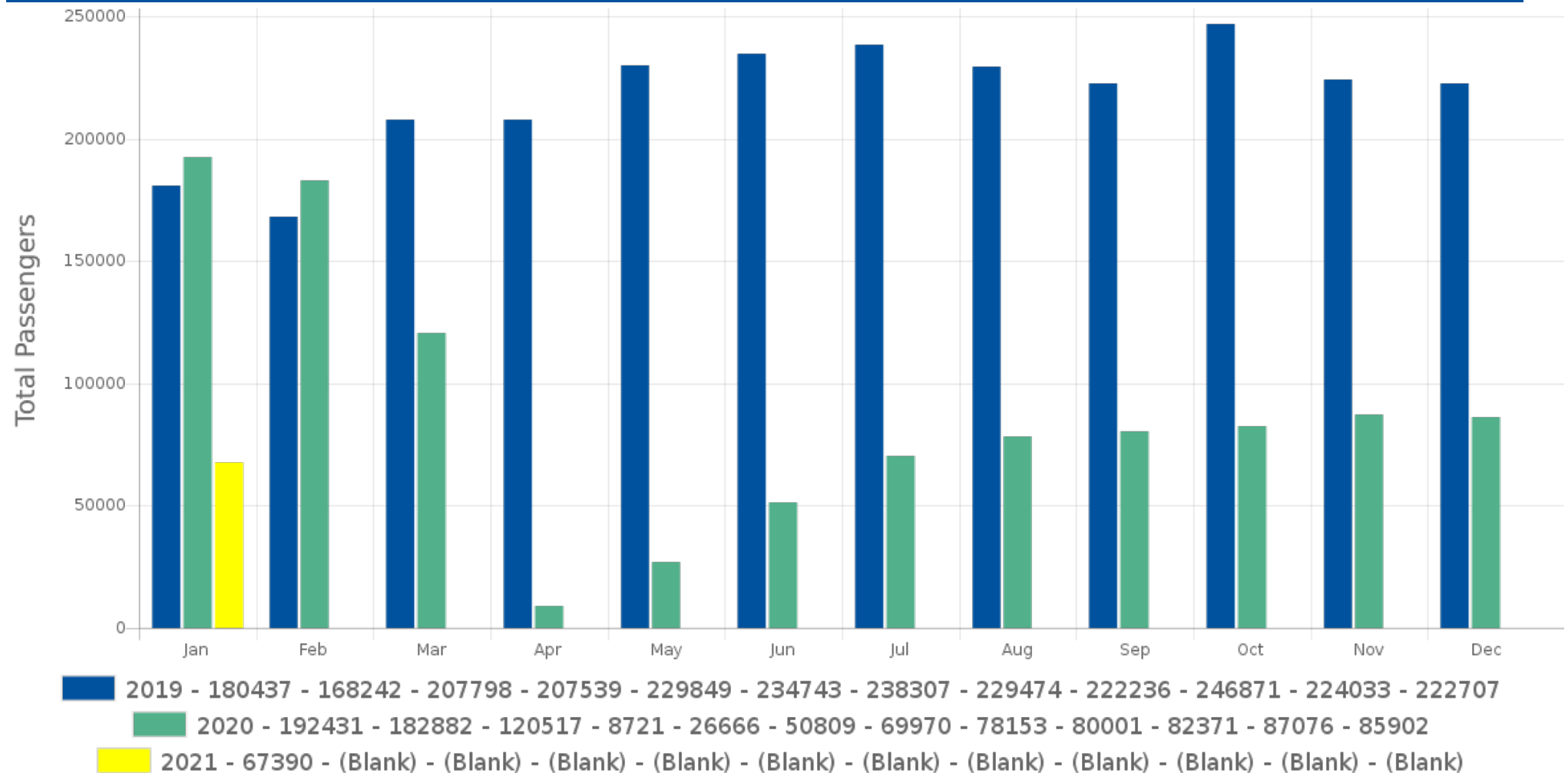
Report Period From January 2019 Through January 2021



Total Monthly Passengers By Year

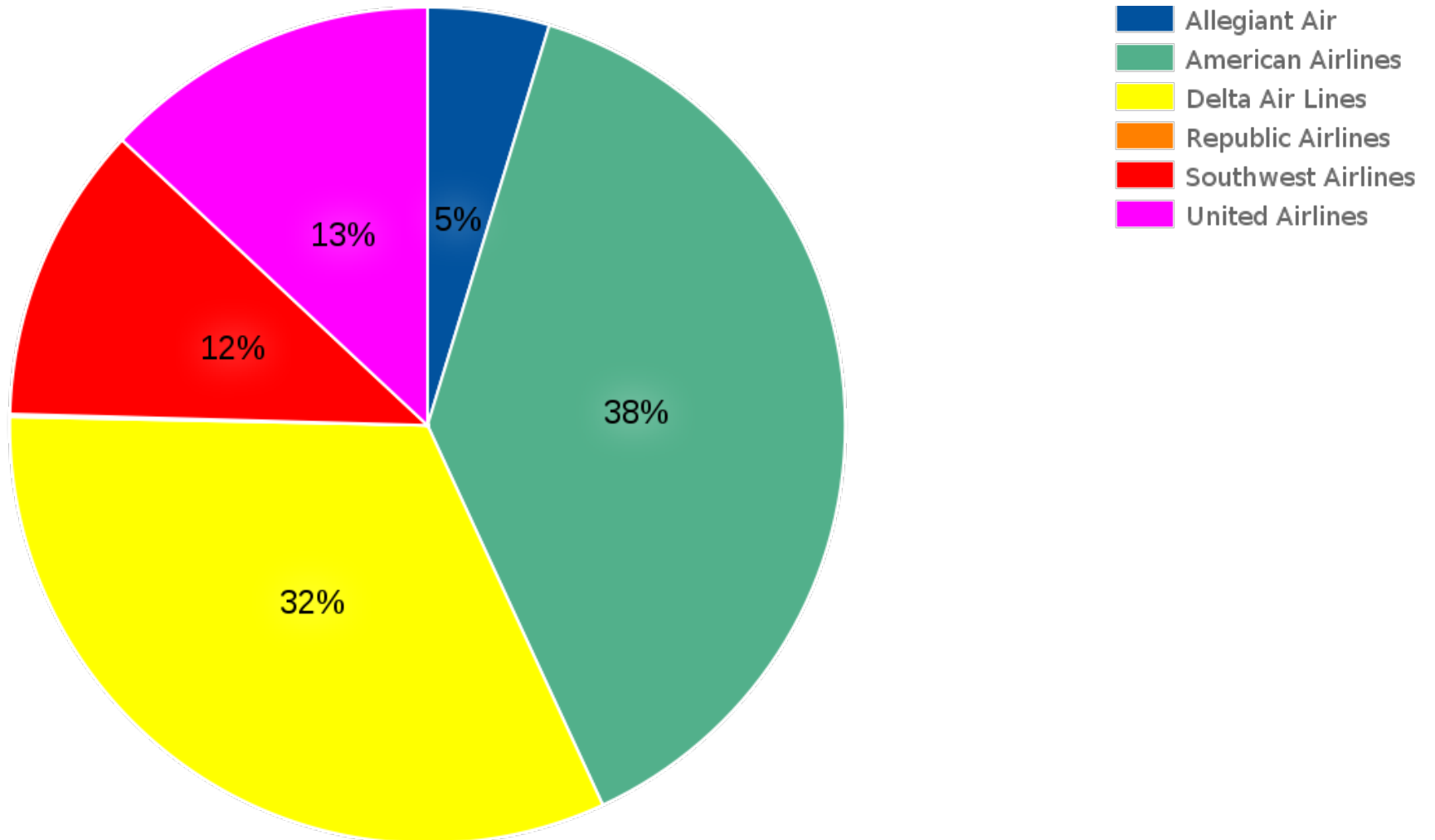
Greenville-Spartanburg International Airport

Report Period From January 2019 Through January 2021



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

Report Period From January 2021 Through January 2021



Airline Flight Completions

Greenville-Spartanburg International Airport

January 2021



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Completed Flights (%)
			Mechanical	Weather	Other		
Aeronaves TSM	1	0	0	0	0	0	100.0%
Air Atlanta Icelandic	19	0	0	0	0	0	100.0%
Allegiant Air	22	0	0	0	0	0	100.0%
American Airlines	308	0	7	1	0	8	97.4%
Berry Aviation	1	0	0	0	0	0	100.0%
Cargojet Airways	1	0	0	0	0	0	100.0%
Delta Air Lines	251	0	0	0	0	0	100.0%
Federal Express	37	0	0	0	0	0	100.0%
GTA Air	1	0	0	0	0	0	100.0%
Kalitta Charters II	1	0	0	0	0	0	100.0%
MAS Air	5	0	0	0	0	0	100.0%
Mountain Air Car	15	0	0	0	0	0	100.0%
Priority Air Cargo	1	0	0	0	0	0	100.0%
Republic Airlines	2	0	0	0	0	0	100.0%
Silkway	1	0	0	0	0	0	100.0%
Southwest Airlines	91	0	0	0	0	0	100.0%
Swift Air, LLC	6	0	0	0	0	0	100.0%
TUI Airways	1	0	0	0	0	0	100.0%
United Airlines	121	0	0	0	0	0	100.0%
UPS	33	0	0	0	0	0	100.0%
USA Jet	1	0	0	0	0	0	100.0%

Total	919	0	7	1	0	8	99.1%
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Total	919	0	7	1	0	8	99.1%
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MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item B

January 2021 – Monthly Financial Report

SUMMARY

Attached is a copy of the detailed financial report for January 2021.

Operating Income was down by **1.51%** when compared to the budget for Year-to-Date January 2021. Operating Expenses were down by **3.74%** when compared to the budgeted amount for the period. Net operating income was up by **14.86%** when compared to the budget through January 2021. For the period ending January 2021, which represents seven (7) months of the fiscal year, a total of about **\$2.35 million** has been returned to the bottom line in operating income.

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

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.

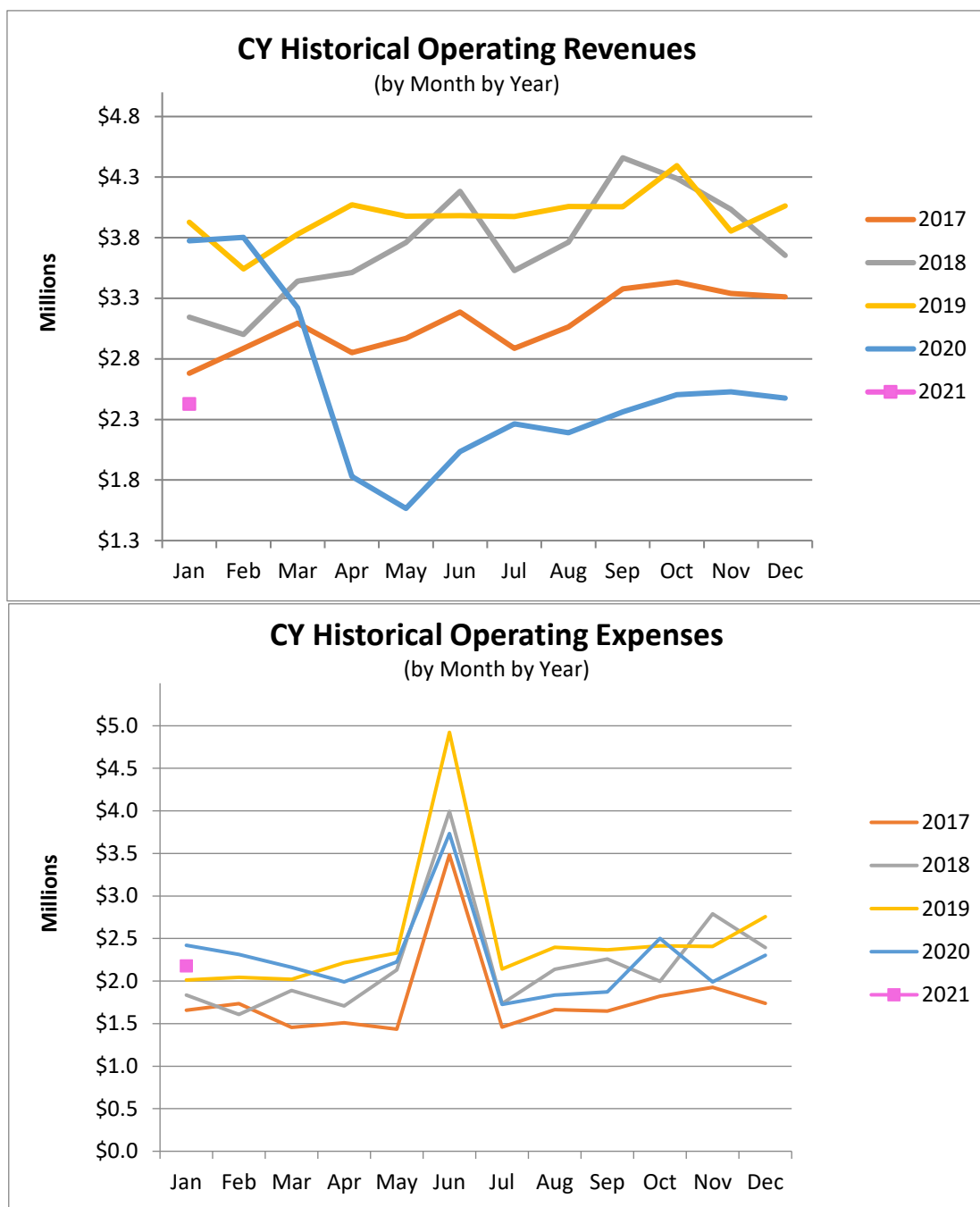
Lastly, fund balance remains significantly high this month partly due to the term loan proceed. Staff expects the funds will be drawn down to fund the completion of the surface parking and local share of the ARFF capital projects.

January 31, 2021 FINANCIAL STATEMENT PACKAGE

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	Current Month Current FY <u>1/31/2021</u>	Current Month Prior FY <u>1/31/2020</u>	
Assets			
Cash Accounts	27,411,096.81	13,950,492.40	
Investments-Airport	30,721,449.60	20,496,809.23	
Bond Trustee Assets	726,823.50	275,879.72	
Accounts Receivable	4,218,448.71	1,338,996.10	
Less: Reserve for Doubtful Accts	(149,500.00)		
Net Accounts Receivable	<u>4,068,948.71</u>	<u>1,338,996.10</u>	
Inventory	478,110.05	500,873.67	
Prepaid Insurance	563,954.58	511,309.11	
Notes Receivable-RAC District Funds	725,333.69	954,882.65	
Property, Plant & Equipment (PP&E)	476,501,514.61	445,624,868.37	
Less: Accumulated Depreciation	(179,793,020.87)	(166,400,378.49)	
Net PP&E	<u>296,708,493.74</u>	<u>279,224,489.88</u>	
TOTAL ASSETS	<u>361,404,210.68</u>	<u>317,253,732.76</u>	
PLUS: Deferred Outflows of Resources			
Deferred Pension	6,339,480.05	5,883,488.04	
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>6,339,480.05</u>	<u>5,883,488.04</u>	
LESS: Liabilities			
Accounts Payable	5,615,967.00	5,338,671.43	(aa)
TD Bank LOC	-	-	
Revenue Bonds Payable	912,187.98	894,490.60	
TD Bank LT Debt	34,488,635.56	14,772,716.00	
SCRS Pension Liability	21,707,660.00	18,884,650.00	
Benefit Liability	1,915,797.65	1,555,591.69	
TOTAL LIABILITIES	<u>64,640,248.19</u>	<u>41,446,119.72</u>	
LESS: Deferred Inflows of Resources			
Deferred Revenues	910,225.69	1,085,342.65	
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>910,225.69</u>	<u>1,085,342.65</u>	
NET POSITION			
Invested in Capital Assets, net of Related Debt	260,629,524.49	262,631,891.23	
Restricted:			
A/P - Capital Projects - Restricted	679,635.52	246,389.12	
Contract Facility Charge	2,315,388.66	2,168,254.00	
Total Restricted:	<u>2,995,024.18</u>	<u>2,414,643.12</u>	
Unrestricted	38,568,668.18	15,409,724.08	
TOTAL NET POSITION	<u>302,193,216.85</u>	<u>280,456,258.43</u>	

GREENVILLE SPARTANBURG AIRPORT DISTRICT
REVENUES AND EXPENSES TREND GRAPHS



GREENVILLE SPARTANBURG AIRPORT DISTRICT
PROFIT and LOSS STATEMENT

<----- FISCAL YEAR TO DATE ----->					
	January 31, 2021 <u>Actual</u>	January 31, 2021 <u>Budget</u>	<u>Actual - Budget</u>	<u>% Change</u>	
INCOME					
Landing Area:					
Landing Fees	1,083,471.77	774,484.83	308,986.94	39.90%	(a)
Aircraft Parking Fees	191,942.09	128,567.94	63,374.15	49.29%	(b)
Subtotal Landing Area	<u>1,275,413.86</u>	<u>903,052.77</u>	<u>372,361.09</u>	<u>41.23%</u>	
Space & Ground Rentals	5,930,366.79	5,995,395.74	(65,028.95)	-1.08%	(c)
Auto Parking	2,727,130.05	3,431,497.68	(704,367.63)	-20.53%	(d)
Commercial Ground Transportation	106,239.73	110,129.34	(3,889.61)	-3.53%	
Concessions:					
Advertising	163,677.50	135,811.24	27,866.26	20.52%	
Food & Beverage	93,507.72	199,618.51	(106,110.79)	-53.16%	(e)
Rental Car	1,139,617.44	1,148,842.64	(9,225.20)	-0.80%	
Retail	222,835.48	194,719.36	28,116.12	14.44%	
Other	12,689.60	11,042.81	1,646.79	14.91%	
Subtotal Concessions	<u>1,632,327.74</u>	<u>1,690,034.56</u>	<u>(57,706.82)</u>	<u>-3.41%</u>	
Expense Reimbursements	1,095,664.59	1,118,919.23	(23,254.64)	-2.08%	
Other Income	105,322.11	75,848.33	29,473.78	38.86%	
Other-Aviation Services	1,684,414.68	1,298,657.98	385,756.70	29.70%	(f)
Gross Profit on Fuel Sales	2,064,724.97	2,239,919.32	(175,194.35)	-7.82%	(g)
Gross Profit on Restaurant Sales	132,392.15	147,195.00	(14,802.85)	-10.06%	
Total Operating Income	<u>16,753,996.67</u>	<u>17,010,649.95</u>	<u>(256,653.28)</u>	<u>-1.51%</u>	
EXPENSES					
Salary & Benefits	9,033,590.72	8,530,763.62	502,827.10	5.89%	(h)
Professional Services	384,496.98	309,052.35	75,444.63	24.41%	(i)
Promotional Activities	62,565.31	444,701.04	(382,135.73)	-85.93%	(j)
Administrative	453,937.37	799,404.56	(345,467.19)	-43.22%	(k)
Insurance	461,213.76	462,657.29	(1,443.53)	-0.31%	
Contractual Services	2,164,686.07	2,137,160.76	27,525.31	1.29%	
Rentals & Leases	165,092.30	145,118.62	19,973.68	13.76%	
Repairs & Maintenance	312,721.64	373,211.53	(60,489.89)	-16.21%	(l)
Supplies & Equipment	441,844.00	608,633.74	(166,789.74)	-27.40%	(m)
Utilities	926,124.68	1,155,969.86	(229,845.18)	-19.88%	(n)
Total Operating Expenses	<u>14,406,272.83</u>	<u>14,966,673.37</u>	<u>(560,400.54)</u>	<u>-3.74%</u>	
NET OPERATING INCOME	<u>2,347,723.84</u>	<u>2,043,976.58</u>	<u>303,747.26</u>	<u>14.86%</u>	

January 31, 2021

STATEMENT OF NET POSITION - CURRENT YTD ACTUAL FOOTNOTES - SUMMARY

(aa)	Accounts Payable	5,615,967.00	Consists of the following:
			2,650,000 Retainage accrual, to carry until the end of each contract
			536,107 Trade A/P, varies monthly
			1,080,701 Year End Payroll, Vacation & Sick Benefits accrual, to carry until end of fiscal year
			481,885 Security Deposits
			300,000 RAC true-ups, to pay out after receipt of RAC audits
			184,965 Other
		<u>5,233,658</u>	

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

(a)	Landing Fees	OVER BUDGET	\$308,986.94	Blended effects of the following: - Increase in the number of passenger flights - SWA added a new flight in November that was not budgeted - Senator 71K over budget, budgeted 4 flights but averaging 9 flights per week
(b)	Aircraft Parking Fees	OVER BUDGET	\$63,374.15	- Cargo parking 30K over budget - FBO parking 12K over budget - Commercial Aviation parking 21K over budget
(c)	Space & Ground Rentals	UNDER BUDGET	\$65,028.95	Blended effects of the following: - TSA is over budget 92K, we are still charging them for the use of their old space plus holdover space in addition to their new space - Airline Terminal Space rate budgeted is higher than actual 142K (some of the CARES Act funding was applied to reduce actual space rent rate) - Food & Beverage space unoccupied for 4.5 months 22K under budget - FedEx Non Terminal Space 14K under budget - CRDF Income Space 15K under budget - Lease Income Runion Properties 61K under budget - Airline Per Turn Fees 135K over budget: general increase in turns and additional SWA flight - Logistic Park Space 46K under budget (SB Acquisitions didn't begin until January while budget was straight-lined)
(d)	Auto Parking	UNDER BUDGET	\$704,367.63	- Since most passenger travel is currently leisure, parking revenue is 739K under budget - Employee Parking 35K over budget

January 31, 2021

(e)	Food & Beverage	UNDER BUDGET	\$106,110.79	<ul style="list-style-type: none"> - Hudson Coffee & Snacks 66K; not budgeted in this account - Terminal Food & Beverage under budget 172K, a new company has eventually come in under a management agreement; therefore, revenues are no longer recorded under concessions
(f)	Other-Aviation Services	OVER BUDGET	\$385,756.70	<ul style="list-style-type: none"> - Warehouse fess 322K over budget: more cargo operations than budgeted - Ground A/C Handling Cargo 63K over budget
(g)	Gross Profit on Fuel Sales	UNDER BUDGET	\$175,194.35	<ul style="list-style-type: none"> - Jet A Into-Plane 192K under budget - Fees Flowage (GA) 16K over budget - DOD Into-Plane Fees 11K over budget - Retail Jet A Sales 316K under budget - Throughput Fees 41K under budget - COGS Jet A-GA 350K over budget
(h)	Salary & Benefits	OVER BUDGET	\$502,827.10	<ul style="list-style-type: none"> Salaries and Benefits is over budget due to the following - Salary 133K under budget (209 employees are budgeted vs 203 employed as of 1/31/2021) - 401K/457/Roth Match 25K under budget - Insurance-Health 10K under budget - Pension liability accrual 681K (non-cash item) not budgeted
(i)	Professional Services	OVER BUDGET	\$75,444.63	<ul style="list-style-type: none"> Professional Services is over budget due to the following - A few annual invoices were paid early in the fiscal year - Cargo study has exceeded budget, which was spread over the year
(j)	Promotional Activities	UNDER BUDGET	\$382,135.73	<ul style="list-style-type: none"> Promotional Activities is under budget due to the following - Advertising expense 194K under budget as many of the community engagement and customer service activities have not yet resumed - General marketing expenses 151K under budget as many of the marketing involves social events that have not yet resumed - Sponsorships expenses 30K under budget
(k)	Administrative	UNDER BUDGET	\$345,467.19	<ul style="list-style-type: none"> Administrative is under budget due to the following - Corporate Function 54K under budget as much of this activity has not yet resumed - Credit Card Processing 39K under budget - Uniforms 34K under budget - Travel/Tuition 180K under budget as much of this activity has not yet resumed - Fingerprinting 15K under budget

January 31, 2021

(l)	Repairs & Maintenance	UNDER BUDGET	\$60,489.89	Repair & Maintenance is over budget due partly to approx. 55K in emergency repairs and replacements
(m)	Supplies & Equipment	UNDER BUDGET	\$166,789.74	Supplies & Equipment is under budget due to the following <ul style="list-style-type: none"> - Computer-Software 24K under budget - Equipment 13K under budget - Fuel-Vehicles 39K under budget - Office Supplies 22K under budget - Snow Removal 23K under budget - Tires 20K under budget - Tools & Hardware 20K under budget
(n)	Utilities	UNDER BUDGET	\$229,845.18	Utilities is under budget due to the following <ul style="list-style-type: none"> - Milder summer (electricity) - Milder winter (gas) - Water feature/fountain down for several months - Projects coming online later than anticipated (ARFF, Parking) - RACs using less water (less rentals to be washed + budget) - Technical adjustments made (updated boilers, flowage control and standard terminal temperature adjustments, etc)

Note: Please recognize that this is a preliminary report, unaudited, and only represents seven 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 Lift to remove limbs damaged by microburst on 6/21/20		\$ -	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			
FedEx Generator replaced with Voltage Regulator		\$ -	1/29/2021	\$ 4,486	Blanchard Machinery Co
		\$ 50,000		\$ 55,723	
Uncommitted Balance	\$ 450,000				
Business Development Obligations/Incentives	\$ 500,000				
Advertising-Billboards			12/23/2020	\$ 15,000	Lamar Companies
Facebook Ads			January	\$ 6,900	Facebook
Google Ads			January	\$ 4,000	Google
		\$ -		\$ 25,900	
Uncommitted Balance	\$ 500,000				
Contingency Fund (Operational & Capital)	\$ 1,000,000				
		\$ -		\$ -	
Uncommitted Balance	\$ 1,000,000				

Greenville-Spartanburg Airport District
January 31, 2021

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
US Treasury						
Bill	1/6/2021	2/18/2021	0.000%	4,999,666.65	5,000,000.00	4,999,900.00
Bill	8/4/2020	2/25/2021	0.000%	1,999,110.66	2,000,000.00	1,999,940.00
Note	12/23/2019	3/31/2021	2.250%	1,510,785.00	1,500,000.00	1,505,160.00
Bill	1/6/2021	5/25/2021	0.000%	4,998,787.50	5,000,000.00	4,998,900.00
Bond	8/4/2020	4/5/2021	2.540%	1,016,319.60	1,000,000.00	1,004,510.00
Note	1/7/2020	6/30/2021	1.625%	1,412,684.00	1,400,000.00	1,408,750.00
Note	2/19/2020	7/31/2021	1.750%	1,516,530.00	1,500,000.00	1,512,300.00
Note	11/5/2020	8/31/2021	1.500%	1,618,396.99	1,600,000.00	1,612,880.00
Note	11/5/2020	9/30/2021	2.125%	1,629,179.01	1,600,000.00	1,621,376.00
Note	11/5/2020	10/31/2021	1.500%	1,622,096.00	1,600,000.00	1,616,624.00
Note	11/5/2020	11/30/2021	1.500%	1,623,824.00	1,600,000.00	1,618,560.00
Note	8/4/2020	1/13/2022	2.375%	336,555.44	326,000.00	333,054.64
Note	5/28/2020	1/28/2022	1.550%	1,278,014.35	1,250,000.00	1,268,200.00
Note	10/29/2020	2/28/2022	1.750%	1,021,850.00	1,000,000.00	1,017,580.00
Note	6/4/2020	3/30/2022	1.950%	928,251.73	900,000.00	919,179.00
Note	8/3/2020	4/8/2022	0.375%	1,084,287.35	1,080,000.00	1,083,315.60
Note	10/29/2020	5/31/2022	1.875%	1,849,997.39	1,800,000.00	1,842,120.00
Subtotal-UST				30,446,335.67	30,156,000.00	\$ 30,362,349.24
Money Market Fund Balance (matured UST)						\$ 359,100.36
Total Investment Balance						\$ 30,721,449.60

Weighted blended yield
=

1.0416%

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

1/31/2021

Procurement / Capital Acquisitions

<u>Project/Item Description</u>	<u>Date</u>	<u>Monthly \$ Amount</u>
Capital Improvements:		
McCarthy Improvement Co. / Cargo Apron	1/5/2021	41,555
Rodgers Builders / Employee Lot	1/27/2021	45,812
Rodgers Builders / Economy Lot C	1/27/2021	174,698
Rodgers Builders / Access Road and Round About	1/27/2021	320,349
Rodgers Builders / Aviation Paryway Rehabilitation-Construction	1/27/2021	32,030
Graham County Land Co / Runnway Safety Area Project	1/13/2021	55,925
Kimley Horn & Associates / Airfield Improvement Program Ph 1 - Design	1/31/2021	47,222
WK Dickson / GA Expansion Phase 1a - Site Prep (Constr)	1/20/2021	43,740
Graham County Land Co / GA Expansion Phase 1a - Site Prep (Constr)	1/31/2021	248,311
Rodgers Builders / Enabling Roadway & Utilities-PGC	1/27/2021	46,202
Equipment and Small Capital Outlays:		
Renewals and Replacements:		
NafeCo Inc / Bunker Gear	1/27/2021	14,151
Glen Babb Paint Contractor / Stairwell/Railing Painting	1/12/2021	10,910
Professional Service Projects:		
Faith Group LLC / Access Control/VMS Upgrade Design	1/27/2021	56,004
Total Procurements/Capital Additions for the month		\$ 1,136,909



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item C

February 2021 – 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 – April 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 – May 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 – April 2021

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 – March 2021

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. The final report is expected in March.

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. An RFQ/RFP to select a Design-Build contractor was issued in February. The current schedule includes finalizing the evaluation and a recommendation to award for the FY22 budget.

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. Procurement is scheduled for March 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 (RFP Process)

A Request for Proposals (RFP) solicitation is underway for the Access Control / Video Management System (VMS) Upgrade Project. The current schedule anticipates cost numbers and a recommendation to award will be finalized 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.

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.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item D

February 2021 – Communications Status Report

SUMMARY

Total news stories: 42
Email newsletter inclusions: 4
Digital article reach: 7,925,107
Broadcast reach: 585,894
Broadcast publicity value: \$23,259.18

News Stories ~ Broadcast, Print and Online 2/01/21 through 2/28/21:

General Airport/Economic Updates

Cherokee Tribune: [By the Numbers: How did Spartanburg's economy fare in 2020](#)
Spartanburg Herald: [How did Spartanburg's economy fare through COVID-19?](#)
The Buzz with Burnie: [Podcast episode 41-Dave Edwards](#)
GVL Today: [February 5 edition features GSP Airport opening ceremony image](#)
Backpacking Routes: ["Foothills Trail" with GSP mention](#)
Atlas Surveying: [GSP Airport Project blog feature](#)
Post & Courier: [COVID clampdown creates deals for SC jet-setters](#)
Post & Courier: [After billions lost in 2020, SC tourism conference looks at successes](#)
Spartanburg Herald: [3 new projects, 909 jobs coming to Spartanburg County](#)
AdvisorNews: [TTI Floor Care announces \\$93M investment](#)
WSPA: [Pall announces Spartanburg expansion](#)

Podcast Launch

Airport Improvement Magazine: [GSP launches new podcast "Carolina Traveler"](#)
WYFF: GSP launches podcast [February 15, 11:15 PM](#) and [February 16, 4:54 AM](#)



Greenville Journal: [GSP International Airport podcast](#)
Airport Experience News: [GSP Launches Carolina Traveler](#)
Post & Courier: [Upstate business notes-GSP podcast launches](#)
Aviation News Today: [GSP Airport Launches Podcast](#)
GVL Today: [GSP Launches "Carolina Traveler" Podcast](#)
Airport Report Today: [Greenville-Spartanburg International Launches Podcast](#)

Mask Mandates

WYFF: Passenger interviews. [February 1, 12:03 PM](#) and [February 2, 4:33 AM](#)
WYFF: Live in terminal. [February 2, 5:03 AM](#) and [February 2, 5:33 AM](#) and [February 2, 6:35 AM](#) and [February 2, 6:49 AM](#)
WHNS: Federal Mask Mandate-news desk update. [February 2, 5:05 AM](#) and [February 2, 6:05 AM](#) and [February 2, 6:25 AM](#) and [February 2, 6:34 AM](#) and [February 2, 7:04 AM](#)
WHNS: Federal Mask Mandate-reporter live in airport. [February 2, 7:33 AM](#) and [February 2, 8:04 AM](#) and [February 2, 8:33 AM](#) and [February 2, 10:33 AM](#)
WYFF: [Travelers react to new federal mandate requiring masks on public transit](#)

TSA Checkpoints

WSPA: Firearms at airport. [February 1, 11:02 PM](#)
Post & Courier: [TSA Found Twice the Rate of guns at SC Airports](#)
Eminetra: [TSA officials say they're finding more guns in SC airports](#)
WSPA: [TSA officials say they're finding more guns in SC airports](#)
Post & Courier: [TSA outlines plans for SC airports as travel slowly rebounds](#)

Winter Weather

WSPA: [GSP winter weather historical records](#)
WYFF: Winter weather cancels flights [February 15 4:04 PM](#) and [February 15 6:16 PM](#)

Silver Airways Announcement

Archytle Blog: [More flights from Greenville GSP Airport to Florida](#)

ARFF Station

Fire Apparatus Magazine: [Greenville-Spartanburg Int'l Airport Unveils New State-of-the-Art Fire-Rescue Station](#)

Reach of GSP Media Appearing on National Social Networks

Twitter: 454,820

Facebook: 683,690



Airport Digital and Social Media 2/01/21-2/28/21:

Website

Sessions – 52,287
New Users – 36,792
Page/Session – 3.07
Average Session Duration – 1:06
Page Views – 160,589

Facebook

Total followers – 13,637
New followers – 309
Page Views (Total)- 2,284
Post Reach (Total)— 256,517
Post Engagements – 43,877


Instagram

Total Reach – 4,434
Total Impressions – 11,304
Followers – 2,290
New followers – 24

Twitter


Impressions – 9687
Visits – 632
Followers – 6,421
New followers – 0
Mentions – 24


Top Performing Social Media Posts



Greenville-Spartanburg International Airport
Published by Tiffany Cherry [?] · 3d ·

GSP set a new record for cargo volume in 2020 with over 65,000 tons loaded and unloaded, an increase of 12% from 2019! Cargo continues to soar in 2021. On Sunday, February 21, 2021, Cerulean Commercial Aviation handled six cargo flights.





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

2,240
People Reached

253
Engagements

Boost Post

Myles Rumbold, Ricky Feltner and 44 others

5 Comments 6 Shares

Like

Comment

Share

Performance for Your Post

2,240 People Reached

111 Reactions, Comments & Shares

85 Like	46 On Post	39 On Shares
7 Love	4 On Post	3 On Shares
12 Comments	6 On Post	6 On Shares
7 Shares	6 On Post	1 On Shares

142 Post Clicks

26 Photo Views	0 Link Clicks	116 Other Clicks
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NEGATIVE FEEDBACK

2 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Top media Tweet earned 300 impressions

Dance over to gspairport.com/shop to check out our new socks! [#gspairport #flygsp](https://twitter.com/fEE3QIHneA)
pic.twitter.com/fEE3QIHneA



Impressions	325
Media views	71
Total engagements	9
Media engagements	4
Link clicks	2
Detail expands	2
Likes	1



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item E

February 2021 – Commercial Business and Marketing Report

SUMMARY

Southwest Airlines – Nonstop HOU Marketing Campaign:

Status – Marketing campaign has been completed.

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.

Silver Airways – Nonstop JAX, MCO, & TPA Marketing Campaign:

Status – Media buys completed and advertisements currently running.

Project Budget – \$200,000

Completion Date – June 30, 2021

In January 2021, Silver Airways announced new nonstop service to JAX, MCO, and TPA. This marketing campaign will help educate the traveling public that the new nonstop flights are available on Silver.

Time to Fly – Reserved Parking Marketing Campaign:

Status – Waiting for the parking access revenue control system project to be completed.

Project Budget – \$150,000

Completion Date – June 30, 2021

By April 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 – Project completed.

Project Budget – \$1,000

Completion Date – February 15, 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 as well, 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.

Jabrrbox Conference/Workspace Booths:

Status – Equipment delayed, and a new tentative installation date has been set.

Project Budget – All costs are being covered by Jabrrbox.

Estimated Completion Date – June 15, 2021

In October 2020, the Airport District came to an agreement with Jabrrbox 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 their smallest airport location to date.

Food Beverage Concessions:

Status – 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, 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 – All plans approved and waiting for Hudson to set an installation date.

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 – Provided plan review comments to BMW and awaiting revised drawings.

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.

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 ongoing.

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 – March 31, 2021

In order to enhance the overall passenger experience, the Airport District set up 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.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: March 8, 2021

ITEM DESCRIPTION – Information Section Item F

February 2021 – OSHA Recordable Injury Report

SUMMARY

Monthly Activity as February 28, 2021

- 2 OSHA Recordable Injuries

2021 Calendar Year-to-Date

- 4 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