



## **AGENDA**

Greenville-Spartanburg Airport Commission Regular Meeting  
Greenville-Spartanburg International Airport Board Room  
Monday, November 20, 2017  
9:00 a.m.

### **\* NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. There are request cards located outside the public seating area. These cards must be completed and presented to the Recording Secretary prior to the item being heard. Your comments will be addressed prior to the Airport Commission's discussion and you will have 5 minutes to address the Airport Commission. Thank you for your attention.

#### **I. CALL TO ORDER:**

#### **II. CONSENT AGENDA:**

- A. Approval of the Greenville-Spartanburg Airport Commission September 11, 2017 Regular Meeting Minutes ([document](#))
- B. Acceptance of the Greenville-Spartanburg Audit Committee October 16, 2017 Audit Committee Meeting Minutes ([document](#))
- C. Retirement Resolution for Mr. Jack G. Murrin ([document](#))
- D. Approval of Environs Planning Commission Reappointment - Greenville County ([document](#))

#### **III. PRESENTATIONS:**

- A. Terminal Concessions & Parking Program Update ([document](#))
- B. Human Resources Department - Employee Survey Results and Action Items ([document](#))

#### **IV. OLD BUSINESS: None**

#### **V. NEW BUSINESS:**

- A. Approval of Parking Management Services Agreement ([document](#))
- B. Approval of Lease Agreement for Sprint/Airgate PCS, Inc. ([document](#))

- C. Approval of Lease Agreement for AT&T Mobility, Inc. ([document](#))
- D. Approval of Salary Level Adjustment Recommendations and Associated Fiscal Year 2017/2018 Budget Adjustment ([document](#))
- E. Approval of the Emergency Hangars Roof Replacement Project at 2100 and 2102 GSP Drive ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. NBAA-BACE Conference & Exhibition
- C. Meeting with jetBlue
- D. ACI-NA Public Relations Campaign-Small Airports Award
- E. Skanska Moss Closeout
- F. Executive Staff Retreat

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. September 2017 – Traffic Report ([document](#))
- B. September 2017 – Financial Report ([document](#))
- C. October 2017 – Development/Project Status Report ([document](#))
- D. October 2017 – Communications Status Report ([document](#))
- E. October 2017 – Commercial Business and Properties Report ([document](#))
- F. October 2017 – OSHA Reportable Injury Report ([document](#))

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 and the discussion of a potential economic development project.

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

September 11, 2017

The Greenville-Spartanburg Airport Commission met on September 11, 2017 at 9:00 a.m. in the Greenville-Spartanburg District Office Board Room located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a regular, non-emergency meeting.

**MEMBERS PRESENT:** Minor Shaw, Hank Ramella, Bill Barnet, Doug Smith, Leland Burch, and Valerie Miller

**MEMBERS NOT PRESENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** David Edwards, President/CEO; Kevin Howell, Vice President Operations/COO; Jack Murrin, Vice President/CFO; Scott Carr, Vice President Commercial Business and Properties (Environs Area Administrator); Rosylin Weston, Vice President Communications; Marsha Madore, Human Resources Director; Bobby Welborn, Chief of Police; Alan Sistare, Fire Chief; Betty O. Temple, WCSR; Dane Slaughter; Facilities Director; Stefanie Hyder, Executive Assistant/Recording Secretary

**GUESTS PRESENT:** Derek Baker, Eastside Transportation; Ken Holt, Holt Consulting Company; Dennis Wiehl, Mead & Hunt

**CALL TO ORDER:** Chair Minor Shaw called the meeting to order at 9:00 a.m. and took a few moments to recognize Jack Murrin, Vice President Administration and Finance/CFO and acknowledge his tenure at GSP.

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

- A. The regular meeting minutes from the July 10, 2017 Commission Meeting.
- B. The amendment to the Drug-Free Workplace Policy (Section 203.00) noting minor scrivener changes only.
- C. The amendment to the Employment of Relatives Policy (Section 208.00) in the Human Resources Policies and Procedures Manual.
- D. The Greenville-Spartanburg Airport Commission Meeting Dates/Times for Calendar Year 2018.

## **PRESENTATIONS:**

### **A. Communications Department Update/ Website Presentation**

Mrs. Rosylin Weston, Vice President of Communications, provided an update on the responsibilities of the Communications Department as well as goals, achievements and highlights over the past year (e.g. Cerulean Aviation, Senator International, Holiday Music Series, Artists' Brunch, and WINGSPAN Grand Opening), a social media recap (e.g. Facebook, Instagram, and Twitter), and various GSP sponsorships and events (e.g. Euphoria, Fall for Greenville, An Uplifting Event, Spartanburg Soaring, Greer Family Fest, Artisphere, Wings for All, and Voice of Business Brunch).

Future plans for the Communications Department include GSP Art Program Phase 2, Cerulean Aviation website, Edge4Vets Program, internal communications such as the Word on Wednesday (W.O.W.) publication, and marketing of the GSP Conference Center. Since its inception earlier this year, the GSP Conference Center has accommodated 86 events.

In conclusion, Mrs. Weston provided a brief presentation on the new GSP website that launched on September 7, 2017. GSP partnered with Your Creative People (YCP) for the creation and implementation of the new website.

The Commissioners commented and asked questions to which Mrs. Weston responded.

**OLD BUSINESS:** No old business

## **NEW BUSINESS:**

### **A. Approval of Final Ranking for Janitorial Services Contract**

Mr. Kevin Howell, VP/COO, first introduced Dane Slaughter, GSP's new Director of Facilities. Dane Slaughter joined GSP approximately a month ago and brings with him 25+ years of experience in the private sector.

Mr. Howell referenced an updated Board memo placed before the Commissioners requesting approval of the final ranking for the janitorial services contract. Staff recently conducted a Request for Proposals (RFP) for a new five (5) year contract with two one-year options for janitorial services. The new janitorial services contract will combine janitorial services for multiple buildings into a single campus style contract.

Thirteen proposals were received and listed on the updated Board memo provided. The Evaluation Committee evaluated the thirteen proposals received based on experience, staffing plan, transition plan, compensation, and references. The final

ranking recommended to the Commission was Budd Group, IH Services, Incorporate, American Maintenance, TEMCO Facility Services, and Intercontinental Commercial Services, Inc. (ICS).

Mr. Howell discussed the fiscal impact on the terminal portion as well as the outlying buildings. The bid scope not only included the terminal, but several other buildings and several other tasks not included in the current contract.

Commissioners asked questions regarding minority hiring percentage, background checks, and terms of cancellation/renegotiation to which Mr. Howell responded.

There was a motion to approve the final rankings for the Janitorial Services contract, authorize Staff to negotiate and finalize an agreement with the highest ranked company not to exceed \$991,775.00 annually (if an acceptable agreement cannot be reached with the highest ranked company, negotiations will be formally terminated and will then proceed with the next ranked company), authorize the necessary budget amendments based upon final contract negotiations, and authorize the President/CEO to execute all necessary documents. The motion was seconded and unanimously approved.

#### **B. Approval of Final Ranking for Ground Transportation Services Concession Agreement**

Atchison Transportation currently provides ground transportation services for passengers needing transportation to and from the Airport. The current concession agreement expires on October 31, 2017.

Mr. Scott Carr, VP Commercial Business and Properties, stated that in August 2017, the Airport District Staff issued a Request for Proposals (RFP) for a (3) three-year initial agreement with two one-year options to provide ground transportation services. Two proposals were received and deemed responsive in accordance with the RFP documents advertised.

Staff reviewed the RFP's and ranked both proposals based on the proposed minimum annual guarantee for the initial three-year term. Atchison Transportation Services, Inc. proposed Year 1 at \$21,000, Year 2 at \$22,000, and Year 3 at \$23,000. Eastside Transportation Services, Inc. offered a more competitive bid at \$30,000 for each of the first three initial years of the agreement.

Staff ranked Eastside Transportation Services, Inc. as No. 1 and Atchison Transportation Services, Inc. as No. 2. The new concession agreement will take effect November 1, 2017.

The Commissioners asked questions about level of service to which Mr. Carr responded.

There was a motion to approve the rankings for the Ground Transportation Services RFP, and to authorize the President/CEO to execute an agreement with one of the two proposers based on the rankings. The motion was seconded and unanimously approved.

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

**Aviation Industry Update:** The industry is still seeking a long-term extension for FAA reauthorization. The bill was to go to the House floor next week, but was pulled this week. The ATC reform portion of that bill remains controversial in the House.

The Senate Committee passed a \$4.00 Passenger Facility Charge (PFC) increase for originating passengers only. At this time, GSP does not impose a PFC charge.

While industry associations continue to push for long-term reauthorization, the authorizing bill expires on September 30<sup>th</sup>. At this time, it appears that Congress will pass a mini-Omnibus continuing resolution package.

**Bid Status Update on New Economy Parking Lot and Employee Parking Lot Expansion:** The New Economy Parking Lot and Employee Parking Lot Expansion project is a 2017-2018 capital improvement project. The bids came in at \$.5 million over budget. In order to stay within the project budget, Staff is moving forward with the new Economy Parking Lot project and scaling down to a gravel lot expansion for the Employee Parking Lot. The Employee Parking Lot bid came in at twice the normal per space cost.

Commissioners commented positively on the decision.

**GSP International Logistics Park Update:** In 2012-2013, CenterPoint brought on the first building which was a 400,000 square foot building for BMW. In Phase II, CenterPoint brought on another 300,000 SF taking that building to 700,000 SF. The District inked a final deal with CenterPoint, for BMW Phase III, which was approved at the last Commission meeting. The pad is clear now and the 270,000 square foot building is ready to go under construction.

Earlier in the year, the Commission approved a land lease for ProTrans, which is another 243,000 square foot building development in the Logistics Park.

The District is down to the last parcels of property in the Park with two pending proposals to build upwards of a 500,000 square foot first phase building with an expansion of about 250,000 SF, taking the building site to 750,000 SF. This would leave the District with two outparcels based on the development scheme. One parcel

might accommodate another 250,000 square foot building and the other parcel, a 100,000 square foot building.

Commissioners asked questions regarding the current Hangar project to which Mr. Howell responded.

### **INFORMATION SECTION:**

**Traffic:** Mr. Edwards noted that passenger traffic grew more than 8% in July. There are no near-term signs of that number wavering based on the increases in seat capacity through October. Cargo traffic is up over 40%.

Beginning October 10th, Senator International will begin a 3<sup>rd</sup> scheduled 747 flight that will continue through the end of the year. Senator International is preparing to compete for the BMW contract. Cerulean Aviation continues to do a great job communicating with BMW as well as accommodating Hot Shot cargo flights and other airplanes.

Commissioners requested an update on Cerulean Aviation and PSA Airlines (MRO facility). Mr. Edwards responded. There will be a press announcement for PSA Airlines the first week in October.

Fuel sales continue to increase. The District is competing for a contract with another GA operator which could uplift another 250,000 gallons of fuel per year, adding a 25% increase in fuel sales.

**Industry Presentation(s)/ Article(s) of Interest:** The Commissioners commented on the articles included in this month's GSP Commission Package, specifically the article on the Pittsburgh Airport.

**Communications Status Report:** The Commissioners inquired and commented on the customer service complaints in the August 2017 - Communications Status Report. Mr. Edwards responded.

**Financial Report:** The Commissioners inquired about operating income in the July 2017 - Financial Report. Mr. Murrin responded.

### **COMMISSIONER'S REPORT:**

Mrs. Shaw noted the items for the next regular scheduled Commission meeting.

Mr. Burch noted the upcoming ACI-NA Annual Conference.

Mr. Ramella noted the condition of the banks along GSP's property line that fronts I-85.

**ADJOURNMENT:**

There being no further business, a motion was made, seconded, and unanimous vote received to adjourn the meeting. The meeting was adjourned at 10:38 a.m.

The next meeting is scheduled for November 20<sup>th</sup> at 9:00 a.m.

**SIGNATURE OF PREPARER:**

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Stefanie Hyder



# GREENVILLE-SPARTANBURG AIRPORT COMMISSION

## AUDIT COMMITTEE MINUTES

OCTOBER 16, 2017

The Greenville-Spartanburg Airport Commission's Audit Committee met at 8:30 a.m. in the Greenville-Spartanburg Airport District Board Room located at 500 Aviation Parkway, Greer, SC 29651.

**COMMITTEE MEMBERS PRESENT:** Bill Barnet (Chair), Minor Shaw

**STAFF PRESENT:** David Edwards, President/CEO; Basil Dosunmu, Senior Vice President Administration and Finance/CFO; Stefanie Hyder, Executive Assistant/Recording Secretary.

**EXTERNAL AUDIT REPRESENTATION:** Alan Robinson, Audit Partner, Cherry Bekaert LLP

Mr. Barnet opened the meeting and welcomed all in attendance. Mr. Barnet turned the meeting over to Mr. Robinson

Mr. Robinson presented the June 30, 2017 Audited Financial Statements to the Audit Committee. Mr. Robinson referenced the *Significant Audit Findings* letter, a regulatory required communication, as well as the three separate agreed upon procedures reports. Mr. Robinson reported that this was a clean, unmodified audit report with no citations or findings in the audit itself.

Mr. Robinson noted that the auditor responsibility was to plan and perform the audit, conduct a risk assessment, express an opinion on the financial statements, and communicate with the Audit Committee by the *Significant Audit Findings* letter.

The service deliverables included opinions, other matters, and three agreed upon procedures and reports. Mr. Robinson stated that the Audit team conducted three special audits that were deliverables in 2017. The audits included Enterprise Leasing, UPS, and National/Alamo. There were no findings in the agreed upon procedures reports. The Committee inquired about past challenges in conducting audits.

The overall findings of the audit included no significant or unusual transactions, nor any difficulties in the audit. The audit was delivered on time and on schedule, and management signed off on written representation to Cherry Bekaert LLP.

Mr. Robinson noted *Note 6 - Capital assets* on page 26 of the Report, *Note 7 - Revenue bonds* on page 27 of the Report, and *Note 13 - Pension plan and post-retirement benefits* on page 30 of the Report. Mr. Robinson noted the *Single Audit* beginning on page 37 of the Report and referenced the *Report of Independent Auditor on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance* that involved testing around federal grants, specifically AIP grants (page 39 of the Report).

The Committee inquired about cash balance. Mr. Robinson referenced *Management's Discussion and Analysis* year-over-year comparison on page 4 of the Report and noted the new line item *Gross profit on fuel sales* on page 6. The Committee further inquired about FBO Cerulean.

Mr. Barnet noted the continued goal and importance of transparency. The Committee inquired about risk factors and made a recommendation to update the matrix. The Committee asked Mr. Robinson about best practices and cybersecurity. Mr. Robinson responded that auditors look for a strong governance environment and further noted cyclical testing of vendor revenue streams. Mr. Robinson commented that GSP is considered a model. In response to questions about security, Mr. Edwards commented that GSP has engaged in penetration testing.

Mr. Edwards noted the positive transition to FBO Cerulean Aviation.

The Committee asked questions of Basil Dosunmu, the new Senior Vice President Administration and Finance/CFO of GSP Airport District.

At the conclusion of the meeting, Mr. Barnet opened the floor for questions and/or comments.

Mr. Barnet requested that the Audit Committee meet with Mr. Robinson alone.

The Audit Committee then met with Mr. Dosunmu and Mr. Edwards in separate, private sessions.

The Audit Committee adjourned the meeting at 9:06 am.

**SIGNATURE OF PREPARER:**

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Stefanie Hyder



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 20, 2017

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### **ITEM DESCRIPTION - Consent Agenda Item C**

Retirement Resolution for Jack G. Murrin

### **BACKGROUND**

Mr. Jack G. Murrin was hired as the first ever Chief Financial Officer of the District. He served as Vice President Administration and Finance/CFO of the District from January 1999 to September 2017. During his tenure, the District focused on growth and development. With his guidance, knowledge and expertise in the fields of accounting, finance and aviation, he helped the District strengthen its role and image in the community. Jack G. Murrin has been a champion of the mission to advance the economic prosperity of the region by providing a safe, convenient, user-friendly and cost competitive air transportation system connecting the region with the nation and world.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to approve the enclosed resolution recognizing Jack G. Murrin's contributions to the Greenville-Spartanburg Airport District and the Community.

Enclosure

# *Greenville-Spartanburg Airport Commission*

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## *~ Resolution ~*

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**WHEREAS**, the Greenville-Spartanburg Airport Commission (“Commission”) was created by the State Legislature of South Carolina in March 1959 to exercise the corporate powers and duties of the Greenville-Spartanburg Airport District (“District”) for the purpose of maintaining, operating, regulating and improving the Greenville-Spartanburg International Airport; and

**WHEREAS**, Jack G. Murrin was hired as the first ever Chief Financial Officer of the District; and

**WHEREAS**, Jack G. Murrin served as Vice President Administration and Finance/CFO of the District from January 1999 to September 2017; and

**WHEREAS**, during his tenure the District focused on growth and development; and

**WHEREAS**, with his guidance, knowledge and expertise in the fields of accounting, finance and aviation, he helped the District strengthen its role and image in the community; and

**WHEREAS**, Jack G. Murrin has been a champion of the mission to advance the economic prosperity of the region by providing a safe, convenient, user-friendly and cost competitive air transportation system connecting the region with the nation and world; and

**WHEREAS**, Jack G. Murrin will be sorely missed, however, the District will leave a candle burning in the window so that he can find his way back to visit the District from time to time.

**NOW, THEREFORE, BE IT RESOLVED** that the Greenville-Spartanburg Airport Commission unanimously expresses its sincere thanks and gratitude for *Jack Murrin’s* tireless and dedicated efforts in serving the needs of the Greenville-Spartanburg Airport District and the community.

**Adopted this 20<sup>th</sup> day of November, 2017**

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**Minor Shaw, Chair**

**ATTEST:**

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**Hank Ramella, Vice-Chair**



## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### **ITEM DESCRIPTION – Consent Agenda Item D**

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 an Airport Commission member.

Mr. Hank Ramella currently holds the Spartanburg County seat and Mr. James Whitten holds the Greenville County seat. The Greenville County seat, however, is in need of reappointment for another two-year term.

Mr. James Whitten has expressed an interest in continuing to serve.

### **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. James Whitten to the Airport Environs Planning Commission.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### **ITEM DESCRIPTION – Presentation Item A**

Terminal Concessions & Parking Program Update

#### **BACKGROUND**

An informational overview of the airport's food, beverage, and retail concessions program will be presented. As part of the overall Wingspan project, the airport has opened several new restaurants and retail stores throughout the terminal building. Also, several new customer service amenities have been added as well.

The airport also opened a Centralized Receiving and Distribution Facility earlier this year. This facility was created to more efficiently handle concessionaire goods and products needing to be delivered to or returned from the terminal building.

In addition, an update will be provided on the airport's parking program. As enplanements continue to grow year-over-year, the demand for parking services continues to increase. Also, the airport is providing new services such as Valet Parking.



## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Marsha Madore, Human Resources Director

DATE: November 20, 2017

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### **ITEM DESCRIPTION - Presentation Item B**

Human Resources Department - Employee Survey Results and Action Items

### **BACKGROUND**

A brief presentation will be provided reviewing the District Employee Engagement Survey results, activities, and action items.





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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### ITEM DESCRIPTION - New Business Item A

Approval of Parking Management Services Agreement

### BACKGROUND

The Airport District has been under contract for parking management services with ABM Parking Services, Inc. since 2009. Their current agreement is set to expire on January 31, 2018.

In addition, the Airport District has had an agreement with AmeriPark for valet parking services since May 1, 2017. Their agreement will expire on April 30, 2018.

Staff prepared a Request for Proposals (RFQ) for Parking Management Services including valet parking and shuttle bus operations to the economy and future overflow lot. The RFQ was advertised regionally and nationally through local media and various industry trade organizations and publications. Six proposals were received on the due date of September 29, 2017.

Companies submitting RFP's were (listed below alphabetically):

- ABM Parking Services
- AmeriPark
- LAZ Fly Airport Parking
- Park 'N Fly
- Republic Parking System
- SP+ Airport Services



The Selection Committee reviewed the submitted proposals and ranked them in accordance with the evaluation criteria as outlined in the RFP. The evaluation criteria utilized is shown below:

RFP Evaluation Factors:

1.	<u>Quality</u>	
a.	Company Qualifications and Experience	15 Points
b.	Management and Operations Plan	25 Points
c.	Equipment	10 Points
d.	Staffing	10 Points
e.	Frequent Parker Program and Other Revenue Generating Ideas	10 Points
2.	<u>Financial</u>	
a.	Financial Submission	25 Points
b.	Financial Capability	5 Points

Following the review and ranking of the RFP's, four companies were short-listed for the second phase of the selection process. This phase included presentations and interviews with the Selection Committee.

The short-listed companies are as follows (listed below alphabetically):

- ABM Parking Services
- AmeriPark
- LAZ Fly Airport Parking
- Republic Parking System

Presentations and interviews were held with the short-listed companies on November 6, 2017. At the conclusion of each presentation, the Selection Committee conducted a



question and answer session with each company to learn more about them on several customer service, financial, marketing, operational, and staffing items. This additional information was used to assist the Selection Committee in determining the final rankings.

## **ISSUES**

In accordance with administrative policy, it is Staff's role to conduct the solicitation process and make a recommendation of a final ranking to the Commission. The Commission has final approval of the ranking.

The Selection Committee's recommended final rankings are as follows:

- #1 – LAZ Fly Airport Parking
- #2 – AmeriPark
- #3 – ABM Parking Services
- #4 – Republic Parking System

Upon approval of the final rankings, Staff will attempt to negotiate an agreement with the highest ranked company. In the event that an agreement cannot be reached with the highest ranked firm, Staff will formally terminate the negotiations and proceed to negotiate with the next highest ranked company.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

Approval of the final ranking itself does not have a direct fiscal impact. However, assuming that Staff can successfully negotiate an agreement with LAZ Fly Airport Parking as the first ranked proposer, below are their first year annual management fees by category totaling \$97,000:

Parking Management Services:	\$70,000
Shuttle Bus Services (Overflow Lot – Holidays Only):	\$0
Shuttle Bus Services (Economy & Overflow Lot):	\$12,000
Valet Parking Services:	\$15,000



For comparison purposes, ABM's current fiscal year's management fee is \$90,765. This represents an annual increase of \$6,235 or approximately 6%. In addition, there are some other financial items that need to be negotiated that may have an impact on the final management fee.

Regarding operating expense budgets, attached are the first year operating expense budgets for the following services from LAZ:

Parking Management & Valet Parking Services:	\$722,286*
Shuttle Bus Services (Economy & Overflow Lots):	\$242,555*

\*These figures are inclusive of the management fees listed above totaling \$97,000.

ABM presently only provides Parking Management Services with an associated annual operating expense budget of \$609,351. Therefore, it is difficult to draw a direct comparison between the current ABM and the proposed LAZ operating expense budgets.

However, in general numbers, the annual cost of each service category is as follows:

Parking Management:	\$610,000
Valet Parking Services:	\$112,286
Shuttle Bus Services (Economy & Overflow Lots):	\$242,555

If all three services are provided, they total \$964,841 in annual operating expense.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the final rankings for Parking Management Services as presented above; (2) authorize Staff to negotiate and finalize agreements with the highest ranked company (if an acceptable agreement cannot be reached with the highest ranked company, negotiations will be formally terminated and will then proceed with the next ranked company); and (3) authorize the President/CEO to execute all necessary documents.

Greenville Spartanburg Airport  
Self Park, and Valet Operations

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Nov-19	Total Year
<b>REVENUE</b>													
Valet Parking	\$ -	\$ -	\$ -	\$ 17,600	\$ 18,272	\$ 17,600	\$ 18,272	\$ 18,272	\$ 17,600	\$ 18,272	\$ 17,600	\$ 18,272	\$ 161,760
Transient Parking	\$ 833,954	\$ 914,149	\$ 931,811	\$ 975,006	\$ 934,753	\$ 1,037,081	\$ 1,131,219	\$ 1,244,824	\$ 1,263,485	\$ 939,762	\$ 636,943	\$ 807,215	\$ 11,950,801
<b>NET REVENUE</b>	\$ 833,954	\$ 914,149	\$ 931,811	\$ 992,206	\$ 953,025	\$ 1,054,681	\$ 1,149,491	\$ 1,263,096	\$ 1,281,085	\$ 958,034	\$ 654,543	\$ 925,487	\$ 12,112,561
Salaries	\$ 4,846	\$ 7,269	\$ 4,846	\$ 4,846	\$ 4,846	\$ 4,846	\$ 7,269	\$ 4,846	\$ 4,846	\$ 4,846	\$ 4,846	\$ 4,846	\$ 63,000
Hourly Wages	\$ 22,920	\$ 34,380	\$ 22,920	\$ 28,811	\$ 28,811	\$ 28,811	\$ 43,216	\$ 28,811	\$ 28,811	\$ 28,811	\$ 28,811	\$ 28,811	\$ 353,921
Annual Performance Bonus	\$ 268	\$ 403	\$ 268	\$ 268	\$ 268	\$ 268	\$ 403	\$ 268	\$ 268	\$ 268	\$ 268	\$ 268	\$ 3,489
PTO Accruals	\$ 640	\$ 640	\$ 640	\$ 956	\$ 956	\$ 956	\$ 956	\$ 956	\$ 956	\$ 956	\$ 956	\$ 956	\$ 10,524
Payroll Taxes	\$ 3,048	\$ 4,573	\$ 3,048	\$ 3,713	\$ 3,713	\$ 3,713	\$ 5,589	\$ 3,713	\$ 3,713	\$ 3,713	\$ 3,713	\$ 3,713	\$ 45,943
Worker's Compensation	\$ 1,720	\$ 2,561	\$ 1,720	\$ 2,093	\$ 2,093	\$ 2,093	\$ 3,111	\$ 2,093	\$ 2,093	\$ 2,093	\$ 2,093	\$ 2,093	\$ 25,856
Health Insurance	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 1,055	\$ 12,661
401k Contribution	\$ 121	\$ 182	\$ 121	\$ 121	\$ 121	\$ 121	\$ 182	\$ 121	\$ 121	\$ 121	\$ 121	\$ 121	\$ 1,575
Payroll Processing	\$ 465	\$ 465	\$ 465	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 6,481
<b>TOTAL PAYROLL</b>	\$ 35,084	\$ 51,527	\$ 35,084	\$ 42,429	\$ 42,429	\$ 42,429	\$ 62,326	\$ 42,429	\$ 42,429	\$ 42,429	\$ 42,429	\$ 42,429	\$ 523,449
Repair and Maintenance-ACDUE Fee	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000
Access Control Preventative Maintenance	\$ 700	\$ 200	\$ 200	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 6,450
Utilities	\$ -	\$ 3,450	\$ -	\$ 2,150	\$ -	\$ -	\$ -	\$ 3,450	\$ -	\$ -	\$ -	\$ -	\$ 9,050
Signage	\$ 50	\$ 50	\$ 50	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 825
Tickets	\$ 9,182	\$ -	\$ -	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,450
Office Supplies	\$ 335	\$ 335	\$ 335	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 4,470
Telephone and Communication	\$ 150	\$ 150	\$ 150	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 2,475
Armored Car Services	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 8,400
Bonds & Lines of Credit	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 4,750
Licenses and Permits	\$ 83	\$ 83	\$ 83	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 1,750
Liability Insurance	\$ 2,670	\$ 2,670	\$ 2,670	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 2,895	\$ 34,067
Professional Services	\$ 567	\$ 567	\$ 567	\$ 717	\$ 717	\$ 717	\$ 717	\$ 717	\$ 717	\$ 717	\$ 717	\$ 717	\$ 8,150
Management Fee	\$ 5,833	\$ 5,833	\$ 5,833	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 85,000
<b>TOTAL OPERATING EXPENSES</b>	\$ 57,250	\$ 67,961	\$ 48,068	\$ 68,556	\$ 58,138	\$ 58,138	\$ 78,035	\$ 61,508	\$ 58,138	\$ 58,138	\$ 58,138	\$ 58,138	\$ 722,286
<b>NET OPERATING INCOME</b>	\$ 776,704	\$ 846,188	\$ 883,743	\$ 932,658	\$ 894,887	\$ 996,543	\$ 1,071,456	\$ 1,281,588	\$ 1,272,947	\$ 899,894	\$ 796,465	\$ 867,349	\$ 11,390,275

\*Self park revenue represents a 2.5% increase over the fiscal year ending 6/30/17

Greenville Spartanburg Airport  
Shuttle Operations - Economy lot and Overflow Lot

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Nov-19	Total
Hourly Wages	\$ 7,388	\$ 11,082	\$ 7,388	\$ 7,388	\$ 7,388	\$ 7,388	\$ 11,082	\$ 7,388	\$ 7,388	\$ 8,721	\$ 9,569	\$ 7,388	\$ 99,955
PTO Accruals	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 278	\$ 345	\$ 206	\$ 2,681
Payroll Taxes	\$ 815	\$ 1,222	\$ 815	\$ 815	\$ 815	\$ 815	\$ 1,222	\$ 815	\$ 815	\$ 965	\$ 1,106	\$ 815	\$ 11,032
Worker's Compensation	\$ 456	\$ 677	\$ 456	\$ 456	\$ 456	\$ 456	\$ 677	\$ 456	\$ 456	\$ 540	\$ 619	\$ 456	\$ 6,158
Payroll Processing	\$ 123	\$ 123	\$ 123	\$ 123	\$ 123	\$ 123	\$ 123	\$ 123	\$ 123	\$ 146	\$ 167	\$ 123	\$ 1,544
<b>TOTAL PAYROLL</b>	<b>\$ 8,987</b>	<b>\$ 13,310</b>	<b>\$ 8,987</b>	<b>\$ 8,987</b>	<b>\$ 8,987</b>	<b>\$ 8,987</b>	<b>\$ 13,310</b>	<b>\$ 8,987</b>	<b>\$ 8,987</b>	<b>\$ 10,650</b>	<b>\$ 12,206</b>	<b>\$ 8,987</b>	<b>\$ 121,371</b>
Vehicle Expense	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 9,475	\$ 10,100	\$ 5,900	\$ 78,575
Uniforms	\$ 1,988	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988
Office Supplies	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800
Telephone and Communication	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800
Licenses and Permits	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 333	\$ 333	\$ 167	\$ 2,333
Liability Insurance	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 1,657	\$ 2,007	\$ 2,307	\$ 1,657	\$ 20,828
Professional Services	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800
Management Fee	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 28,148</b>	<b>\$ 22,484</b>	<b>\$ 18,161</b>	<b>\$ 18,161</b>	<b>\$ 18,161</b>	<b>\$ 18,161</b>	<b>\$ 22,484</b>	<b>\$ 18,161</b>	<b>\$ 18,161</b>	<b>\$ 23,916</b>	<b>\$ 26,396</b>	<b>\$ 18,161</b>	<b>\$ 242,555</b>
<b>NET OPERATING INCOME</b>	<b>\$ (20,160)</b>	<b>\$ (22,484)</b>	<b>\$ (18,161)</b>	<b>\$ (18,161)</b>	<b>\$ (18,161)</b>	<b>\$ (18,161)</b>	<b>\$ (22,484)</b>	<b>\$ (18,161)</b>	<b>\$ (18,161)</b>	<b>\$ (23,916)</b>	<b>\$ (26,396)</b>	<b>\$ (18,161)</b>	<b>\$ (242,555)</b>

\*Shuttle budget includes 1 shuttle operating per included schedule, with additional track up shuttle available as needed



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Scott C. Carr, A.A.E., Vice President - Commercial Business & Properties

DATE: November 20, 2017

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### ITEM DESCRIPTION – New Business Item B

Approval of Lease Agreement for Sprint/Airgate PCS, Inc.

### BACKGROUND

Sprint/Airgate PCS, Inc. (Sprint) has had a cell phone tower on Parking Garage A since 2005. The original agreement was amended in 2008 and again in 2012. That current agreement is set to expire on November 30, 2018.

This particular site provides reliable cell phone coverage for Sprint users inside of the terminal building, across the airport campus, and beyond airport property.

### ISSUES

The Airport District has negotiated new lease terms with Sprint. The following are the terms:

1. **Base Term** – Five (5) years beginning December 1, 2018
2. **Option Terms** – Two five (5) year options
3. **Lease Premises** – Parking Garage A in the designated premises.
4. **Lease Rate** – \$45,604.00 annually for the lease premises. Rents shall be adjusted annually by 3% through the base term and two option terms.
5. **Contract Security** – 50% of the annual rental fees
6. **District Improvements** – None
7. **Lessee Improvements** – Proposed cellular tower equipment upgrades.
8. **Maintenance** – Lessee shall be responsible for all maintenance of the Premises.
9. **Utilities** – Lessee is responsible for the cost of all utilities and usage charges on the Premises.



10. **Insurance** – Lessee will be required to provide hazard insurance, liability insurance, workers' compensation insurance, and employer's liability insurance.
11. **Taxes and Assessments** – Lessee is responsible.
12. **Subleasing** – Lessee must obtain written approval of the District to sublet the lease.
13. **Assignment** – Lessee must obtain written approval of the District to assign the lease.

## **ALTERNATIVES**

The Airport District could allow the current agreement to terminate on November 30, 2018. At that time, Sprint would remove all of the installed equipment at their expense.

## **FISCAL IMPACT**

The Airport District has negotiated a first-year annual lease amount of \$45,604.00. Each subsequent year throughout the term of the agreement, the annual lease rate escalates by three percent (3%).

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the lease agreement terms as outlined above; and (2) authorize the President/CEO to execute a lease agreement with Sprint.





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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### ITEM DESCRIPTION – New Business Item C

Approval of Lease Agreement for AT&T Mobility, Inc.

### BACKGROUND

AT&T Mobility, Inc. (AT&T) has had a cell phone tower on Parking Garage A since 2003. The original agreement was amended in 2008 and again in 2013. That current agreement is set to expire on January 31, 2018.

This particular site provides reliable cell phone coverage for AT&T users inside the terminal building, across the airport campus, and beyond airport property.

### ISSUES

The Airport District has negotiated new lease terms with AT&T. The following are the terms:

1. **Base Term** – Five (5) years beginning February 1, 2018
2. **Option Terms** – Two five (5) year options
3. **Lease Premises** – Parking Garage A in the designated premises.
4. **Lease Rate** – \$45,604.00 annually for the lease premises. Rents shall be adjusted annually by 3% through the base term and two option terms.
5. **Contract Security** – 50% of the annual rental fees
6. **District Improvements** – None
7. **Lessee Improvements** – Cellular tower equipment upgrades, as needed.
8. **Maintenance** – Lessee shall be responsible for all maintenance of the Premises.
9. **Utilities** – Lessee is responsible for the cost of all utilities and usage charges on the Premises.



10. **Insurance** – Lessee will be required to provide hazard insurance, liability insurance, workers' compensation insurance, and employer's liability insurance.
11. **Taxes and Assessments** – Lessee is responsible.
12. **Subleasing** – Lessee must obtain written approval of the District to sublet the lease.
13. **Assignment** – Lessee must obtain written approval of the District to assign the lease.

## **ALTERNATIVES**

The Airport District could allow the current agreement to terminate on January 31, 2018. At that time, AT&T would remove all of the installed equipment at their expense.

## **FISCAL IMPACT**

The Airport District has negotiated a first-year annual lease amount of \$45,604.00. Each subsequent year throughout the term of the agreement, the annual lease rate escalates by three percent (3%).

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the lease agreement terms as outlined above; and (2) authorize the President/CEO to execute a lease agreement with AT&T.



## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Marsha M. Madore, Human Resources Director

DATE: November 20, 2017

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

Approval of Salary Level Adjustment Recommendations and Associated Fiscal Year 2017/2018 Budget Adjustment

### **BACKGROUND**

The Airport District conducts a comprehensive salary survey every three years. Due to the sharp increase in industry and area salaries since the economic recovery, the survey was conducted during the summer of 2017, not the fall, for salaries to be increased mid-year. Competitors have also been dealing with sharp salary increases. Ranges are beginning to catch up with us in pay practices. We have not remained competitive with these changes.

### **ISSUES**

The Airport District is requesting approval to make range and current employee salary adjustments which are outside of the approved budget for fiscal year 2017-2018.

Most ranges in the paygrades need some adjustment with some requiring large adjustments. Merely adjusting the range without compensating current employees creates salary compression with new hires and does not reward longer term employees for their tenure.

The new salary ranges will be effective January 1, 2018.



## **ALTERNATIVES**

Staff has identified three salary adjustment options for consideration:

1. Increase only the salaries below the minimum of the new range to range minimums.
2. Increase salaries below the minimum to the minimum and increase all other salaries by a weighted proportion with the percentage of increase for that range.
3. Increase salaries below the minimum to the minimum and increase all other salaries in that range by the percentage of increase to the range.

## **FISCAL IMPACT**

The annual financial impact of these changes is based on which option is chosen as our path forward. The financial impact for each option is identified below:

- Option 1 - \$132,018
- Option 2 - \$356,148
- Option 3 - \$622,959

Staff is recommending Option 2, which would have a partial year budget impact of \$178,074.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the salary level adjustments and Option 2 as outlined in the attachment and above; (2) approve budget amendment increase in the amount of \$178,074 for the Fiscal Year 2017/2018 budget; and (3) authorize the President/CEO to execute the planned increases effective January 1, 2018.

Attachment



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Vice President/COO

DATE: November 20, 2017

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### ITEM DESCRIPTION - New Business Item E

Approval of the Emergency Hangars Roof Replacement Project at 2100 and 2102 GSP Drive

### BACKGROUND

The District is dealing with multiple roof leaks in the aircraft hangars located at 2100 and 2102 GSP Drive. A consulting architect specializing in roofing systems conducted evaluations of both hangars in September 2017.

Based on the architect's findings, it has been determined the existing roof systems on both hangars have met or exceeded their life expectancy and are considered in a "failed state." Both hangar roofs systems include Flexible Sheet Membrane (FSM) roof assemblies. FSM membranes have an effective life expectancy of 15-20 years. According to the consultant and inspector, the current roof membrane exhibits characteristics of being 10 years beyond its effective life. Portions of the hangar roof at 2100 GSP Drive also have a metal roofing assembly and are considered to be in generally poor condition, having signs of extensive prior repairs and multiple coats of various products. There is evidence of active leaks and moisture infiltration at both buildings.

### ISSUES

The District recently completed an approximately \$1,600,000 renovation project at the 2100 GSP Drive Hangar to house the PSA MRO facility. The District currently has \$1,400,000 budgeted for a renovation and improvement project at the hangar located at 2102 GSP Drive.



Based on building assessments conducted by Michael Baker International which rated both hangar roofs as "Good," no dollars were budgeted in FY18 for replacing these building roofs. It is critical that the roof issues be addressed to protect the recent investment at 2100 GSP Drive. It is also critical to address the roof issues at 2102 GSP Drive prior to starting an interior renovation project.

Based on the consulting architect's evaluation report and opinions of construction costs, Staff is requesting that the Commission approve an emergency roof replacement project and authorize a budget amendment of \$1,600,000 for roof replacement at both hangars. If approved, the roofs replacement project would be expedited depending on weather. Roof replacement work at 2102 GSP Drive would be coordinated with the already planned Hangar Renovation and Improvement Project.

## **ALTERNATIVES**

Although not recommended, the Commission could elect to delay the roof repairs until next fiscal year, or even later if so desired. If the Commission elects to delay the repairs, the Facilities Department will continue to use outside roofing contractors in order to make repairs and patch the roof. Staff also recommends delaying the planned interior improvements project at 2102 GSP Drive until the roof is replaced.

## **FISCAL IMPACT**

The Commission approved \$1,050,000 in the Fiscal Year 2017/2018 budget for the Reconstruction of the Connector Taxiway between the Terminal Apron and the PSA MRO Hangar ("Taxiway Project"). The taxiway is holding-up a bit better than expected under the PSA operation and the new Fire Station may have some impact on this taxiway, so Staff recommends the deferral of the Taxiway Project at this time (the project will still be needed in the future). The deferral of the Taxiway Project will allow for the reallocation of the previously approved funds to the proposed hangar roof project to help minimize the overall budget impact for Fiscal Year 2017/2018. If the Commission agrees with this recommendation then a \$550,000 budget increase would be required to fully fund \$1,600,000 proposed hangar project.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the Emergency Hangars Roof Replacement Project at \$1,600,000; (2) authorize the reallocation of the currently budgeted \$1,050,000 for the Taxiway Project to the Emergency Hangars Roof Replacement Project; (3) amend the Fiscal Year 2017/2018



budget in the additional amount of \$550,000 to fully fund the Emergency Hangars Roof Replacement Project; and (4) authorize the President/CEO to execute all necessary documents.



**MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 20, 2017

**ITEM DESCRIPTION – Information Section Item A**

September 2017 - Traffic Report

**SUMMARY**

September 2017 featured Category 5 Hurricanes Irma and Maria, and Category 4 Hurricane Jose. For September 2017, passenger traffic was down **2.6%** over the same month in 2016. Cargo numbers for September 2017 were up **32.3%**. Passenger load factors averaged **78.4%** for the month.

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

Month	2017		
	GSP	National Average	Difference
Jan	0.30%	3.10%	-2.80%
Feb	-3.40%	0.30%	-3.70%
Mar	4.70%	3.40%	1.30%
April	2.20%	3.70%	-1.50%
May	6.00%	2.30%	3.70%
June	8.90%	2.70%	6.20%
July	8.50%	3.70%	4.80%
August	8.60%	4.80%	3.80%
September	-2.60%	Not Available to Date	
October			
November			
December			
<b>Average</b>	<b>3.69%</b>	<b>3.00%</b>	<b>1.48%</b>





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

Providing a look forward into the service levels for December 2017 is a schedule comparison for the month vs the same month last year, including flights and seats by airline and non-stop markets served. GSP flights are up 3.4%, and seats are up 11.7%.

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

<i>All flights, seats, and ASMs given are per week.</i>												
Travel Period				Dec 2017		Dec 2016		Diff		Percent Diff		
Mkt	AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats
AA		GSP	CLT	76	45	2,894	52	3,510	(7)	(616)	(13.5%)	(17.5%)
AA		GSP	DCA	396	19	1,197	18	939	1	258	5.6%	27.5%
AA		GSP	DFW	862	14	1,960	20	1,442	(6)	518	(30.0%)	35.9%
AA		GSP	ORD	577	19	1,197	0	0	19	1,197		
AA		GSP	PHL	514	18	900	17	850	1	50	5.9%	5.9%
DL		GSP	ATL	153	52	7,616	52	6,696	0	920	0.0%	13.7%
DL		GSP	DTW	508	25	1,565	25	1,490	0	75	0.0%	5.0%
DL		GSP	LGA	610	9	642	11	654	(2)	(12)	(18.2%)	(1.8%)
G4		GSP	FLL	620	3	531	2	354	1	177	50.0%	50.0%
G4		GSP	PGD	550	2	332	2	354	0	(22)	0.0%	(6.2%)
G4		GSP	PIE	482	2	354	2	354	0	0	0.0%	0.0%
G4		GSP	SFB	426	2	332	2	332	0	0	0.0%	0.0%
UA		GSP	EWR	594	20	1,000	18	900	2	100	11.1%	11.1%
UA		GSP	IAD	383	19	1,070	19	950	0	120	0.0%	12.6%
UA		GSP	IAH	838	13	890	14	700	(1)	190	(7.1%)	27.1%
UA		GSP	ORD	577	26	1,400	23	1,404	3	(4)	13.0%	(0.3%)
WN		GSP	ATL	153	20	2,860	21	3,003	(1)	(143)	(4.8%)	(4.8%)
				TOTAL	308	26,740	298	23,932	10	2,808	3.4%	11.7%

# Monthly Traffic Report Greenville-Spartanburg International Airport



September 2017

Category	Sep 2017	Sep 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change	*MOV12-2017	*MOV12-2016	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	88,535	91,129	-2.8%	777,181	748,814	3.8%	1,042,852	1,009,494	3.3%
Deplaned	<u>86,751</u>	<u>88,781</u>	-2.3%	<u>765,696</u>	<u>736,296</u>	4.0%	<u>1,025,962</u>	<u>991,986</u>	3.4%
<b>Total</b>	<b>175,286</b>	<b>179,910</b>	<b>-2.6%</b>	<b>1,542,877</b>	<b>1,485,110</b>	<b>3.9%</b>	<b>2,068,814</b>	<b>2,001,480</b>	<b>3.4%</b>
<b>Cargo Traffic (Pounds)</b>									
<b>Express and Mail</b>									
Enplaned	1,092,011	1,049,932	4.0%	8,269,199	6,389,397	29.4%	11,208,968	6,393,418	75.3%
Deplaned	<u>893,434</u>	<u>813,909</u>	9.8%	<u>7,307,849</u>	<u>4,928,414</u>	48.3%	<u>10,059,003</u>	<u>4,930,687</u>	104.0%
<b>Subtotal</b>	<b>1,985,445</b>	<b>1,863,841</b>	<b>6.5%</b>	<b>15,577,048</b>	<b>11,317,811</b>	<b>37.6%</b>	<b>21,267,971</b>	<b>11,324,105</b>	<b>87.8%</b>
<b>Freight</b>									
Enplaned	2,622,516	1,846,235	42.0%	22,086,306	18,027,684	22.5%	28,566,230	26,226,919	8.9%
Deplaned	<u>3,619,194</u>	<u>2,510,710</u>	44.2%	<u>30,196,235</u>	<u>18,550,099</u>	62.8%	<u>38,077,102</u>	<u>25,721,396</u>	48.0%
<b>Subtotal</b>	<b>6,241,710</b>	<b>4,356,945</b>	<b>43.3%</b>	<b>52,282,541</b>	<b>36,577,783</b>	<b>42.9%</b>	<b>66,643,332</b>	<b>51,948,315</b>	<b>28.3%</b>
<b>Total</b>	<b>8,227,155</b>	<b>6,220,786</b>	<b>32.3%</b>	<b>67,859,816</b>	<b>47,896,543</b>	<b>41.7%</b>	<b>87,911,530</b>	<b>63,273,369</b>	<b>38.9%</b>

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

# Monthly Traffic Report Greenville-Spartanburg International Airport

September 2017



Category	Sep 2017	Sep 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change	*MOV12-2017	*MOV12-2016	Percentage Change
<b>Aircraft Operations</b>									
Airlines	1,891	1,699	11.3%	15,278	12,716	20.1%	19,900	16,155	23.2%
Commuter /Air Taxi	<u>1,228</u>	<u>1,188</u>	3.4%	10,461	13,063	-19.9%	14,468	18,482	-21.7%
<b>Subtotal</b>	<b><u>3,119</u></b>	<b><u>2,887</u></b>	8.0%	<b><u>25,739</u></b>	<b><u>25,779</u></b>	-0.2%	<b><u>34,368</u></b>	<b><u>34,637</u></b>	-0.8%
General Aviation	839	706	18.8%	6,385	6,566	-2.8%	8,588	8,782	-2.2%
Military	<u>141</u>	<u>119</u>	18.5%	<u>1,422</u>	<u>1,348</u>	5.5%	<u>1,946</u>	<u>1,731</u>	12.4%
<b>Subtotal</b>	<b><u>980</u></b>	<b><u>825</u></b>	18.8%	<b><u>7,807</u></b>	<b><u>7,914</u></b>	-1.4%	<b><u>10,534</u></b>	<b><u>10,513</u></b>	0.2%
<b>Total</b>	<b>4,099</b>	<b>3,712</b>	<b>10.4%</b>	<b>33,546</b>	<b>33,693</b>	<b>-0.4%</b>	<b>44,902</b>	<b>45,150</b>	<b>-0.5%</b>
<b>Fuel Gallons</b>									
100LL	3,935	1,988	97.9%	26,209	20,834	25.8%	35,625	29,226	21.9%
Jet A (GA)	83,352	88,874	-6.2%	759,615	496,490	53.0%	962,372	663,856	45.0%
<b>Subtotal</b>	<b><u>87,287</u></b>	<b><u>90,862</u></b>	-3.9%	<b><u>785,824</u></b>	<b><u>517,324</u></b>	51.9%	<b><u>997,997</u></b>	<b><u>693,082</u></b>	44.0%
Jet A (A/L)	<u>1,063,260</u>	<u>731,890</u>	45.3%	<u>8,858,913</u>	<u>7,105,534</u>	24.7%	<u>11,600,600</u>	<u>9,746,904</u>	19.0%
<b>Total</b>	<b>1,150,547</b>	<b>822,752</b>	<b>39.8%</b>	<b>9,644,737</b>	<b>7,622,858</b>	<b>26.5%</b>	<b>12,598,597</b>	<b>10,439,986</b>	<b>20.7%</b>

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

# Scheduled Airline Enplanements, Seats, and Load Factors

## Greenville-Spartanburg International Airport



September 2017

	Sep 2017	Sep 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change
<b>Allegiant Air</b>						
Enplanements	2,991	5,182	-42.3%	49,166	51,424	-4.4%
Seats	3,846	6,992	-45.0%	60,055	62,644	-4.1%
Load Factor	77.8%	74.1%	4.9%	81.9%	82.1%	-0.3%
<b>American Airlines</b>						
Enplanements	29,023	26,547	9.3%	232,683	208,627	11.5%
Seats	38,809	31,183	24.5%	292,071	255,984	14.1%
Load Factor	74.8%	85.1%	-12.2%	79.7%	81.5%	-2.2%
<b>Delta Air Lines</b>						
Enplanements	33,307	34,221	-2.7%	293,512	273,348	7.4%
Seats	39,699	41,312	-3.9%	334,152	315,610	5.9%
Load Factor	83.9%	82.8%	1.3%	87.8%	86.6%	1.4%
<b>Southwest Airlines</b>						
Enplanements	7,963	8,199	-2.9%	81,414	88,045	-7.5%
Seats	11,475	12,703	-9.7%	110,738	136,846	-19.1%
Load Factor	69.4%	64.5%	7.5%	73.5%	64.3%	14.3%

Tuesday, November 7, 2017

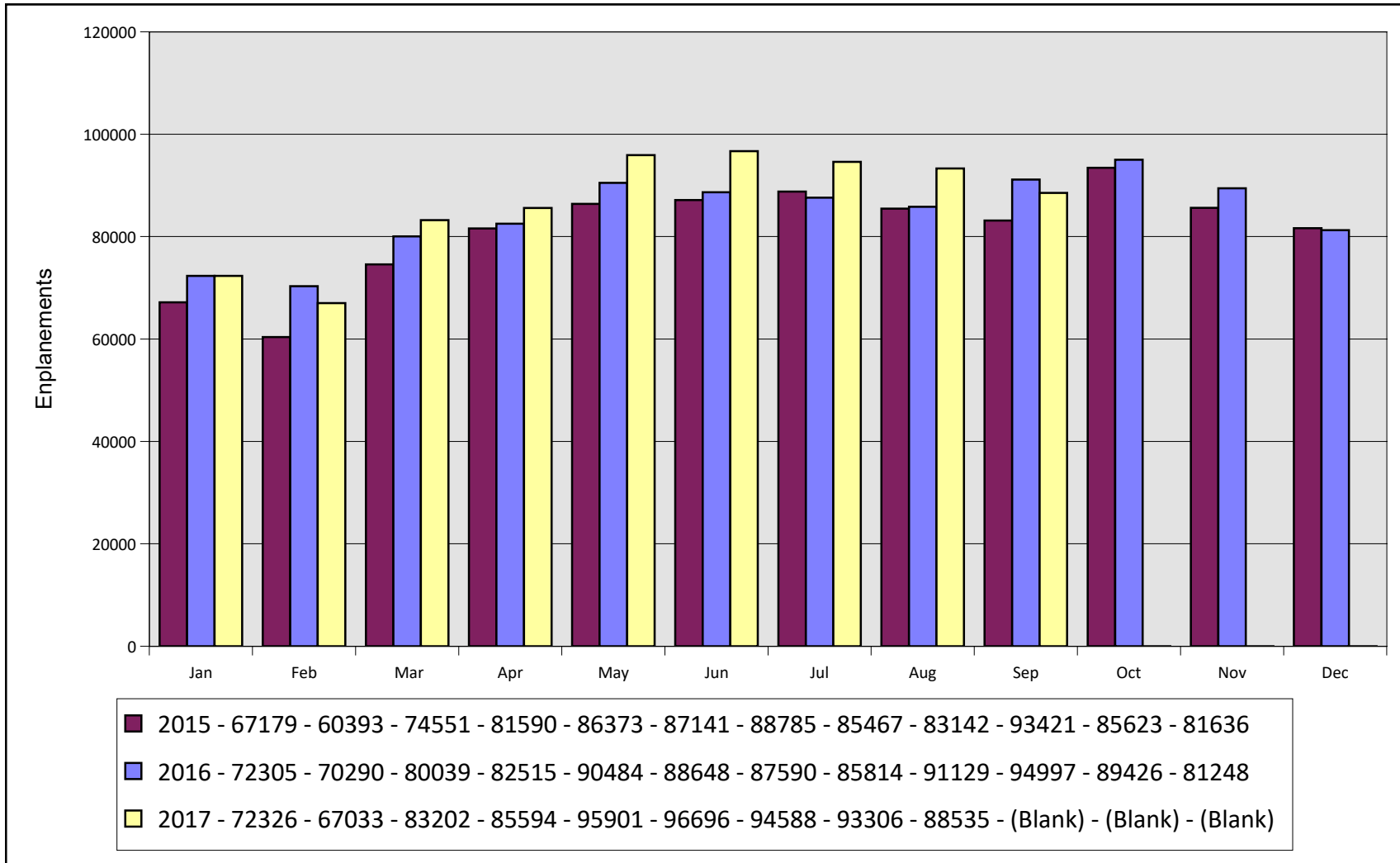
\*CTYD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

	Sep 2017	Sep 2016	Percentage Change	*CYTD-2017	*CYTD-2016	Percentage Change
<b>United Airlines</b>						
Enplanements	14,931	16,520	-9.6%	117,808	123,154	-4.3%
Seats	18,680	20,484	-8.8%	141,206	142,742	-1.1%
Load Factor	79.9%	80.6%	-0.9%	83.4%	86.3%	-3.3%
<b>Totals</b>						
Enplanements	88,215	90,669	-2.7%	774,583	744,598	4.0%
Seats	112,509	112,674	-0.1%	938,222	913,826	2.7%
Load Factor	78.4%	80.5%	-2.6%	82.6%	81.5%	1.3%

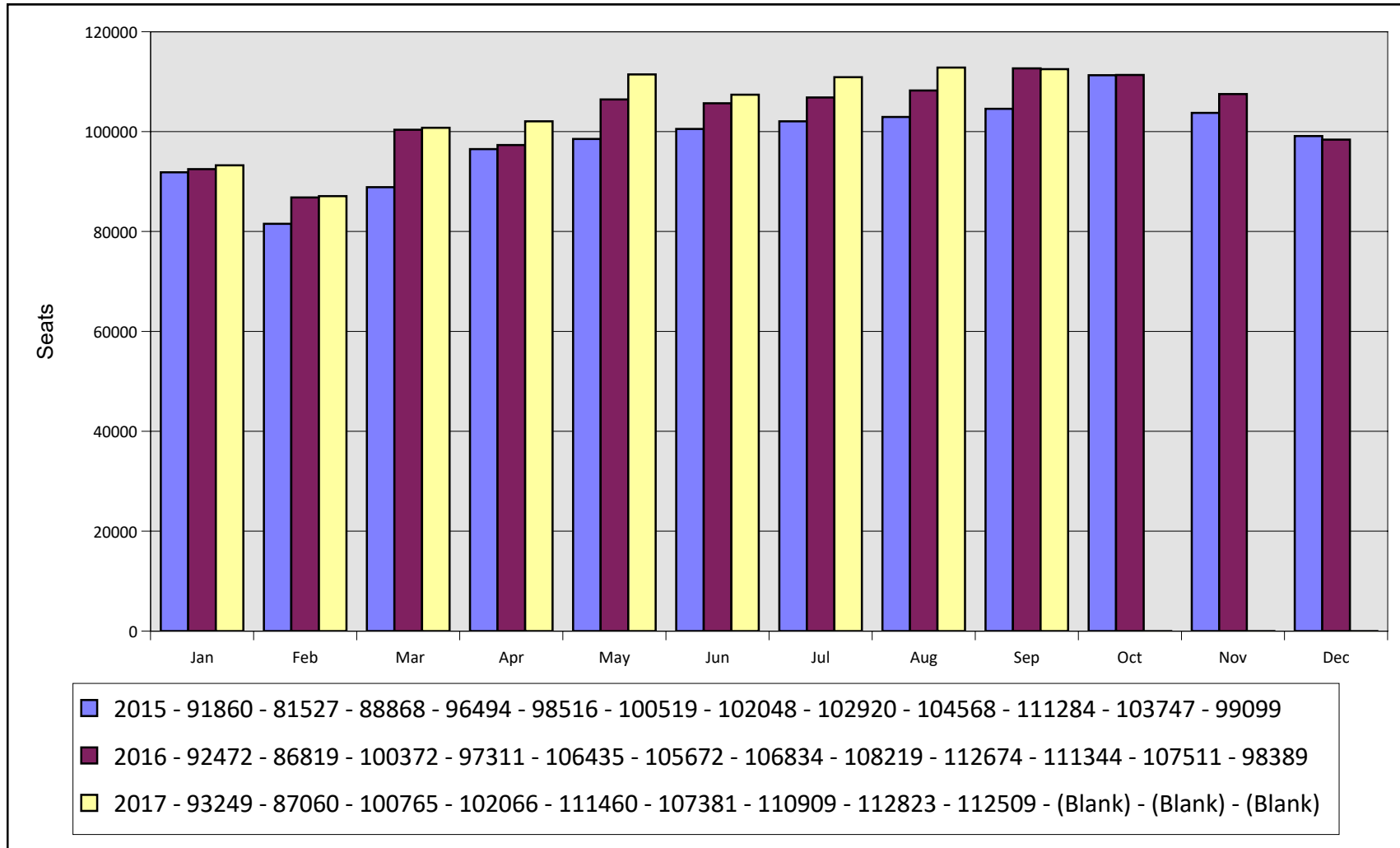
Tuesday, November 7, 2017

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

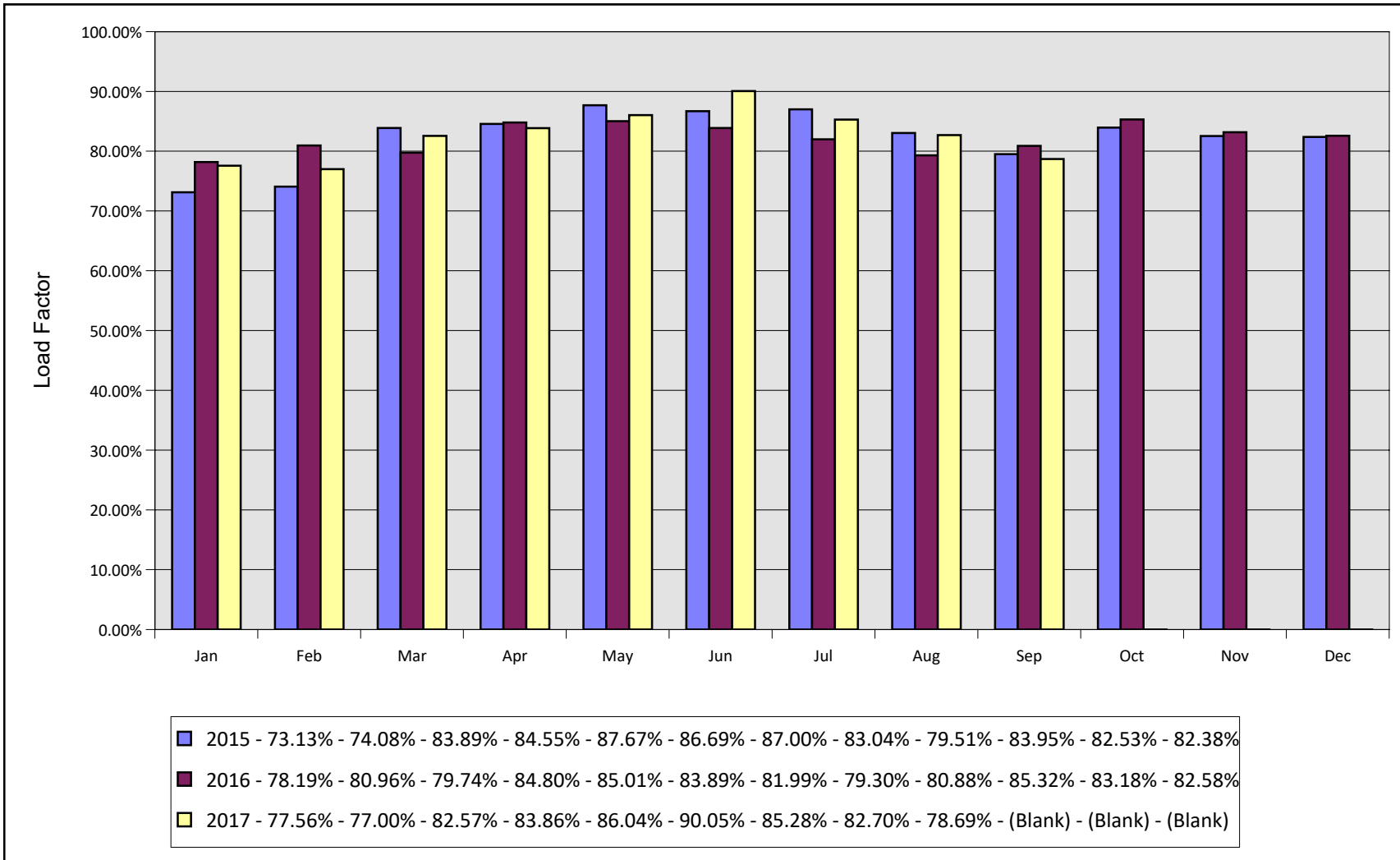
# Monthly Enplanements By Year Greenville-Spartanburg International Airport



# Monthly Seats By Year Greenville-Spartanburg International Airport

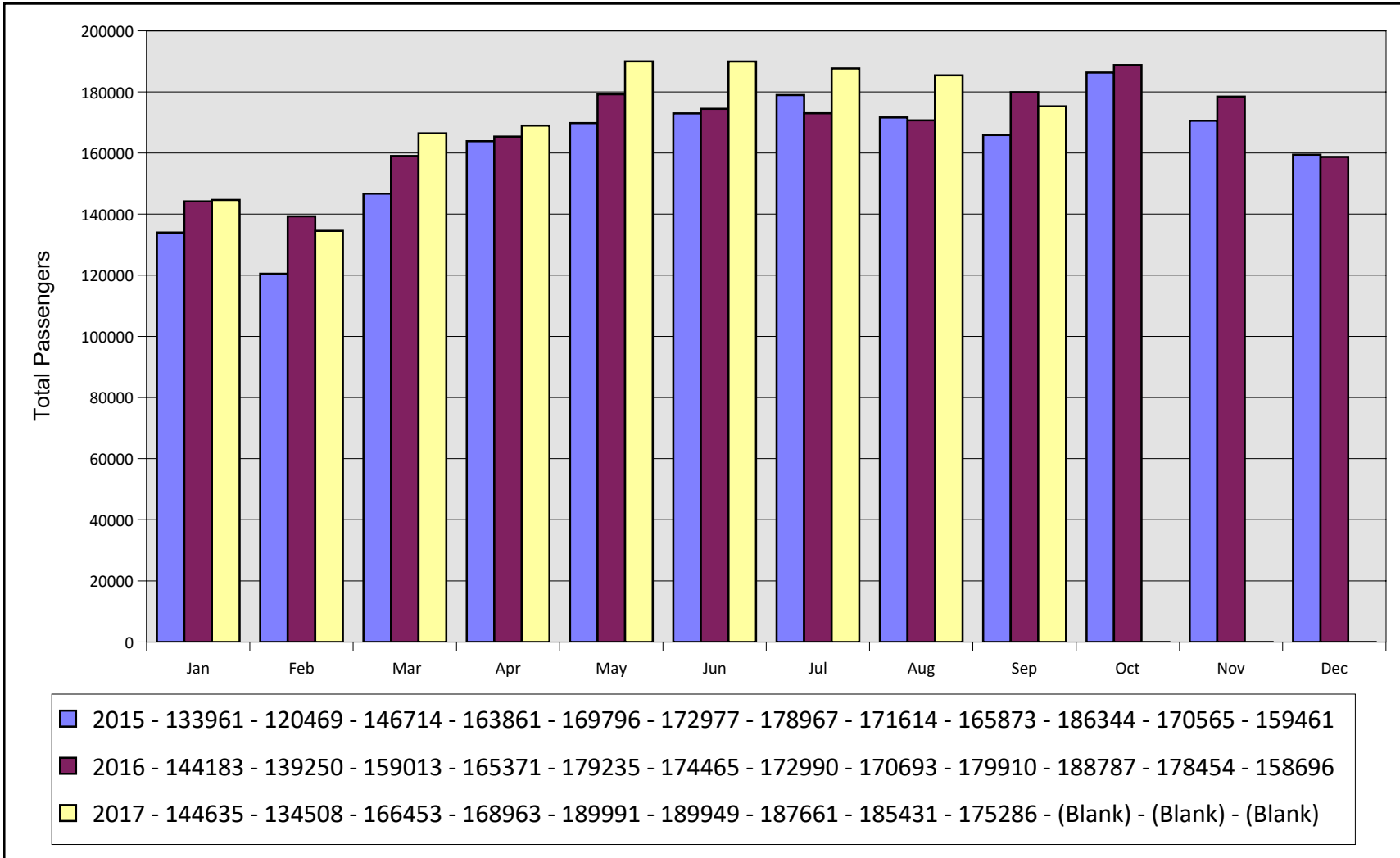


# Monthly Load Factors By Year Greenville-Spartanburg International Airport





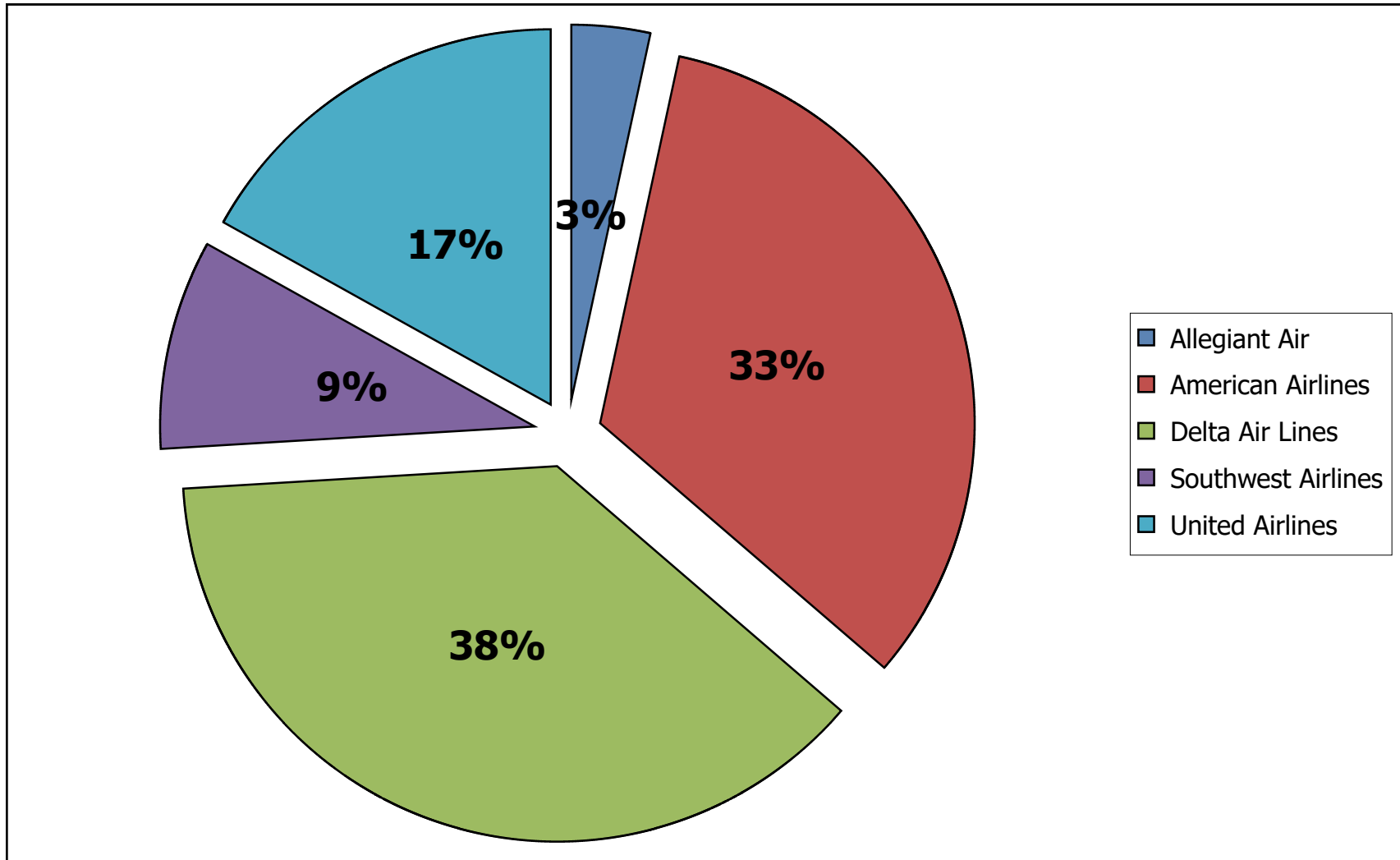
# Total Monthly Passengers By Year Greenville-Spartanburg International Airport



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



Report Period From September 2017 Through September 2017



# Airline Flight Completions Greenville-Spartanburg International Airport



September 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Aeronaves	5	0	0	0	0	0	100.0%
Air Atlanta Icelandic	10	0	0	0	0	0	100.0%
Allegiant Air	22	0	0	0	0	0	100.0%
Alliance Air Charter	2	0	0	0	0	0	100.0%
American Airlines	587	0	9	12	0	21	98.3%
Ameristar Jet Charter	1	0	0	0	0	0	100.0%
Berry Aviation	4	0	0	0	0	0	100.0%

Tuesday, November 7, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Castle Aviation	1	0	0	0	0	0	100.0%
Delta Air Lines	365	0	0	4	2	6	98.4%
Encore Air Cargo	1	0	0	0	0	0	100.0%
Federal Express	40	0	0	0	0	0	100.0%
IFL Group	5	0	0	0	0	0	100.0%
Jet Blue	1	0	0	0	0	0	100.0%
Miami Air	1	0	0	0	0	0	100.0%
National Air Cargo Airlines	2	0	0	0	0	0	100.0%
Northern Air Cargo	1	0	0	0	0	0	100.0%

Tuesday, November 7, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Priority Air Cargo	3	0	0	0	0	0	100.0%
Royal Air Freight	10	0	0	0	0	0	100.0%
Sioux Falls Aviation	1	0	0	0	0	0	100.0%
Southwest Airlines	81	0	0	0	0	0	100.0%
Sun Country Airlines	1	0	0	0	0	0	100.0%
TSM	5	0	0	0	0	0	100.0%
United Airlines	316	0	0	6	3	9	97.2%
UPS	34	0	0	0	0	0	100.0%
USA Jet	8	0	0	0	0	0	100.0%

Tuesday, November 7, 2017

Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Volga-Dnepr	1	0	0	0	0	100.0%	
<b>Total</b>	1,508	0	9	22	5	36	97.6%

Tuesday, November 7, 2017



## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### ITEM DESCRIPTION – Information Section Item B

September 2017 - Financial Report

#### SUMMARY

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

Operating Income was down by **0.67%** when compared to the budget for Year-to-Date September 2017. Also, while Operating Expenses were down by **18.03%**, when compared to the budgeted amount for the period, net operating income was up by **27.63%**, when compared to the budget through September 2017. For the period ending September 2017, which represents three (3) months of the fiscal year, a total of about **\$4.56 million** has been returned to the bottom line in operating income.

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

**September 30, 2017 FINANCIAL STATEMENT PACKAGE**



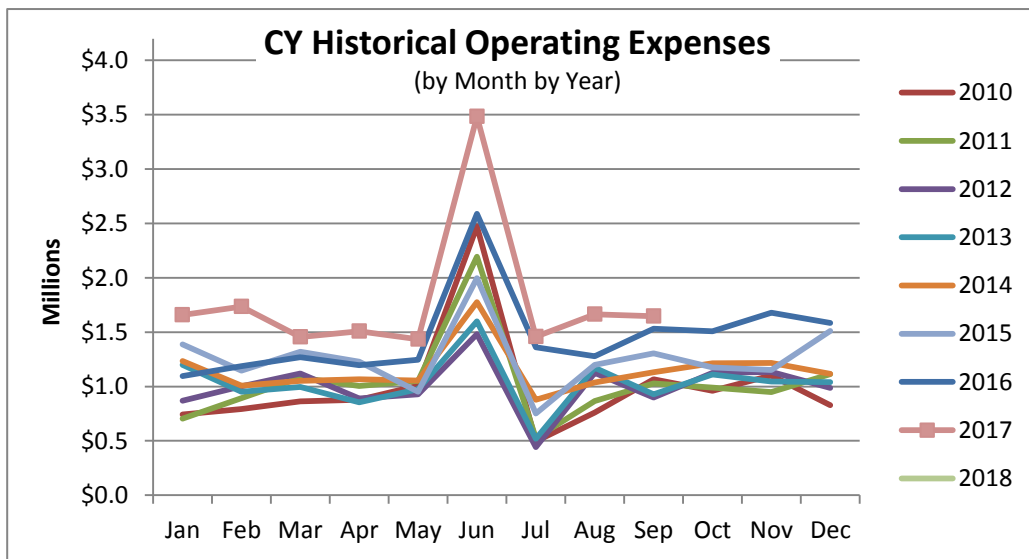
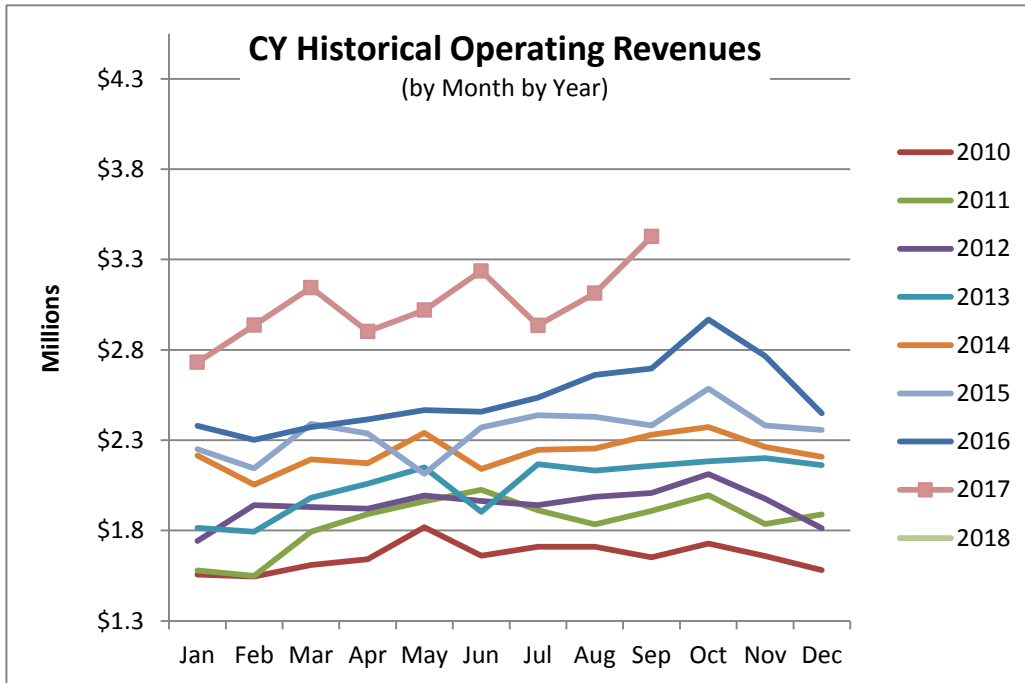
GREENVILLE SPARTANBURG AIRPORT DISTRICT  
**STATEMENT OF NET POSITION**

	<b>Current Month Current FY <u>9/30/2017</u></b>	<b>Current Month Prior FY <u>9/30/2016</u></b>
<b>Assets</b>		
Cash Accounts	7,535,035.79	12,613,176.29
Investments-Airport	9,991,211.10	9,998,055.60
Bond Trustee Assets	118,799.19	118,418.33
Accounts Receivable	734,798.75	428,649.94
Less: Reserve for Doubtful Accts	-	-
Net Accounts Receivable	<b>734,798.75</b>	<b>428,649.94</b>
Inventory	416,367.68	173,235.84
Prepaid Insurance	442,256.78	351,863.60
Notes Receivable-RAC District Funds	1,546,925.24	1,759,436.09
Property, Plant & Equipment (PP&E)	378,816,839.51	347,636,331.36
Less: Accumulated Depreciation	(139,095,957.02)	(128,707,226.44)
Net PP&E	<b>239,720,882.49</b>	<b>218,929,104.92</b>
<b>TOTAL ASSETS</b>	<b>260,506,277.02</b>	<b>244,371,940.61</b>
<b>PLUS: Deferred Outflows of Resources</b>		
Deferred Pension	2,329,681.54	972,466.85
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>2,329,681.54</b>	<b>972,466.85</b>
<b>LESS: Liabilities</b>		
Accounts Payable	1,524,428.69	1,081,831.54
TD Bank LOC	2,164,358.00	2,164,358.00
Revenue Bonds Payable	1,647,618.08	1,993,415.11
SCRS Pension Liability	12,214,294.00	10,446,431.00
Benefit Liability	881,124.04	827,112.61
<b>TOTAL LIABILITIES</b>	<b>18,431,822.81</b>	<b>16,513,148.26</b>
<b>LESS: Deferred Inflows of Resources</b>		
Deferred Revenues	1,570,218.24	1,791,703.09
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>1,570,218.24</b>	<b>1,791,703.09</b>
<b>NET POSITION</b>		
Invested in Capital Assets, net of Related Debt	234,389,599.25	214,804,746.92
Restricted:		
A/P - Capital Projects - Restricted	91,181.11	85,003.22
Contract Facility Charge	2,117,724.96	2,118,248.96
Total Restricted:	<b>2,208,906.07</b>	<b>2,203,252.18</b>
Unrestricted	6,235,412.19	10,031,557.01
<b>TOTAL NET POSITION</b>	<b>242,833,917.51</b>	<b>227,039,556.11</b>

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

	<----- FISCAL YEAR TO DATE ----->				
	September 30, 2017 Actual	September 30, 2017 Budget	Actual - Budget	% Change	
<b>INCOME</b>					
Landing Area:					
Landing Fees	669,662.53	627,894.51	41,768.02	6.65%	(a)
Aircraft Parking Fees	99,402.93	94,179.06	5,223.87	5.55%	
Subtotal Landing Area	769,065.46	722,073.57	46,991.89	6.51%	
Space & Ground Rentals	2,323,531.59	2,608,443.00	(284,911.41)	-10.92%	(b)
Auto Parking	3,009,931.45	3,300,241.08	(290,309.63)	-8.80%	(c)
Commercial Ground Transportation	27,385.75	36,249.99	(8,864.24)	-24.45%	
Concessions:					
Advertising	82,976.66	75,000.00	7,976.66	10.64%	
Food & Beverage	119,467.72	124,959.99	(5,492.27)	-4.40%	
Rental Car	970,765.40	783,063.18	187,702.22	23.97%	(d)
Retail	155,356.26	141,075.00	14,281.26	10.12%	
Subtotal Concessions	1,328,566.04	1,124,098.17	204,467.87	18.19%	
Expense Reimbursements	361,039.94	377,079.84	(16,039.90)	-4.25%	
Other Income	498,624.29	511,132.89	(12,508.60)	-2.45%	
Gross Profit on Fuel Sales	1,008,166.03	709,691.73	298,474.30	42.06%	(e)
<b>Total Operating Income</b>	<b>9,326,310.55</b>	<b>9,389,010.27</b>	<b>(62,699.72)</b>	<b>-0.67%</b>	
<b>EXPENSES</b>					
Salary & Benefits	2,796,402.26	3,021,103.86	(224,701.60)	-7.44%	(f)
Professional Services	60,993.77	158,747.73	(97,753.96)	-61.58%	(g)
Promotional Activities	49,033.25	398,312.46	(349,279.21)	-87.69%	(h)
Administrative	170,289.70	311,456.46	(141,166.76)	-45.32%	(i)
Insurance	136,205.01	136,205.01	-	0.00%	
Contractual Services	802,534.65	882,518.19	(79,983.54)	-9.06%	(j)
Rentals & Leases	33,047.54	39,052.50	(6,004.96)	-15.38%	
Repairs & Maintenance	120,066.13	158,577.24	(38,511.11)	-24.29%	
Supplies & Equipment	154,143.76	296,116.05	(141,972.29)	-47.94%	(k)
Utilities	447,215.02	416,985.81	30,229.21	7.25%	
<b>Total Operating Expenses</b>	<b>4,769,931.09</b>	<b>5,819,075.31</b>	<b>(1,049,144.22)</b>	<b>-18.03%</b>	
<b>NET OPERATING INCOME</b>	<b>4,556,379.46</b>	<b>3,569,934.96</b>	<b>986,444.50</b>	<b>27.63%</b>	

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



September 30, 2017

**YTD ACTUAL VS YTD BUDGET FOOTNOTES**

(a)	<b>Landing Fees</b>	OVER BUDGET	<b>\$41,768.02</b>	- All passenger and charter is over budget, while cargo is less than budget
(b)	<b>Space &amp; Ground Rentals</b>	UNDER BUDGET	<b>\$284,911.41</b>	<ul style="list-style-type: none"> <li>- Common use space old methodology not budgeted 59K (billed in arrears)</li> <li>- OHM/Hudson are using more of the unconditioned space and less of the conditioned space (higher rate) than budgeted 18.6K</li> <li>- Did not anticipate that Senator would need to rent space and therefore did not budget (12K fytd)</li> <li>- The new per turn methodology records space in arrears 196K; July financials were based upon June landings, so the per turn revenue isn't reflected until August 2017 and after</li> <li>- Bradford Logistic 194K not billed to tenants using the service</li> <li>- American S. Cargo under budget 23K due to using wrong (higher) sq footage in budget</li> <li>- UPS did not occupy new space until Sept and have not executed new lease yet 8.3K fytd</li> <li>- PSA office and hangar rent not included in the budget in error 94K fytd</li> <li>- Project Ziggy (BMW) budgeted 12K and ProTrans budgeted 16K - space not ready for occupancy</li> </ul>
(c)	<b>Auto Parking</b>	UNDER BUDGET	<b>\$290,309.63</b>	- Budget an 18% increase over calendar year 2016 which already included the increase in parking rates for half of the year
(d)	<b>Rental Car</b>	OVER BUDGET	<b>\$187,702.22</b>	- Increase in traffic
(e)	<b>Gross Profit on Fuel Sales</b>	OVER BUDGET	<b>\$298,474.30</b>	- Increased in sales and decrease in cost of goods sold
(f)	<b>Salary &amp; Benefits</b>	UNDER BUDGET	<b>\$224,701.60</b>	- Several departments are not fully staffed (Facilities, AvSrv, etc)
(g)	<b>Professional Services</b>	UNDER BUDGET	<b>\$97,753.96</b>	<ul style="list-style-type: none"> <li>- Timing: Budgeted 635M spread evenly across the year</li> <li>- Consulting 56K under budget</li> <li>- Legal 34K under budget</li> </ul>
(h)	<b>Promotional Activities</b>	UNDER BUDGET	<b>\$349,279.21</b>	<ul style="list-style-type: none"> <li>- Timing: Budgeted 1.6M spread evenly across the year</li> <li>- Advertising expense 165K under budget</li> <li>- General marketing expenses 116K under budget</li> <li>- Sponsorships expenses 63K under budget</li> </ul>
(i)	<b>Administrative</b>	UNDER BUDGET	<b>\$141,166.76</b>	<ul style="list-style-type: none"> <li>- Travel/Training 91K under budget</li> <li>- Dues &amp; Subscriptions 19K under budget</li> <li>- Corporate Function 15K under budget</li> </ul>
(j)	<b>Contractual Services</b>	UNDER BUDGET	<b>\$79,983.54</b>	<ul style="list-style-type: none"> <li>- Parking Management agreement expenses under budget due to timing</li> <li>- Management Agreement Expenses under budget 51K</li> <li>- Janitorial Services 79K under budget (some budgeted services have not occurred yet)</li> <li>- Computer-annual contracts 51K over budget due to timing</li> <li>- Elevator &amp; Escalator 59K over budget, large annual contract paid in September</li> </ul>

September 30, 2017

**YTD ACTUAL VS YTD BUDGET FOOTNOTES**

(k)	<b>Supplies &amp; Equipment</b>	UNDER BUDGET	<b>\$141,972.29</b>	- Timing: Budgeted 942K spread evenly across the year - Computer-Software 19K under budget - Computer-Equip/Supplies 54K under budget - Nursery & Landscaping 18K under budget
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Note: Please recognize that this is a preliminary report, unaudited, and only represents three months of activity, resulting in variances which can be quite volatile.

**Greenville-Spartanburg Airport District  
September 30, 2017**

	<b>Issue Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Cost Basis or BOY FMV</b>	<b>Par</b>	<b>EOM FMV</b>	<b>FMV Adj</b>
<b>US Treasury</b>							
UST T-Bill 4-wk	9/7/2017	10/5/2017	1.319%	4,994,944.45	5,000,000.00	4,994,944.45	-
UST T-Bill 4-wk	9/21/2017	10/19/2017	0.974%	4,996,266.65	5,000,000.00	4,996,266.65	-
							-
<b>Subtotal-UST</b>				<b>9,991,211.10</b>	<b>10,000,000.00</b>	<b>\$ 9,991,211.10</b>	<b>-</b>

<b>US Treasury Investment Types</b>	<b>T-Bill</b>	<b>T-Note</b>	<b>T-Bond</b>	<b>Fed Ag</b>
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 (*)

Weighted  
blended yield =  
1.1465%

(\*) Note: Since GSP is a political subdivision of SC, we are tax-exempt from all taxes, including state and local.

GREENVILLE SPARTANBURG AIRPORT DISTRICT  
**Other Operating and Maintenance Reserve Funds**

	<b>FY \$ Amount Authorized</b>	<b>Date</b>	<b>\$ Amount Used YTD</b>	
<b>Emergency Repair/Replacement/Operations Fund</b>	\$ 750,000			
		8/5/2017	\$ 10,575	Barton Utilities-Repair storm drains between runways due to hail storm damage
		9/26/2017	\$ 14,297	Blanchard Machinery Co-ASCO Bypass isolation transfer switch
			<u>\$ 24,872</u>	
			<u><b>\$ 725,128</b></u>	Remaining Reserve
 <b>Business Development Obligations/Incentives</b>	 \$ 600,000			
		7/13/2017	\$ 6,970	US Testing Equipment
			<u>\$ 6,970</u>	
			<u><b>\$ 593,030</b></u>	Remaining Reserve

9/30/2017

## Procurement / Capital Acquisitions

<u>Project/Item Description</u>	<u>Date</u>	<u>Monthly \$ Amount</u>
<b>Capital Improvements:</b>		
Avcon / Terminal Apron Rehab Phase III	9/5/2017	36,975
GLF / Apron Rehab III	9/15/2017	544,311
Avcon / Terminal Apron Rehab Phase III	9/27/2017	53,519
WK Dickson / Cargo Apron (design)	9/27/2017	117,382
Carolina Time Equipment / ParkAssist	9/14/2017	269,310
Roebuck Builders Co / FBO Hangar Project	9/5/2017	771,734
Avcon / Hangar Project	9/27/2017	14,410
Roebuck Builders Co / Additional Hangar	9/5/2017	606,362
Avcon / Additional Hangar	9/27/2017	11,322
World Fuel / Fuel Farm	9/5/2017	53,000
WK Dickson / ARFF Station design	9/27/2017	25,045
Michael Baker / Overflow Lot Improvements	9/27/2017	10,340
 <b>Equipment and Small Capital Outlays:</b>		
 <b>Renewals and Replacements:</b>		
D&D Motors / Landscape Truck	9/27/2017	23,834
Harris Integrated Solutions	9/26/2017	12,404
Bahnsen Mechanical Systems / Concessionaire HVAC	9/15/2017	30,489
D&D Motors / Admin Fleet vehicle	9/14/2017	33,095
 <b>Professional Service Projects:</b>		
<b>Total Procurements/Capital Additions for the month</b>		<b>\$ <u>2,613,532</u></b>





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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Vice President/COO

DATE: November 20, 2017

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### ITEM DESCRIPTION – Information Section Item C

October 2017 – Development/Project Status Report

#### SUMMARY

##### **Apron Rehabilitation Project Phase 3:**

**Status** – Close out

**Project Budget** – \$5,000,000

**Estimated Completion Date** – fall 2017

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

Project engineering is led by AVCON, Inc. GLF is the contractor for the project. The contractor has completed the final section of paving at gate A6. All gates are open for normal operations. AVCON and GLF are working on project close out items.

##### **Consolidated Hangars Project:**

**Status** – Construction Phase

**Project Budget** – \$14,773,565

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



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

The corporate hangar has metal on three sides and the roof is on. Interior wall framing, drywall, electrical, mechanical and plumbing rough in are all underway inside the offices section. Underground and concrete slab work is underway at the bulk hangar site. The Corporate Hangar is scheduled to be complete in January 2018 and the Bulk Hangar should be complete in March 2018.

### **Airport Master Plan:**

**Status** – Planning Phase Underway

**Project Budget** – \$1,000,000

**Estimated Completion Date** – 12 to 18 months

McFarland Johnson is leading the GSP Airport Master Plan. Data gathering is almost complete and the draft forecast is complete. The next Master Plan Task Force Meeting is scheduled for November 20, 2017.

### **Parking Lots Project:**

**Status** – Bidding Phase

**Project Budget** – \$2,850,000

**Estimated Completion Date** – TBD

This project includes the new Overflow Parking Lot and an expansion to the National/Alamo Rental Car service center lot. The originally planned Employee Lot expansion was removed from the project scope due to budget constraints. Staff is working on alternatives for a temporary expansion at the Employee Lot. Michael Baker International was the designer for this project. AVCON will be handling construction phase services. GLF is the contractor for the Overflow Lot and the Rental Car service center lot. GLF will begin construction as soon as the permits are approved by Spartanburg County.



### **ARFF Station Project:**

**Status** – Design Phase

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

**Estimated Completion Date** – TBD

This project includes the design and construction of a new ARFF station. Design is being led by WK Dickson and is supported by Leo Daly, DP3, and several other local design firms. A preferred site has been selected and the design team is currently working on schematic design alternatives.

### **Parking Garage C:**

**Status** – Planning and Design Phase

**Project Budget** – \$40,000,000

**Estimated Completion Date** – TBD

This project includes the design and construction of a new combined public parking and rental car ready/return garage. The planning phase kick off meeting was held in September. Planning will continue through fall 2017.

### **New Cargo Apron:**

**Status** – Design Phase

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

**Estimated Completion Date** – February 2018

This project includes the design and construction of a new dedicated cargo apron with taxiway connector just south of the existing FedEx facility. The design phase, led by WK Dickson, is underway. The apron plans are currently about 50% complete.



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Rosylin Weston, Vice President - Communications

DATE: November 20, 2017

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### ITEM DESCRIPTION – Information Section Item D

October 2017 – Communications Status Report

#### SUMMARY

The Communications team coordinated and/or sponsored a number of events during the month of October including the fall for Greenville VIP Party and the Fall for Greenville VIP Tent in downtown Greenville. The team welcomed and provided concierge type services for Japanese guests attending the 40<sup>th</sup> Annual Joint Meeting of the Southeast U.S.-Japan Association (SEUS) and the Japan-U.S. Southeast Association (JUUSA Japan). We also planned and helped execute the Airport District's Annual Legislative Breakfast.

#### **News Stories Broadcast, Print and Online 10/01/17-10/31/17:**

##### *Aired on TV*

- FOX Carolina – PSA Airlines now operating out at GSP International Airport
- WYFF – GSP Airport District welcomes the arrival of PSA Airlines
- WSPA – Aircraft maintenance facility now fully operational at GSP International Airport

##### *Print and Online*

- GSA Business – GSP introduces its first maintenance operation
- Spartanburg Herald Journal – American Airlines subsidiary looks toward 24/7 operation at GSP
- Upstate Business Journal – PSA Airlines celebrates opening of maintenance facility at GSP Airport



- Greenville News – Tasty traveling! Wolfgang Puck restaurant now open at GSP

### **Social Media 10/ 01/ 17-10/ 31/ 17:**

#### **GSPAirport.com**

- 80,000 sessions (61,000 were new visits)
- 139,450 page views
- Average session duration - 2:06 minutes

#### **Instagram**

- 469 followers

#### **Facebook**

- 1,672 page views
- 113 new page likes
- 9,623 total page likes

### **Customer Service Complaints Summary:**

- No shuttle service to the economy parking lot
- Wait for Allegiant Air bags averages 45 minutes to 1 hour
- No access to the airside garden for non-ticketed passengers
- Inadequate amount of parking spaces. Desired lot always full (specifically in economy parking).

### **Community Relations:**

- Sponsored Fall For Greenville Kick-Off
- Hosted Upstate Legislative Breakfast (17 Legislators/Upstate Chamber Coalition)
- Hosted GSP Hospitality Suite for SEUS Japan weekend
- The GSP Conference Center was used a total of 19 times during the month.



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 20, 2017

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### ITEM DESCRIPTION – Information Section Item E

October 2017 – Commercial Business and Properties Report

### SUMMARY

#### **Concessions Program Development – Grand Hall Phase:**

**Status** – The only remaining concession to be completed is Palmetto Distillery, with build out expected to be fully completed by mid-November 2017.

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

**Estimated Completion Date** – November 30, 2017

#### **AirIT – Paging Installation Project:**

**Status** – Basic paging is fully functional in baggage claim, ticketing, and on the concourses. Currently, Staff is working through wiring issues in the Grand Hall with the terminal building contractor.

**Project Budget** – \$471,683

**Estimated Completion Date** – December 15, 2017

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



### **Lyft – Transportation Network Company (TNC) Service:**

**Status** – Lyft is sending the signed agreement and expected to start service this month.

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

**Estimated Completion Date** – November 2017

Lyft has recently started service in various communities throughout South Carolina. As part of that expansion, they will be offering service to and from the Airport.

### **FedEx – AT&T Network Based IP/ VPN Remote Access (ANIRA) Installation Project:**

**Status** – Awaiting plans and specifications for review

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

**Estimated Completion Date** – To be determined

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



**MEMORANDUM**

TO: Members of the Airport Commission  
 FROM: Marsha Madore, Human Resources Director  
 DATE: November 20, 2017

**ITEM DESCRIPTION – Information Section Item F**

October 2017 – OSHA Reportable Injury Report

**SUMMARY**

Monthly Activity as of October 31, 2017

- 1 OSHA Reportable injury
  - 10/25/2017 – Peter Thelen, On-Call Ramp Agent was struggling to hook a dolly to a tug. The tug rolled back and caused contusions on his right ankle.

2017 Calendar Year-to-Date

- 4 OSHA Reportable Injuries

2 Year Historical Annual OSHA Report Submissions:

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