



# GSP COMMISSION MEETING

## November 30, 2021



---

## **AGENDA**

Greenville-Spartanburg Airport Commission Regular Meeting  
Greenville-Spartanburg International Airport Commission Boardroom  
Tuesday, November 30, 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 September 20, 2021 Regular Meeting Minutes ([document](#))

III. PRESENTATIONS: None

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Property Acquisition – 1.21 Acre Residential Property & 0.77 Acre Lot with Garage Located on Taylors Road ([document](#))
- B. Approval of Design Phase Budget for Cargo Apron Phase 2 Project ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Coronavirus (COVID-19) Update
- D. EIPP Bonus Discussion
- E. Autonomous Car Demonstration

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 2021 – Traffic Report ([document](#))
- B. September 2021 – Financial Report ([document](#))
- C. October 2021 – Development/Project Status Report ([document](#))
- D. October 2021 – Communications Status Report ([document](#))
- E. October 2021 – Commercial Business and Marketing Report ([document](#))
- F. October 2021 – 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.

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 20, 2021**

The Greenville-Spartanburg Airport Commission met on September 20, 2021 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, Leland Burch, Valerie Miller, Jay Beeson, Doug Smith (via teleconference)

**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; Betty O. Temple, WBD; Thomas Tyra, Director of Communications & Air Service Development; Cody Baumann, Director of Operations; Jeff Clifton, Director of Design & Construction; Casey Cooperman, Executive Assistant/Recording Secretary

**GUESTS PRESENT:** Wes Townson, McKibbin Hotel Group; John Mafera, McFarland Johnson; Zach Nelson, McFarland Johnson; Jon McCalmont, Parrish & Parrish; Tom Lockhart, McMillan Pazdan Smith; Mark Waller, AVCON; Jonathan Chasteen, HDR; Bob Montgomery, Spartanburg Herald-Journal

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

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

- A.** The Greenville-Spartanburg Airport Commission July 12, 2021 Regular Meeting Minutes.
- B.** The Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2022.

### **PRESENTATIONS:**

#### **A. Review Renderings of Aviation Parkway Entry Signage**

Mr. Kevin Howell, Senior Vice President/COO, reviewed the GSP Campus Signage Program – Phase 2. Mr. Howell noted that this is a FY2022 budgeted capital project. This project includes the completion of the campus directional and wayfinding signage as well as the new primary entry sign on Aviation Parkway. A brief presentation was provided to review an updated rendering of the planned entry sign for Aviation Parkway. Mr. Howell invited the Commissioners to provide feedback and ask any questions they may have on the project to which there was discussion about whether the sign should be visible from I-85. Mr. Howell replied that the sign will not be visible from I-85 to which Chair Shaw agreed that there is ongoing construction on the interstate and it would be premature to put signage along the

interstate at this time. Further discussion ensued about the size of the lettering on the sign and the Commissioners asked Mr. Howell to ensure it will be legible to drivers, to which Mr. Edwards stated that the District is addressing the legibility as well as the landscape lighting along Aviation Parkway.

## **B. Terminal Landside Roadway Improvements Project Update**

Mr. Kevin Howell, Senior Vice President/COO invited John Mafera of McFarland Johnson to provide an update on the Terminal Landside Roadway Improvements Project. Mr. Howell noted that this is a FY2022 budgeted capital project. This Wingspan 2040 project includes planning, design and construction of various landside roadway improvements as outlined in the GSP Master Plan and most recently identified as enabling work for the future terminal expansion project. Staff is currently working with the District's planning team, McFarland Johnson, to further refine the program scope and identify the initial project elements for this phase prior to beginning full design. A presentation of the Commercial Vehicle Staging area with a visualization and renderings was provided for Commissioner feedback and group discussion.

The Commissioners shared concern over the Vehicle Staging area, requesting that the Staff look at all other options, with safety and aesthetics are the main concerns. Conversation ensued regarding alternative options and the timing of the project given expected passenger enplanements.

## **OLD BUSINESS:**

### **A. Approval of the Final Ranking for a Full Service On-Airport Hotel Development**

Chair Shaw recognized guest, Wes Townson of McKibbon Hotel Group, who was provided five minutes to speak. He demonstrated McKibbon Hotel Group, Inc.'s continued interest in the Full Service On-Airport Hotel Development.

Mr. Scott Carr, Vice President of Commercial Business & Communications, presented the request to approve the Final Ranking for a Full-Service On-Airport hotel Development.

On February 1, 2021, Staff issued a RFP to the public seeking competitive proposals from qualified companies.

On March 26, 2021, one proposal was received and was considered technically acceptable upon review. The proposal was from McKibbon Hotel Group, Inc. (McKibbon). An Evaluation Committee, including all Executive Staff and representatives from the Commercial Business and Procurement Departments, evaluated the proposal.

At the direction of the Airport Commission, Staff engaged Horwath HTL out of Atlanta, GA to complete a feasibility study for a future full service on-airport hotel adjacent to the terminal building. The summary results of that study were presented at an Airport Commission workshop on September 13, 2021.

Mr. Scott Carr provided the issue for this request, which is to approve the final ranking for the Full Service On-Airport Hotel Development as follows:

1. McKibbon Hotel Group, Inc.

Mr. Carr also presented the alternatives to continuing with the RFP issued in February 2021, which include issuing a new RFP that includes the results of the completed feasibility/market study, in an effort to obtain more interested developer proposals as suggested by Horwath HTL at the Airport Commission workshop. Alternatively, the entire project could be placed on hold for a defined period to allow economic conditions to continue to improve, or the project could be completely abandoned.

Additionally, Mr. Carr provided information on the fiscal impacts.

Mr. Carr respectfully requested that the Airport Commission resolve to (1) approve the final rankings for Full Service On-Hotel Airport Development as presented; (2) authorize Staff to negotiate agreements terms including the financial structure of the deal with the highest-ranked company (if acceptable agreement cannot be reached with the highest-ranking company, negotiations will be formally terminated, and Staff will discuss next steps) to be brought back to the Airport Commission for subsequent consideration and approval.

There was a motion to reject the final rankings for Full Service On-Airport Hotel Development as presented. The motion was seconded, and unanimously approved.

## **NEW BUSINESS:**

### **A. Approval of a Budget Amendment for the Airfield Pavement Improvements Program – Priority 1**

Mr. Kevin Howell, Senior Vice President/COO, presented the request to approve a budget amendment for the Airfield Improvement Program – Priority 1.

The original Priority 1 project scope included rehabilitation of taxiways L, D and G; taxiway shoulders at A, B, C, J, K and L; and the widening and reconstruction of taxiways L5 and L6 to the general aviation ramp. Early in 2021 and prior to starting the project, the ADO advised Staff there would not be enough AIP grant funds this year for the entire Priority 1 scope. Staff removed the L5 and L6 work from the project to keep the project within the funding limits and planned to delay L5 and L6 until funding could be secured. Ultimately the \$6,000,000 FY2022 capital budget approved by the Commission in May was based on the reduced project scope and reduced AIP funding.

In July, Staff was informed that additional grant funding was available to complete L5 and L6 after all. The project was realigned to add L5 and L6 back into the contracted work to take full advantage of the additional grant dollars. Due to the timing of when the project was bid and when the additional funding was determined, there was some escalation in construction costs, additional costs related to rephasing of the work and extended CA/RPR and testing costs. Commission approval of a budget amendment is necessary to fully fund the project.

The current Commission approved budget is \$8,400,000. With the addition of the taxiway L5 and L6 scope back to the project the revised construction phase costs total \$10,941,404. Accounting for a 5% contingency (\$547,070) results in a total project forecast of \$11,488,474. The final AIP grant for Priority 1 totals \$10,698,643.

Depending on how much of the contingency is required on the project, the District's financial portion could range from the high end of \$789,932 if the entire contingency is needed to a low of \$242,761 if no contingency is used.

Mr. Howell requested that the Airport Commission resolve to (1) approve a revised total project budget amount of \$11,488,475 for the Airfield Improvements Program – Priority 1 Construction Project; and (2) authorize the President/CEO to execute all necessary documents.

There was a motion to approve the budget amendment to the Airfield Pavement Improvements Program – Priority 1 and authorize the President and/CEO to execute all necessary documents. The motion was seconded, and unanimously approved.

## **B. Approval of a Budget Amendment for Parking Shuttle Operations**

Mr. Kevin Howell, Senior Vice President/COO, presented the request to approve a budget amendment for Parking Shuttle Operations.

The current approved operations and maintenance (O&M) budget for FY2022 does not include the necessary funds for parking shuttle operations. Commission approval of a budget amendment is necessary prior to resuming shuttle operations.

The Commission may elect to not approve the budget amendment. However, without a budget amendment, parking shuttle service will continue to be suspended.

The current approved parking operations budget for FY2022 totals \$707,754 in expenses and \$9,215,854 in public parking revenue. Staff is requesting the Commission approve an additional \$400,000 in expenses to fund the parking shuttle operations for the remaining portion of FY2022.

The FY2022 budget included \$9,215,854 in public parking revenue for the 12-month budget period. After the first two months of the fiscal year, public parking revenue has already exceeded budget by more than \$1,000,000.

Mr. Howell requested that the Airport Commission resolve to approve a budget amendment to increase the FY2022 parking operations and maintenance budget by \$400,000 to resume parking shuttle operations.

The Commission requested that the parking shuttle service be resumed as soon as possible.

There was a motion to approve the budget amendment Parking Shuttle Operation. The motion was seconded, and unanimously approved.

## **C. Approval of Revised Salary and Grade Level Plan**

Mr. David Edwards, President/CEO, presented the request to approve a Revised Salary Grade Level Plan for District employees.

As the Greenville-Spartanburg Airport District ("District") began to see staffing challenges in early 2021 immediate action was taken to address certain compensation levels in the organization where the District was having difficulty in retaining existing staff and recruiting new staff. It was then decided that an organization-wide compensation study needed to be conducted. In April 2021, Korn Ferry was engaged to conduct a comprehensive compensation

study for the Greenville-Spartanburg Airport District. The compensation study was completed in August 2021.

Per the current District Human Resources Policies and Procedures, the President/CEO will make recommendations from time to time for amendments to the Employee Compensation Plan, when changes in responsibilities of work, economic conditions, prevailing wage rates, financial conditions or other economic considerations indicate a need for such action.

Korn Ferry provided a revised Salary and Grade Level Plan as a part of its compensation study. The new plan takes in account the market analysis of each position in the organization. The goal of the compensation study was to benchmark each District position to the market and then set the midpoint of each position based on the P50 market level. The new plan graduates each midpoint level by increments of 10%. In addition, the minimum and maximum levels are set at 80% and 120% respectively of each midpoint. Mr. Edwards provided the proposed revised Salary and Grade Level Plan for review.

Korn Ferry recommended that the District bring all positions to the midpoint if the staff member is proficient in their job as this is the current market level. The cost impact to bring all employees to midpoint is approximately \$1.5 million annually or an increase of 15.5%. Staff did prepare for this budget impact this year. Therefore, no change to the budget is being requested to implement these proposed changes. Staff may determine that in certain circumstances a phase-in of individual increases may be appropriate.

Mr. Edwards requested that the Airport Commission resolve to approve the revised Greenville-Spartanburg Airport District Salary and Grade Level Plan as presented.

There was a motion to approve the Revised Salary and Grade Level Plan. The motion was seconded, and unanimously approved.

#### **D. Approval of a Lease Agreement Amendment for the National Weather Service Facility**

Mr. Scott Carr, Vice President of Commercial Business & Communications, presented a request to approve a Lease Agreement Amendment for the National Weather Service Facility.

The National Weather Service (NWS) currently has a ground lease for 2.07 acres of property from the Airport District (District) located at 1549 GSP Drive. The current agreement expires on September 30, 2021.

The NWS has requested an extension of the current ground lease agreement. The District has negotiated a 15-year extension to the current agreement.

Mr. Carr provided the terms for the 15-year extension, including Base & Option Terms, Lease Premises, Lease Rate, Contract Security, District Improvements, Maintenance, Utilities, Insurance, Taxes & Assessments, Subleasing, Assignment and Improvements at Expiration of the Lease.

Mr. Carr outlined the annual ground rent amount starting with its baseline in Year #1 and escalating it by 3% annually starting in Year 2. Mr. Carr then outlined the rent schedule to be applied to the 15-year ground lease extension.



Mr. Carr requested that the Airport Commission resolve to (1) approve the lease agreement amendment terms as outlined above and (2) authorize the President/CEO to execute a lease agreement amendment with the NWS.

There was a motion to approve the Lease Agreement Amendment for the National Weather Service Facility and authorize the President/CEO to execute a lease agreement amendment with the NWS. The motion was seconded, and unanimously approved.

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

#### **Aviation Industry Update:**

Mr. Edwards discussed various national publications, news articles and airline articles which predict that the aviation industry will have a soft fall and remainder of 2021 as it relates to passenger traffic, due to COVID-19 variants. Looking ahead to 2022, Staff expects business travel to return in the first quarter. Looking at statistics, the District experienced 80% recovery in July, however it has dipped to 75% in August, which still tracks ahead of a budgeted 68% recovery. Mr. Carr and his team have sent out a survey to the Upstate business community to help project when business travel will return.

Mr. Edwards projected that international travel will experience a slower return, with full recovery expected by 2026.

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

Mr. Edwards continues to track the progress of the Federal \$1.2 trillion Infrastructure Bill as well as the \$3.5 trillion Human Infrastructure Bill. The federal government is trying to connect the two packages. They are looking for a vote and if it passes in its current form, airports will receive \$20 billion over five (5) years, with \$15 billion, to be received as \$3 billion over five (5) years. The remaining \$5 billion would be reserved specifically for terminal improvements. FAA towers would receive a total \$5 billion. Mr. Edwards noted that this is good news for airports and would help move capital projects along.

Mr. Edwards is working with state legislators to move forward a commercial service airport recovery package, using state ARPA money. He indicated that initially \$1 billion will be allocated for water/sewer and a few other items, with a remaining amount of \$1 billion to be allocated in January 2022. Other commercial service airports are working alongside Mr. Edwards to help secure this funding. The next step would be to have a discussion to establish a regular funding stream for commercial service airports.

Discussion ensued as to the historical reasoning for why commercial service airports have not received regular funding. Mr. Edwards noted that the capital program costs are growing and although accepting grant money from the state would take away some of the District's independence, airports could still use the help, especially considering the airport's economic impact and tax revenues. Other states are trying to do the same thing in their regions, and it will be helpful to have Commissioners communicating the need when the time is right.

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

Mr. Edwards stated that although the District went through a long stretch without any reported cases, it has seen a significant uptick over the last several weeks.

It is still to be determined whether Staff will have to be vaccinated or tested weekly. Currently, all Federal employees are required to do so, and it may roll down to federal contractors like District Staff.

The District is also having internal conversations about how best to handle vaccination requirements.

**ACI Health Accreditation:**

Mr. Edwards applauded District Staff and noted that GSP is the first in South Carolina to receive the award.

**New ATCT Tower:**

Mr. Edwards announced that the FAA re-emerged with the project for a new ATCT Tower at GSP this year. The new ATCT tower has been approved and will go under design & construction in 2023, to be completed by 2028. The FAA will pay for it.

**Administrative Parking Lot:**

Mr. Edwards discussed that the District is hiring more Staff and there will be a need to use the entire administrative parking lot for Staff only. This will necessitate a relocation of parking for Commissioners to Parking Garage B. Once parking spots are identified in the parking garage, Commissioners will be asked to provide their vehicle tag information. Commissioners will then be able to enter/exit the garage without a parking ticket and park in the designated area.

**COMMISSIONER'S REPORT:** None**EXECUTIVE SESSION:**


There being no further business, a motion was made, seconded, and carried to go into Executive Session at 11:28 a.m. to discuss negotiations incipient to proposed contractual arrangements and receipt of legal advice.

At approximately 11:57 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 unanimously approved to adjourn meeting. The meeting was adjourned at approximately 11:58 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: November 30, 2021

---

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

Approval of Property Acquisition – 1.21 Acres of Residential Property and a 0.77 Acre Lot with Garage Located on Taylor Road

### **BACKGROUND**

The Airport District (District) owns approximately 746 acres of property north of State Route 101 and east of State Route 80. This property is commonly referred to as Tract A in the GSP360 Beyond the Runway land development program.

Adjacent to this area along State Route 101 and off Taylor Road, there are seven separate parcels of residential property owned by others totaling 6.37 acres. All of this property has been identified for future acquisition for airspace control in the Federal Aviation Administration approved master plan dated December 2019.

### **ISSUES**

The property owner of the 1,746 square foot residential home situated on 1.21 acres and the adjacent lot with a 1,678 square foot garage located on it with 0.77 acres contacted the Airport District regarding his interest in selling the property. District staff (Staff) subsequently had an appraisal completed for both parcels of property located at 3022 Taylor Road, Greer, SC.

The property with the home was appraised at \$215,000 and the adjacent lot with the garage was appraised at \$65,000 for a total appraised amount of \$280,000.



The District owns two other residential homes that are currently leased on Taylor Road. Thus, it is Staff's intention to lease this property until it is needed for future airport development.

Please see the attached property location map and pictures for reference.

## **ALTERNATIVES**

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

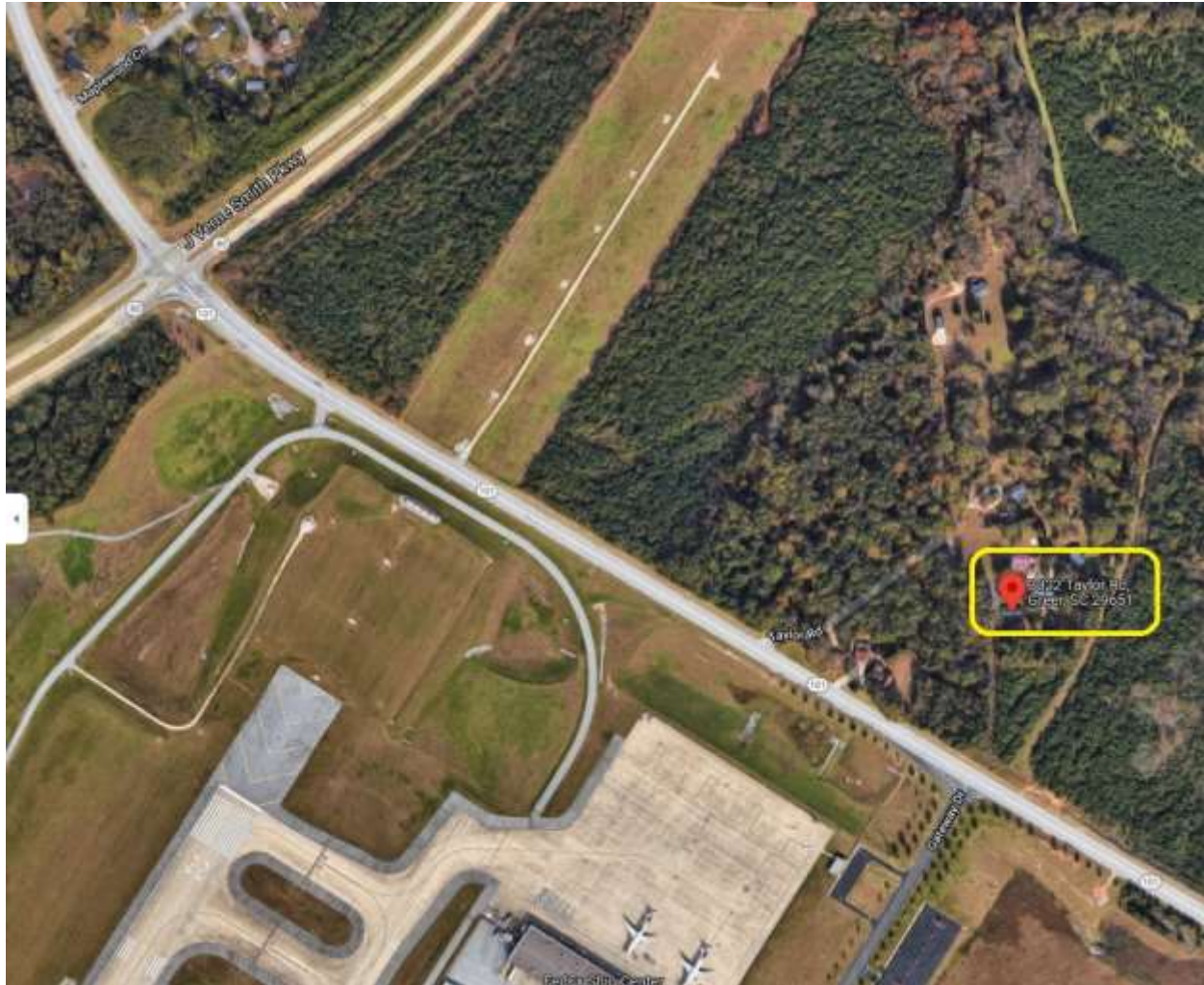
## **FISCAL IMPACT**

The property purchase price would be based on the total appraisal amount of \$280,000. In the event that the owner has a different appraisal that is within 10% of this amount, staff would negotiate within that additional 10% range with a not to exceed purchase price of \$308,000.

In addition, once this property is leased in an "as is" condition, it is anticipated that it will generate approximately \$25,000-\$30,000 in annual revenue to the District. Therefore, if leased for a period of 10-11 years, the initial purchase price will be fully recouped.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) authorized Staff to negotiate the purchase of the two parcels of property located on Taylors Road in Greer, SC in an amount not to exceed \$308,000 and (2) authorize the President/CEO to execute all required documentation for the property purchase.









---

## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Senior Vice President/COO

DATE: November 30, 2021

---

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

Approval of Design Phase Budget for Cargo Apron Phase 2 Project

### **BACKGROUND**

GSP continues to experience record all cargo traffic with no relief in sight. Requests for service and inquiries for opportunities at GSP regularly exceed current capacity. With the ongoing 50,000 SF expansion of the air cargo facility expected to be completed in Summer 2022 and the number of potential customers it is important for the District to begin planning for the next phase of air cargo facility expansion.

In Spring 2021, the District applied for a DOT INFRA grant to help fund the construction of the Phase 2 Cargo Apron Expansion. Ultimately the INFRA grant was denied, but DOT advised the District to submit the Phase 2 Cargo Building for consideration in 2022. The District also recently applied for an EDA grant to assist with construction funding for Phase 2 of the cargo apron. If the EDA grant is approved, the District will be responsible for funding the design phase costs prior to starting construction.

Design for the Phase 2 Cargo Apron Project is approximately 30% complete and Staff feels it is important to go ahead and complete the design in order to have construction documents ready for procurement should a grant be approved. Completing the design now will save time and enable the District to move quickly.

### **ISSUES**

Design for the Phase 2 Cargo Apron is currently not budgeted, and Commission approval is necessary to advance the project.



## **ALTERNATIVES**

The Commission may elect to not approve proceeding with design at this time.

## **FISCAL IMPACT**

Design phase costs for Cargo Apron Phase 2 Project are estimated at \$450,000. Work elements include a mirror image of the existing cargo apron capable of servicing 3 widebody aircraft, extension of Gateway Drive and utilities to the future building site for Cargo Phase 2. Approval of this project requires authorization of a project budget.

Cargo revenues outperformed budget by approximately \$250,000 in the first quarter of FY22. Commercial fuel revenue exceeded budget projections by more than \$400,000 in the same time period.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) authorize the Design Phase of the Phase 2 Cargo Apron Project with a budget of \$450,000; and (2) authorize the President/CEO to execute all necessary documents.





## MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 30, 2021

## ITEM DESCRIPTION – Information Section Item A

September 2021 - Traffic Report

### SUMMARY

Passenger traffic continues to recover at a much better rate. For September 2021, passenger traffic was 77.6% of normal traffic levels and based on our numbers for October 2021 we are seeing about a 83% recovery level. Preliminary passenger numbers for November 2021 are currently trending at an 83% recovery level as well. In September 2021 passenger traffic reflects a **115.2%** increase over the same month in 2020. Cargo numbers for September 2021 were up **26.8%** for the same period. Passenger load factors were up **32.7%** for the month, at an average of **75.3%**.

A comparison of the North America National Passenger Traffic Growth Averages for **2021** to GSP's Passenger Traffic Growth is depicted below:

Month	2021		
	GSP	National Average	Difference
Jan	-65.30%	-64.20%	-1.10%
Feb	-63.40%	-63.80%	0.40%
Mar	-51.70%	0.80%	-52.50%
April	1359.00%	1397.10%	-38.10%
May	472.80%	618.90%	-146.10%
June	231.40%	311.80%	-80.40%
July	169.90%	212.39%	-42.49%
August	126.70%	170.17%	-43.47%
September	115.20%	Data Not Available	
October			
November			
December			
<b>Average</b>	<b>254.96%</b>	<b>322.90%</b>	<b>-67.94%</b>

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

Providing a look forward into the service levels for **December 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 up at 69.8%, and seats are up at 93.8%.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel December 2021 vs. December 2020											
All flights, seats, and ASMs given are per week.											
Mkt	Travel Period			Dec 2021		Dec 2020		Diff		Percent Diff	
	AI	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Seats
3M		GSP	JAX	306	2	94	0	0	2	94	
3M		GSP	MCO	449	2	119	0	0	2	119	
3M		GSP	TPA	478	2	94	0	0	2	94	
AA		GSP	CLT	76	52	3,616	42	3,049	10	567	23.8% 18.6%
AA		GSP	DCA	396	19	1,235	0	0	19	1,235	
AA		GSP	DFW	862	18	2,052	13	988	5	1,064	38.5% 107.7%
AA		GSP	MIA	638	7	532	0	0	7	532	
AA		GSP	ORD	577	13	650	6	300	7	350	116.7% 116.7%
AA		GSP	PHL	514	20	1,182	9	585	11	597	122.2% 102.1%
DL		GSP	ATL	153	47	7,840	48	4,124	(1)	3,716	(2.1%) 90.1%
DL		GSP	DTW	508	11	836	11	836	0	0	0.0% 0.0%
DL		GSP	LGA	610	19	1,444	0	0	19	1,444	
G4		GSP	FLL	620	2	354	2	354	0	0	0.0% 0.0%
G4		GSP	PIE	482	2	372	2	372	0	0	0.0% 0.0%
G4		GSP	SFB	426	2	372	2	342	0	30	0.0% 8.8%
LF		GSP	BNA	266	5	150	0	0	5	150	
UA		GSP	DEN	1,278	7	532	0	0	7	532	
UA		GSP	EWR	594	23	1,436	0	0	23	1,436	
UA		GSP	IAD	383	7	350	12	840	(5)	(490)	(41.7%) (58.3%)
UA		GSP	IAH	838	7	532	7	490	0	42	0.0% 8.6%
UA		GSP	ORD	577	13	988	14	780	(1)	208	(7.1%) 26.7%
WN		GSP	ATL	153	15	2,209	7	1,001	8	1,208	114.3% 120.7%
WN		GSP	BWI	425	7	1,161	7	1,001	0	160	0.0% 16.0%
WN		GSP	HOU	845	7	1,033	0	0	7	1,033	
TOTAL					309	29,183	182	15,062	127	14,121	69.8% 93.8%

Attachment

# Monthly Traffic Report

## Greenville-Spartanburg International Airport

September 2021



Category	Sep 2021	Sep 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change	*MOV12-2021	*MOV12-2020	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	86,534	40,388	114.3%	612,334	406,734	50.5%	741,545	755,971	-1.9%
Deplaned	<u>85,661</u>	<u>39,613</u>	116.2%	<u>606,756</u>	<u>403,416</u>	50.4%	<u>732,894</u>	<u>747,790</u>	-2.0%
<b>Total</b>	<b>172,195</b>	<b>80,001</b>	<b>115.2%</b>	<b>1,219,090</b>	<b>810,150</b>	<b>50.5%</b>	<b>1,474,439</b>	<b>1,503,761</b>	<b>-1.9%</b>
<b>Cargo Traffic (Pounds)</b>									
<b>Express and Mail</b>									
Enplaned	811,814	1,025,745	-20.9%	7,520,617	7,854,540	-4.3%	10,226,298	10,581,498	-3.4%
Deplaned	<u>1,136,527</u>	<u>1,083,320</u>	4.9%	<u>8,389,978</u>	<u>7,199,560</u>	16.5%	<u>11,698,650</u>	<u>10,351,723</u>	13.0%
<b>Subtotal</b>	<b>1,948,341</b>	<b>2,109,065</b>	<b>-7.6%</b>	<b>15,910,595</b>	<b>15,054,100</b>	<b>5.7%</b>	<b>21,924,948</b>	<b>20,933,221</b>	<b>4.7%</b>
<b>Freight</b>									
Enplaned	5,166,955	4,009,558	28.9%	42,736,677	26,625,277	60.5%	51,536,043	35,683,139	44.4%
Deplaned	<u>9,118,410</u>	<u>6,682,325</u>	36.5%	<u>82,968,362</u>	<u>45,064,039</u>	84.1%	<u>107,699,605</u>	<u>59,897,275</u>	79.8%
<b>Subtotal</b>	<b>14,285,365</b>	<b>10,691,883</b>	<b>33.6%</b>	<b>125,705,039</b>	<b>71,689,316</b>	<b>75.3%</b>	<b>159,235,648</b>	<b>95,580,414</b>	<b>66.6%</b>
<b>Total</b>	<b>16,233,706</b>	<b>12,800,948</b>	<b>26.8%</b>	<b>141,615,634</b>	<b>86,743,416</b>	<b>63.3%</b>	<b>181,160,596</b>	<b>116,513,635</b>	<b>55.5%</b>

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

Category	Sep 2021	Sep 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change	*MOV12-2021	*MOV12-2020	Percentage Change
<b>Aircraft Operations</b>									
Airlines	2,348	1,543	52.2%	19,045	14,984	27.1%	24,101	22,597	6.7%
Commuter/Air Taxi	<u>781</u>	<u>470</u>	66.2%	<u>6,122</u>	<u>4,986</u>	22.8%	<u>7,338</u>	<u>8,110</u>	-9.5%
<b>Subtotal</b>	<b>3,129</b>	<b>2,013</b>	<b>55.4%</b>	<b>25,167</b>	<b>19,970</b>	<b>26.0%</b>	<b>31,439</b>	<b>30,707</b>	<b>2.4%</b>
General Av.	1,091	808	35.0%	8,439	6,614	27.6%	11,031	9,008	22.5%
Military	<u>159</u>	<u>174</u>	-8.6%	<u>1,774</u>	<u>1,466</u>	21.0%	<u>2,433</u>	<u>2,008</u>	21.2%
<b>Subtotal</b>	<b>1,250</b>	<b>982</b>	<b>27.3%</b>	<b>10,213</b>	<b>8,080</b>	<b>26.4%</b>	<b>13,464</b>	<b>11,016</b>	<b>22.2%</b>
<b>Total</b>	<b>4,379</b>	<b>2,995</b>	<b>46.2%</b>	<b>35,380</b>	<b>28,050</b>	<b>26.1%</b>	<b>44,903</b>	<b>41,723</b>	<b>7.6%</b>
<b>Fuel Gallons</b>									
<b>General Aviation</b>									
100LL	2,132	1,736	22.8%	22,558	14,452	56.1%	29,036	20,953	38.6%
Jet A	<u>130,989</u>	<u>98,543</u>	<u>32.9%</u>	<u>1,198,767</u>	<u>769,126</u>	<u>55.9%</u>	<u>1,483,645</u>	<u>1,111,486</u>	<u>33.5%</u>
<b>Subtotal</b>	<b>133,121</b>	<b>100,279</b>	<b>32.8%</b>	<b>1,221,325</b>	<b>783,578</b>	<b>55.9%</b>	<b>1,512,681</b>	<b>1,132,439</b>	<b>33.6%</b>
<b>Commercial Aviation</b>									
Jet A	1,770,121	950,445	86.2%	15,773,958	8,778,446	79.7%	18,908,325	13,435,704	40.7%
<b>Total</b>	<b>1,903,242</b>	<b>1,050,724</b>	<b>81.1%</b>	<b>16,995,283</b>	<b>9,562,024</b>	<b>77.7%</b>	<b>20,421,006</b>	<b>14,568,143</b>	<b>40.2%</b>

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

# Scheduled Airline Enplanements, Seats, and Load Factors

## Greenville-Spartanburg International Airport

September 2021



	Sep 2021	Sep 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change
<b>Allegiant Air</b>						
Enplanements	2,190	1,798	21.8%	24,963	18,489	35.0%
Seats	3,045	3,216	-5.3%	39,063	32,790	19.1%
Load Factor	71.9%	55.9%	28.6%	63.9%	56.4%	13.3%
<b>American Airlines</b>						
Enplanements	29,054	18,298	58.8%	220,774	158,432	39.3%
Seats	38,247	24,779	54.4%	285,090	254,630	12.0%
Load Factor	76.0%	73.8%	2.9%	77.4%	62.2%	24.5%
<b>Delta Air Lines</b>						
Enplanements	29,867	11,353	163.1%	180,514	123,552	46.1%
Seats	36,542	24,954	46.4%	240,108	226,835	5.9%
Load Factor	81.7%	45.5%	79.7%	75.2%	54.5%	38.0%
<b>Silver Airways</b>						
Enplanements	742	0	-	5,333	0	-
Seats	1,404	0	-	9,054	0	-
Load Factor	52.8%	-	-	58.9%	-	-
<b>Southwest Airlines</b>						

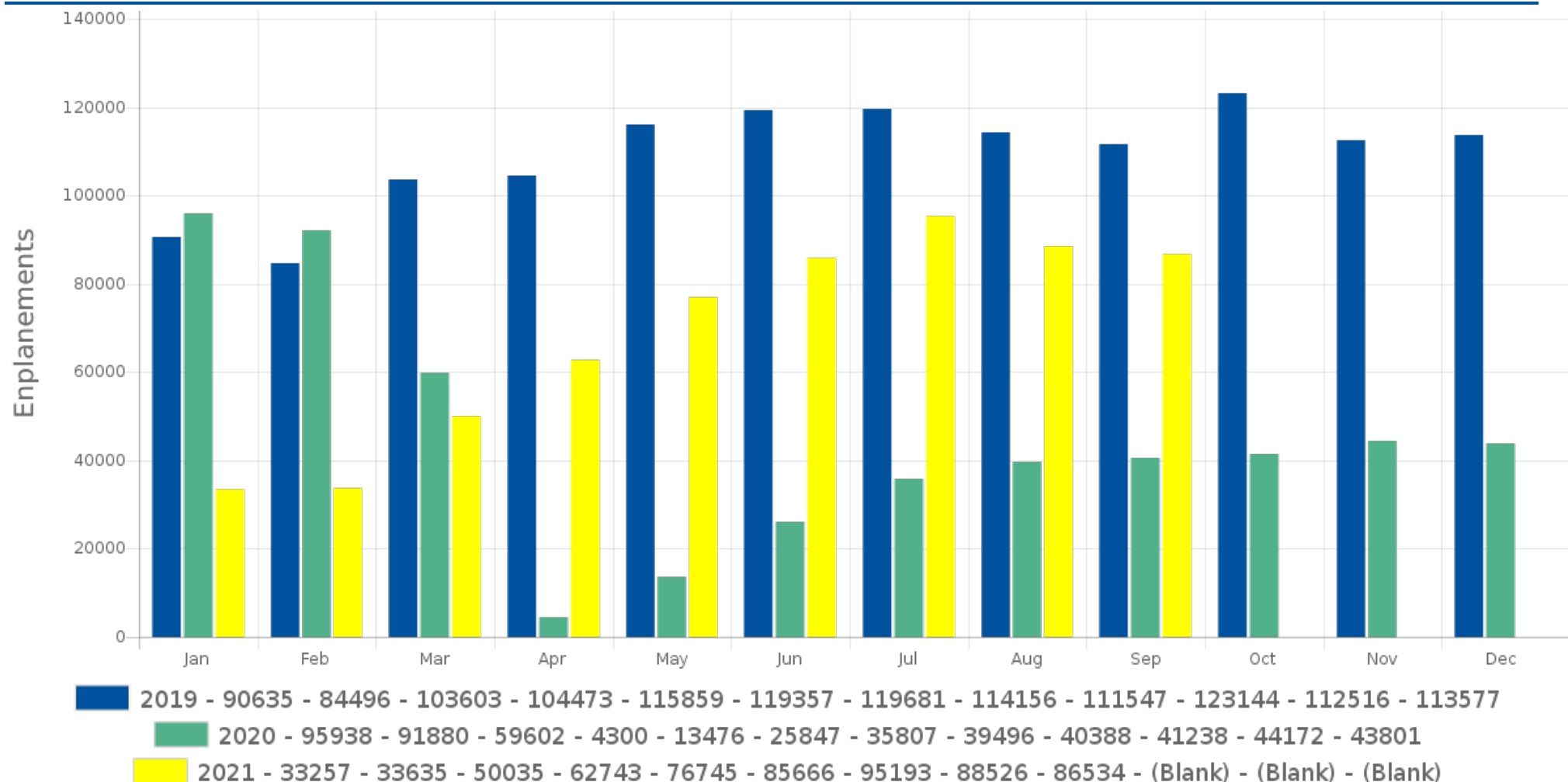
	Sep 2021	Sep 2020	Percentage Change	*CYTD-2021	*CYTD-2020	Percentage Change
Enplanements	9,943	3,448	188.4%	81,260	39,469	105.9%
Seats	17,960	9,918	81.1%	152,204	115,237	32.1%
Load Factor	55.4%	34.8%	59.2%	53.4%	34.3%	55.9%
<b>United Airlines</b>						
Enplanements	14,448	5,345	170.3%	97,725	57,506	69.9%
Seats	17,340	8,030	115.9%	121,364	99,993	21.4%
Load Factor	83.3%	66.6%	25.2%	80.5%	57.5%	40.0%
<b>Totals</b>						
Enplanements	86,244	40,242	114.3%	610,569	397,448	53.6%
Seats	114,538	70,897	61.6%	846,883	729,485	16.1%
Load Factor	75.3%	56.8%	32.7%	72.1%	54.5%	32.3%

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

# Monthly Enplanements By Year

## Greenville-Spartanburg International Airport

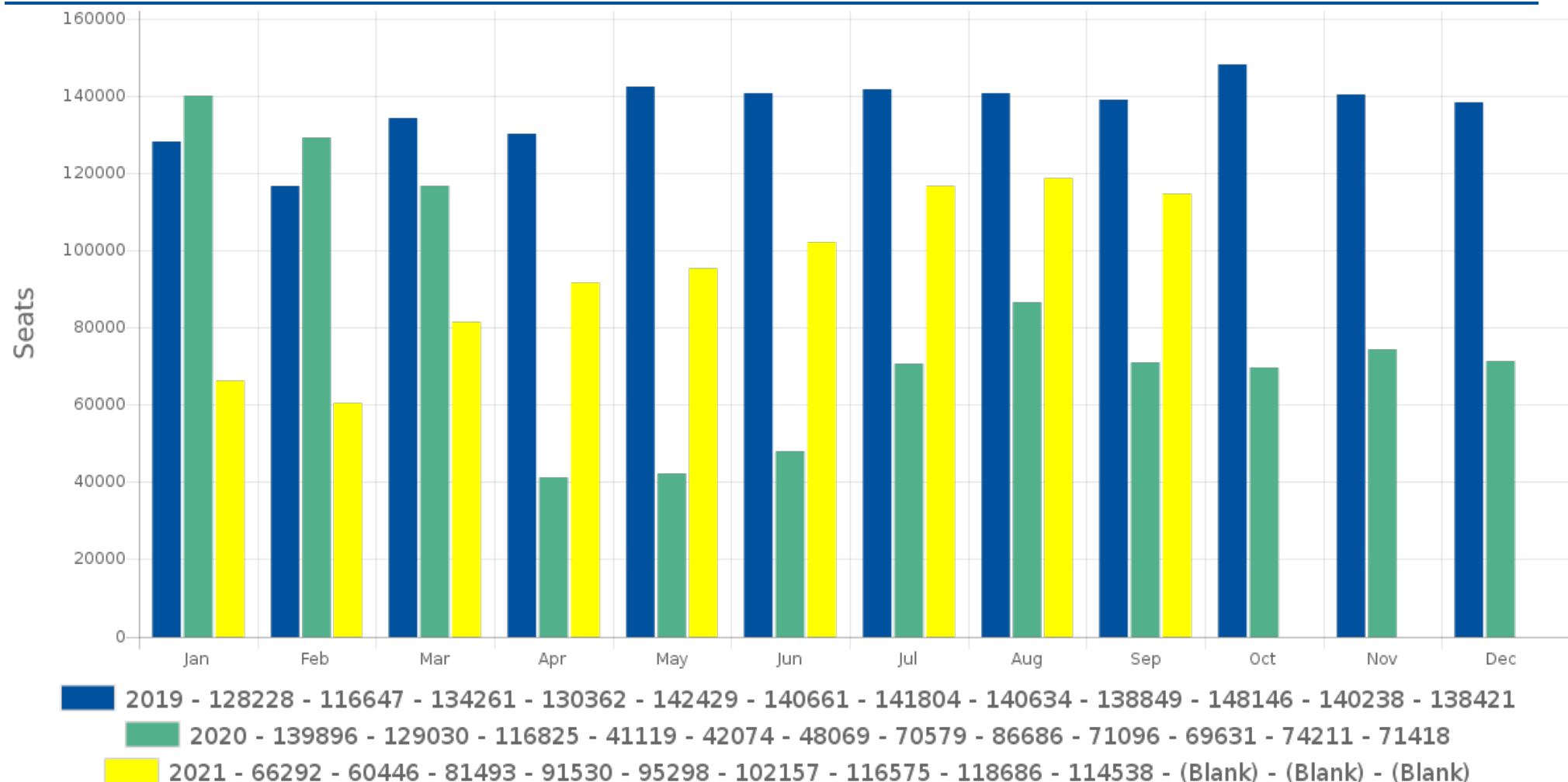
Report Period From January 2019 Through September 2021



# Monthly Seats By Year

## Greenville-Spartanburg International Airport

Report Period From January 2019 Through September 2021

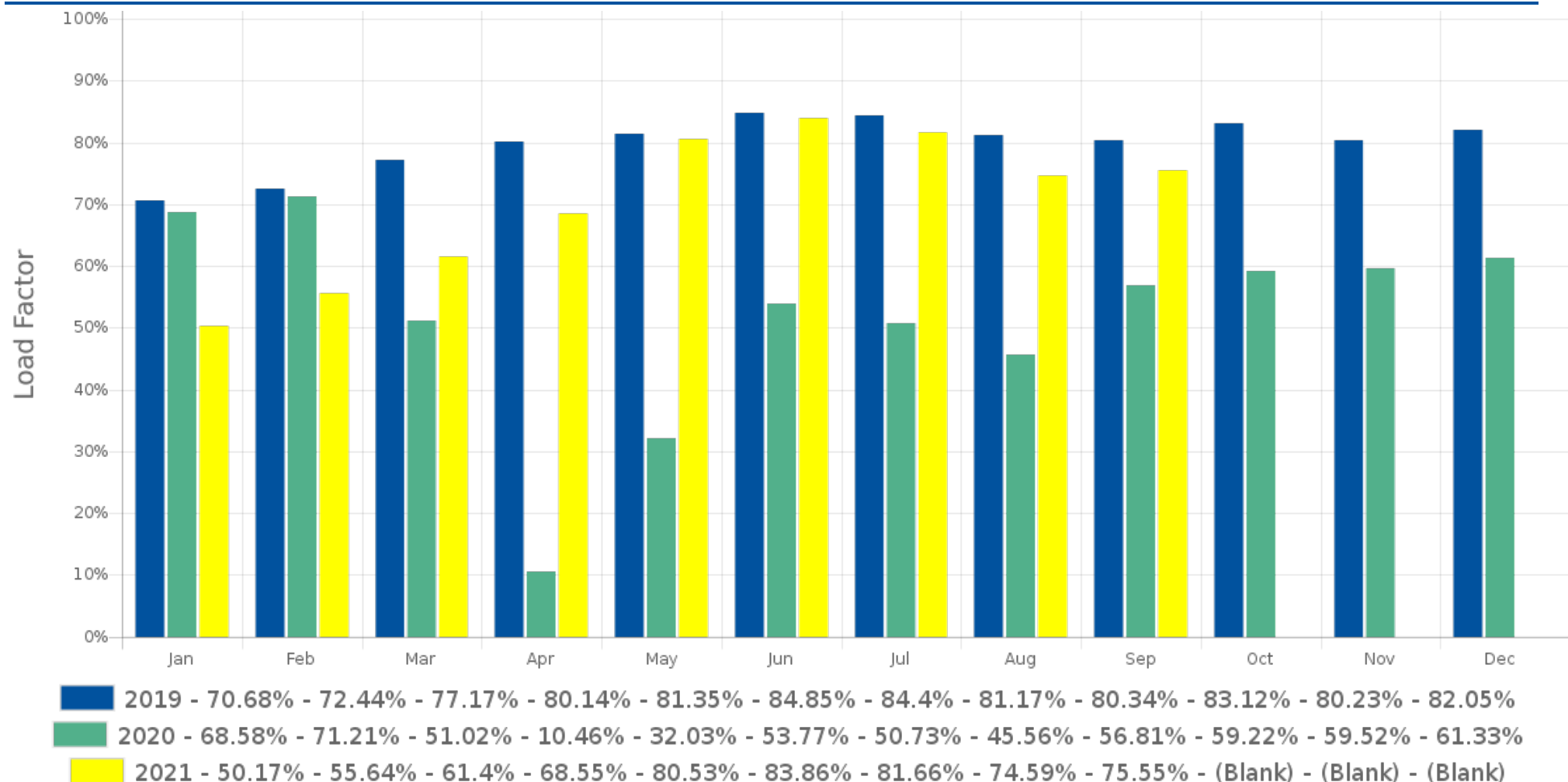




# Monthly Load Factors By Year

## Greenville-Spartanburg International Airport

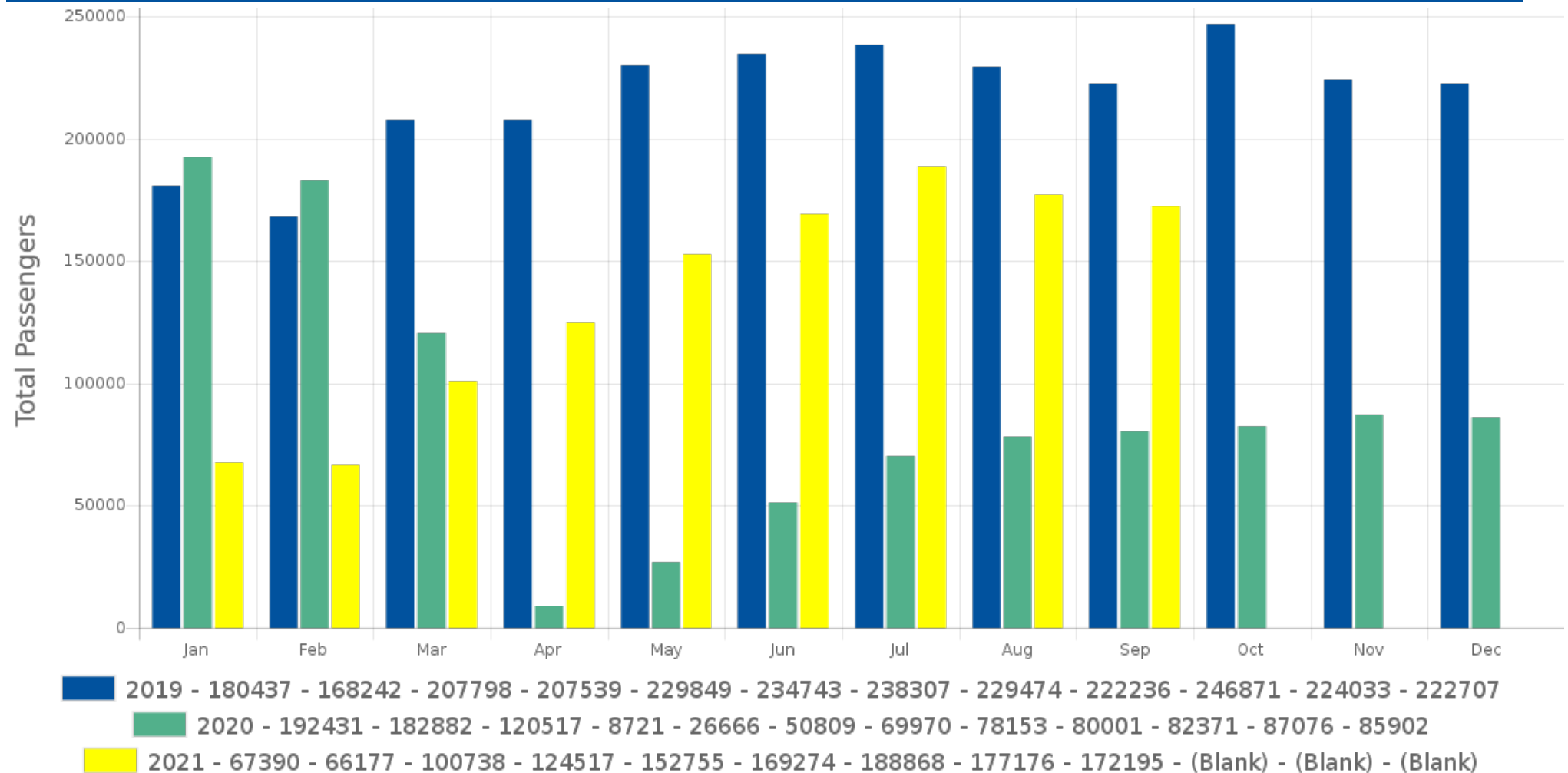
Report Period From January 2019 Through September 2021



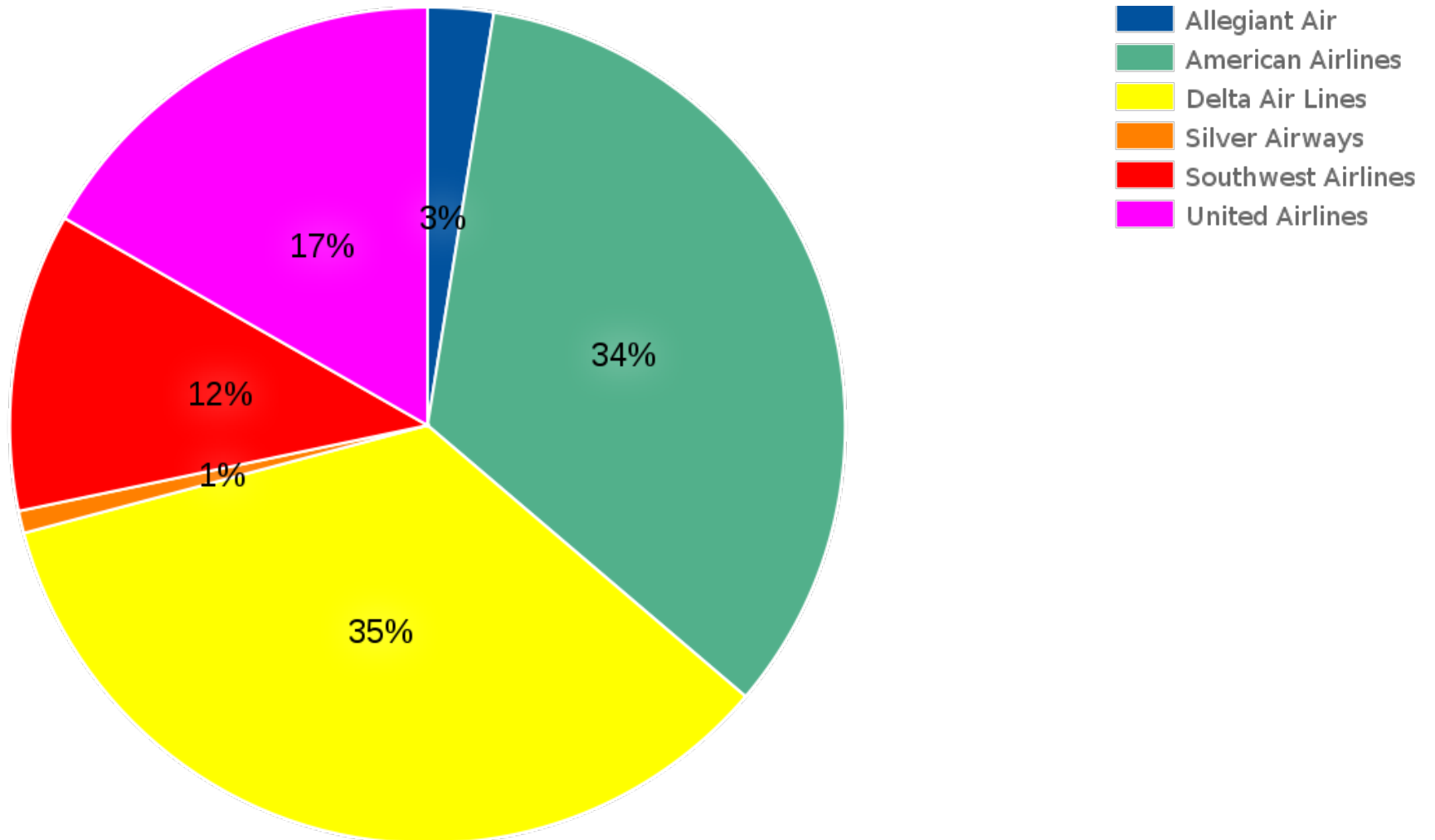
# Total Monthly Passengers By Year

## Greenville-Spartanburg International Airport

Report Period From January 2019 Through September 2021



# Scheduled Airline Market Shares (Enplanements) Greenville-Spartanburg International Airport Report Period From September 2021 Through September 2021



# Airline Flight Completions

## Greenville-Spartanburg International Airport

September 2021



Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Aeronaves TSM	2	0	0	0	0	0	100.0%
Air Atlanta Icelandic	19	0	0	0	0	0	100.0%
AirNet II	3	0	0	0	0	0	100.0%
Allegiant Air	17	0	0	0	0	0	100.0%
American Airlines	501	5	0	0	0	5	99.8%
Ameriflight	1	0	0	0	0	0	100.0%
Ameristar Jet Charter	2	0	0	0	0	0	100.0%
Atlas Air	12	0	0	0	0	0	100.0%
Berry Aviation	2	0	0	0	0	0	100.0%
British Airways	6	0	0	0	0	0	100.0%
CAL Cargo Airlines	1	0	0	0	0	0	100.0%
Cargo Logic Air	3	0	0	0	0	0	100.0%
CONDOR	1	0	0	0	0	0	100.0%
Delta Air Lines	303	0	0	0	0	0	100.3%
Delta Air Lines Charter	2	0	0	0	0	0	100.0%
Federal Express	38	0	0	0	0	0	100.0%
Fenix Air Charter	1	0	0	0	0	0	100.0%
IFL Group	1	0	0	0	0	0	100.0%
Interjet West	1	0	0	0	0	0	100.0%
Kalitta Charters II	1	0	0	0	0	0	100.0%
Priority Air Cargo	6	0	0	0	0	0	100.0%
Royal Air Freight	4	0	0	0	0	0	100.0%

Airline	Scheduled Flights	<u>Cancellations Due To</u>				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Silver Airways	26	0	0	0	0	0	100.0%
Southwest Airlines	120	0	0	0	0	0	100.0%
Sun Country Airlines	2	0	0	0	0	0	100.0%
TUI Airways	5	0	0	0	0	0	100.0%
United Airlines	296	0	0	0	0	0	100.0%
UPS	35	0	0	0	0	0	100.0%
USA Jet	7	0	0	0	0	0	100.0%
Volga-Dnepr	1	0	0	0	0	0	100.0%
<b>Total</b>	<b>1,419</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>100.0%</b>



---

## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 30, 2021

---

### ITEM DESCRIPTION – Information Section Item B

September 2021 – Monthly Financial Report

### SUMMARY

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

Operating Income was up by **27.84%** when compared to the budget for Year-to-Date September 2021. Operating Expenses were down by **0.50%** when compared to the budgeted amount for the period. Net operating income was up by **105.52%** when compared to the budget through September 2021. For the period ending September 2021, which represents three (3) months of the fiscal year, a total of about **\$5.69 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.

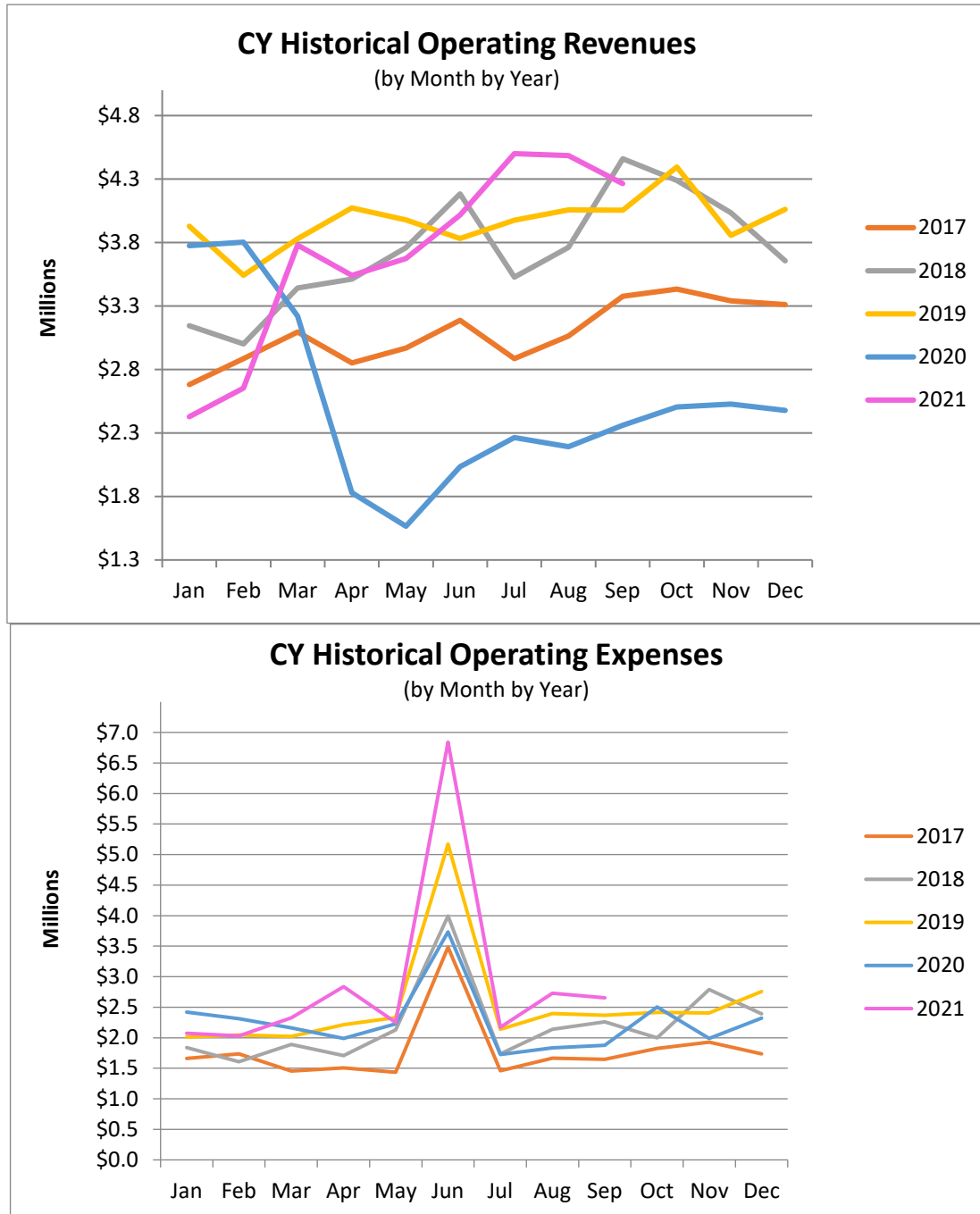
**September 30, 2021 FINANCIAL STATEMENT PACKAGE**

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

	<b>Current FY 9/30/2021</b>	<b>Prior FY 9/30/2020</b>	
<b>Assets</b>			
Cash Accounts	33,560,293.83	36,237,416.81	
Investments-Airport	40,673,994.30	20,739,538.34	
Bond Trustee Assets	-	568,373.86	
Accounts Receivable	4,475,263.70	4,795,903.62	
Less: Reserve for Doubtful Accts	(149,500.00)	(149,500.00)	
Net Accounts Receivable	<u>4,325,763.70</u>	<u>4,646,403.62</u>	
Inventory	491,191.42	370,463.58	
Prepaid Insurance	674,022.24	615,840.30	
Notes Receivable-RAC District Funds	460,766.75	749,029.79	
Property, Plant & Equipment (PP&E)	488,909,933.66	465,442,435.39	
Less: Accumulated Depreciation	(189,307,482.50)	(175,249,402.63)	
Net PP&E	<u>299,602,451.16</u>	<u>290,193,032.76</u>	
<b>TOTAL ASSETS</b>	<u><b>379,788,483.40</b></u>	<u><b>354,120,099.06</b></u>	
<b>PLUS: Deferred Outflows of Resources</b>			
Deferred Pension & OPEB	6,822,099.00	6,339,480.05	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<u><b>6,822,099.00</b></u>	<u><b>6,339,480.05</b></u>	
<b>LESS: Liabilities</b>			
Accounts Payable	5,758,622.99	7,422,180.07	(aa)
TD Bank LOC	-	-	
Revenue Bonds Payable	-	906,845.90	
TD Bank LT Debt	33,249,999.92	34,877,611.97	
SCRS Pension Liability	23,595,310.00	21,162,824.00	
Benefit Liability	4,040,338.97	1,915,797.65	
<b>TOTAL LIABILITIES</b>	<u><b>66,644,271.88</b></u>	<u><b>66,285,259.59</b></u>	
<b>LESS: Deferred Inflows of Resources</b>			
Deferred Revenues	1,355,464.75	933,921.79	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u><b>1,355,464.75</b></u>	<u><b>933,921.79</b></u>	
<b>NET POSITION</b>			
Invested in Capital Assets, net of Related Debt	265,891,684.49	253,701,391.00	
Restricted:			
A/P - Capital Projects - Restricted	-	526,527.96	
Contract Facility Charges	2,406,820.00	2,347,436.58	
Passenger Facility Charges	3,353,219.82	638,787.10	
Total Restricted:	<u>5,760,039.82</u>	<u>3,512,751.64</u>	
Unrestricted	46,959,121.46	36,026,255.09	
<b>TOTAL NET POSITION</b>	<u><b>318,610,845.77</b></u>	<u><b>293,240,397.73</b></u>	



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



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

<----- FISCAL YEAR TO DATE ----->				
	September 30, 2021 Actual	September 30, 2021 Budget	Actual - Budget	% Change
<b>INCOME</b>				
Landing Area:				
Landing Fees	757,069.86	702,977.91	54,091.95	7.69%
Aircraft Parking Fees	121,108.85	88,161.90	32,946.95	37.37%
Subtotal Landing Area	878,178.71	791,139.81	87,038.90	11.00%
Space & Ground Rentals	3,271,731.74	2,965,256.91	306,474.83	10.34%
Auto Parking	3,393,141.17	1,879,471.00	1,513,670.17	80.54%
Commercial Ground Transportation	92,221.25	110,574.99	(18,353.74)	-16.60%
Concessions:				
Advertising	67,849.99	76,140.00	(8,290.01)	-10.89%
Food & Beverage	50,716.87	40,532.04	10,184.83	25.13%
Rental Car	1,046,850.99	971,620.50	75,230.49	7.74%
Retail	118,223.94	95,500.95	22,722.99	23.79%
Other	10,473.81	12,073.50	(1,599.69)	-13.25%
Subtotal Concessions	1,294,115.60	1,195,866.99	98,248.61	8.22%
Expense Reimbursements	465,156.89	403,528.41	61,628.48	15.27%
Other Income	63,428.51	44,335.98	19,092.53	43.06%
Other-Aviation Services	1,468,915.80	1,258,793.28	210,122.52	16.69%
Gross Profit on Fuel Sales	1,606,952.48	1,066,891.98	540,060.50	50.62%
Gross Profit on Restaurant Sales	714,510.27	647,714.34	66,795.93	10.31%
<b>Total Operating Income</b>	<b>13,248,352.42</b>	<b>10,363,573.69</b>	<b>2,884,778.73</b>	<b>27.84%</b>
<b>EXPENSES</b>				
Salary & Benefits	4,227,533.13	4,185,750.52	41,782.61	1.00%
Professional Services	211,464.73	266,827.09	(55,362.36)	-20.75%
Promotional Activities	100,746.54	161,304.39	(60,557.85)	-37.54%
Administrative	604,983.45	648,551.05	(43,567.60)	-6.72%
Insurance	261,102.51	261,227.49	(124.98)	-0.05%
Contractual Services	1,073,433.63	1,001,717.19	71,716.44	7.16%
Rentals & Leases	131,780.08	95,694.33	36,085.75	37.71%
Repairs & Maintenance	172,535.49	121,679.26	50,856.23	41.80%
Supplies & Equipment	333,143.28	310,659.36	22,483.92	7.24%
Utilities	438,803.82	540,188.76	(101,384.94)	-18.77%
<b>Total Operating Expenses</b>	<b>7,555,526.66</b>	<b>7,593,599.44</b>	<b>(38,072.78)</b>	<b>-0.50%</b>
<b>NET OPERATING INCOME</b>	<b>5,692,825.76</b>	<b>2,769,974.25</b>	<b>2,922,851.51</b>	<b>105.52%</b>

September 30, 2021

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

(aa)	<b>Accounts Payable</b>	<b>5,758,622.99</b>	Consists of the following:
			2,038,675 Retainage accrual required until the end of contract
			1,059,016 Trade A/P, varies monthly
			1,159,832 Year End Payroll, Vacation & Sick Benefits accrual
			514,654 Security Deposits
			260,633 RAC True-up
			663,971 Food & Beverage
			61,842 Other
		<u>5,758,623</u>	

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

(a)	<b>Landing Fees</b>	OVER BUDGET	<b>\$54,091.95</b>	- Senator and other freighter Cargo is trending higher than anticipated
(b)	<b>Space &amp; Ground Rentals</b>	OVER BUDGET	<b>\$306,474.83</b>	- Airline Terminal Space actual is higher than budget - Hangar rent is over budget - Airline Per Turn actual is higher than budget: general increase in turns
(c)	<b>Auto Parking</b>	OVER BUDGET	<b>\$1,513,670.17</b>	- Passenger traffic is trending higher than anticipated
(d)	<b>Rental Car</b>	OVER BUDGET	<b>\$75,230.49</b>	- Passenger traffic is trending higher than anticipated hence

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Diff</u>
AVIS	180,115	128,516	51,599
Budget	182,950	125,600	57,351
E/A	193,416	229,563	(36,147)
Hertz	211,232	140,663	70,569
National	278,333	346,529	(68,196)
GA	805	750	55
<b>TOTAL</b>	<b>1,046,851</b>	<b>971,621</b>	<b>75,230</b>

(e)	<b>Expense Reimbursements</b>	OVER BUDGET	<b>\$61,628.48</b>	- Airline security fees 56K over budget
(f)	<b>Other-Aviation Services</b>	OVER BUDGET	<b>\$210,122.52</b>	Over budget due to more cargo operations than budgeted: - GSE Lease/Usage 29K over budget - Ground A/C Handling Cargo 159K over budget
(g)	<b>Gross Profit on Fuel Sales</b>	OVER BUDGET	<b>\$540,060.50</b>	- The increase in cargo operations
(h)	<b>Gross Profit on Restaurant Sales</b>	OVER BUDGET	<b>\$66,795.93</b>	- Passenger traffic is trending higher than anticipated

September 30, 2021

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

(i)	<b>Salary &amp; Benefits</b>	OVER BUDGET	<b>\$41,782.61</b>	- Retirement liability accrual 409K, partially offset by less employees (214 ee) than budgeted (235 ee)
(j)	<b>Professional Services</b>	UNDER BUDGET	<b>\$55,362.36</b>	Professional Services is under budget due to the following - Consulting fees 26K under budget - Legal fees 17K over budget - Audit under budget 50K- Will begin paying in October
(k)	<b>Promotional Activities</b>	UNDER BUDGET	<b>\$60,557.85</b>	Promotional Activities is under budget due to the following - Advertising expense 21K under budget - General marketing expenses 24K under budget - Sponsorships expenses 13K under budget
(l)	<b>Administrative</b>	UNDER BUDGET	<b>\$43,567.60</b>	Administrative is under budget due to the following - Corporate Function 29K under budget as much of this activity has not yet resumed - Credit Card Processing 49K over budget - Uniforms 17K under budget - Taxes 77K over budget, Metz sales taxes & liquor taxes - Travel/Training 58K under budget - Independent Contractor 62K under budget
(m)	<b>Contractual Services</b>	OVER BUDGET	<b>\$71,716.44</b>	Contractual Services is over budget due to the following - Parking Management agreement expenses 16K under budget - Computer-annual contracts 48K under budget due to invoice timing - Janitorial Services 29K under budget - Elevator & Escalator 89K over budget; annual contract pd in Sept while budget was spread - Miscellaneous 25K over budget - Reimbursement Service Program 22K over budget
(n)	<b>Repairs &amp; Maintenance</b>	OVER BUDGET	<b>\$50,856.23</b>	Repair & Maintenance is over budget due to the following - Building 21K over budget - Heating & Air 10K over budget - Vehicles 12K over budget
(o)	<b>Utilities</b>	UNDER BUDGET	<b>\$101,384.94</b>	Utilities is under budget due to the following - Milder summer (electricity) - Projects coming online later than anticipated (Parking lot projects delayed) - RACs using less water (less rentals to be washed) - Irrigation less due to rain - 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 three month 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
<b>Emergency Repair/Replacement/Operations Fund</b>	\$ 500,000	
Clean up of diesel spill		\$ 15,104
		<u>\$ 15,104</u>
<b>Uncommitted Balance</b>	<b>\$ 484,896</b>	
<b>Business Development Obligations/Incentives</b>	<b>\$ 500,000</b>	
Survey Burger King		\$ 38,300
		<u>\$ 38,300</u>
<b>Uncommitted Balance</b>	<b>\$ 461,700</b>	
<b>Contingency Fund (Operational &amp; Capital)</b>	<b>\$ 1,000,000</b>	
Compensation Study-Implementation		\$ 500,000
Cargo Dollies (IFB)		\$ 99,220
Lifting Struts		\$ 7,000
		<u>\$ 606,220</u>
<b>Uncommitted Balance</b>	<b>\$ 393,780</b>	

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
U.S. Treasury Securities:						
Note	11/5/2020	10/31/2021	1.500%	1,622,096.00	1,600,000.00	1,601,888.00
Note	11/5/2020	11/30/2021	1.500%	1,623,824.00	1,600,000.00	1,603,776.00
Note	10/29/2020	2/28/2022	1.750%	1,021,850.00	1,000,000.00	1,007,030.00
Note	10/29/2020	5/31/2022	1.875%	1,849,997.39	1,800,000.00	1,821,510.00
Note	3/22/2021	8/31/2022	0.125%	1,200,600.00	1,200,000.00	1,200,276.00
Note	3/22/2021	9/30/2022	0.125%	1,200,456.12	1,200,000.00	1,200,240.00
Note	4/16/2021	12/31/2022	2.125%	827,352.54	800,000.00	819,720.00
Note	6/30/2021	1/31/2023	0.125%	999,759.69	1,000,000.00	999,530.00
Note	4/16/2021	2/28/2023	1.500%	820,472.00	800,000.00	815,000.00
Note	6/29/2021	3/31/2023	1.500%	818,740.28	800,000.00	1,019,610.00
Note	7/00/2021	3/31/2023	1.500%	204,668.00	200,000.00	
Note	4/16/2021	4/30/2023	2.750%	842,296.00	800,000.00	832,064.00
Note	6/29/2021	5/31/2023	1.625%	1,027,459.69	1,000,000.00	1,023,240.00
Note	4/16/2021	6/30/2023	1.375%	821,388.85	800,000.00	815,936.00
Note	6/29/2021	7/31/2023	2.750%	1,052,615.76	1,000,000.00	1,045,510.00
Note	4/16/2021	8/31/2023	2.750%	848,617.50	800,000.00	837,816.00
Note	6/8/2021	9/30/2023	1.375%	828,693.75	950,000.00	970,634.00
Note	4/16/2021	10/31/2023	1.625%	828,693.75	800,000.00	821,904.00
Note	6/8/2021	11/30/2023	2.125%	1,048,025.62	1,000,000.00	1,038,830.00
Note	4/16/2021	12/31/2023	2.250%	843,169.00	800,000.00	834,064.00
Note	6/8/2021	1/31/2024	2.500%	1,060,259.38	1,000,000.00	1,049,450.00
Note	4/16/2021	2/29/2024	2.375%	847,976.00	800,000.00	838,096.00
Note	4/16/2021	3/31/2024	2.125%	1,502,990.00	1,000,000.00	1,042,420.00
Note	4/16/2021	4/15/2024	0.375%	801,705.50	800,000.00	799,000.00
Note	6/8/2021	5/31/2024	2.000%	1,050,243.40	1,000,000.00	1,040,940.00
Note	6/29/2021	6/30/2024	1.750%	1,039,913.13	1,000,000.00	1,035,080.00
Note	6/29/2021	7/31/2024	2.125%	1,051,670.00	1,000,000.00	1,046,130.00
Note	9/23/2021	8/31/2024	1.250%	1,534,770.00	1,000,000.00	1,532,115.00
Note	9/23/2021	9/15/2024	0.375%	1,495,644.67	1,000,000.00	1,493,325.00
U.S. Government Bonds:						
Note	8/4/2020	1/13/2022	2.375%	336,555.44	326,000.00	328,135.30
Note	5/28/2020	1/28/2022	1.550%	1,278,014.35	1,250,000.00	1,255,837.50
Note	6/4/2020	3/30/2022	1.950%	928,251.73	900,000.00	908,352.00
Note	8/3/2020	4/8/2022	0.375%	1,084,287.35	1,080,000.00	1,081,792.80
Note	3/22/2021	6/14/2022	1.875%	1,084,287.35	1,200,000.00	1,215,276.00
Note	3/22/2021	7/25/2022	0.125%	1,084,287.35	1,200,000.00	1,200,468.00
Note	3/22/2021	10/13/2022	1.600%	1,084,287.35	1,200,000.00	1,218,540.00
Note	3/22/2021	11/23/2022	0.125%	1,084,287.35	1,200,000.00	1,199,940.00
<b>Subtotal-UST</b>				<b>38,680,206.29</b>	<b>36,906,000.00</b>	<b>\$ 38,593,475.60</b>
<b>Money Market Fund Balance (matured UST)</b>						<b>\$ 2,080,518.70</b>
<b>Total Investment Balance</b>						<b>\$ 40,673,994.30</b>

Weighted blended yield  
= **1.546%**

9/30/2021

## Procurement / Capital Acquisitions

Project/Item Description	Vendor Name	Date	9/30/2021
<b>Capital Improvements:</b>			
Employee Lot (2703-13)	Rodgers Builders, Inc.	9/22/2021	15,500.00
Employee Lot (2703-13)	Rodgers Builders, Inc.	9/22/2021	158,710.00
Economy Lot C (2703-14)	Wk Dickson	9/30/2021	11,390.73
Economy Lot C (2703-14)	Rodgers Builders, Inc.	9/22/2021	155,583.00
Economy Lot C (2703-14)	Rodgers Builders, Inc.	9/22/2021	414,268.00
Access Road And Round About (2703-15)	Rodgers Builders, Inc.	9/22/2021	23,613.00
Access Road And Round About (2703-15)	Rodgers Builders, Inc.	9/22/2021	218,759.00
Aviation Parkway Rehabilitation - Construction	Rodgers Builders, Inc.	9/22/2021	37,303.00
Campus Signage Program	Mavin Construction	9/1/2021	73,879.20
Airfield Improvement Program Ph 1 - Construction	Mcmillan Pazdan Smith	9/22/2021	25,003.99
Airfield Improvement Program Ph 1 - Construction	Kimley- Horn And Associates	9/30/2021	43,100.00
Airfield Improvement Program Ph 1 - Construction	Rogers Group, Inc.	9/22/2021	879,878.83
Enabling Roadway & Utilities Work for PGC	Rodgers Builders, Inc.	9/22/2021	18,216.00
Enabling Roadway & Utilities Work for PGC	Rodgers Builders, Inc.	9/22/2021	87,609.00
Campus Signage Program - Phase 2 Construction	Mavin Construction	9/30/2021	46,186.20
Fuel Farm Expansion-2021: Construction	Kimley- Horn And Associates	9/30/2021	17,102.25
Fuel Farm Expansion-2021: Construction	Attaway Services Carolina, Inc.	9/30/2021	137,047.50
Cargo Building Expansion (50,000 s.f.): Construction	The Harper Corporation	9/22/2021	74,085.03
Cargo Building Expansion (50,000 s.f.): Construction	The Harper Corporation	9/30/2021	93,438.98
<b>Equipment and Small Capital Outlays:</b>			
<b>Renewals and Replacements:</b>			
<b>Professional Service Projects:</b>			
Environmental Assessment (EA): Programming	Mcfarland Johnson	9/29/2021	23,998.15
Environmental Assessment (EA): Programming	Mcfarland Johnson	9/22/2021	86,393.34
<b>Total Procurements/Capital Additions for the month</b>			<b>\$ 2,641,065</b>



---

## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: November 30, 2021

---

### ITEM DESCRIPTION – Information Section Item C

October 2021 – Development/Project Status Report

### SUMMARY

#### **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, 2020 Commission meeting. The start of this project was delayed until other projects could be finalized. Staff is working to define the project scope before engaging the IDIQ contractor pool to procure the project.

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

**Status** – Design

**Project Budget** - \$6,000,000

**Estimated Completion Date** – Summer 2022

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. Attaway Services was selected as the Design/Build Contractor. The Project is underway and is scheduled to be completed next summer.





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

**Status** – Construction Phase

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

**Estimated Completion Date** – December 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, 2020 Commission meeting to increase the project work area and allow the future taxiway and hangar development area to accommodate larger aircraft. The contractor is wrapping up the final sections of storm drainage and final grading. Project work is expected to be completed by the end of December 2021.

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

**Status** – Procurement

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

**Estimated Completion Date** – Summer 2022

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 the engineer of record for this project. The utility, roadway and retaining wall work for the project was competed amongst the IDIQ contractor pool and Staff is finalizing contractor selection for this work. Work is expected to be completed before summer 2022. The apron paving work will be competed early in 2022 for spring/summer construction.

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

**Status** – Construction

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

**Estimated Completion Date** – Summer 2022

The Access Control & VMS Upgrade Project includes replacement of the primary airport security and CCTV systems. A competitive RFQ and RFP process was held, and the project was awarded to A3. The project is underway and is scheduled to be completed in Summer 2022.



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

**Status** – Construction Phase

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

**Estimated Completion Date** – TBD

This project includes the replacement of most of the campus signage and wayfinding. Mavin Construction is handling signage construction and installation. The completion schedule has been extended due to design revisions necessary to improve signage legibility.

### **Cargo Building Expansion Project**

**Status** – Design Phase

**Project Budget** - \$5,000,000

**Estimated Completion Date** – Summer 2022

This project includes a 50,000 SF expansion to the Center Cargo Building. Design/Build proposals were solicited from the IDIQ contractor pool. Harper Construction was selected for this project. Site work is underway for the expansion.

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

**Status** – Procurement Phase & Design Phase

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

**Estimated Completion Date** – Summer 2022

This project includes the completion of the remaining campus signage and wayfinding. The project also includes the design and construction of an entry monument sign on Aviation Parkway based on the Signage Masterplan. McMillan Pazdan Smith will be assisting with final construction documents for the entry monument sign and Mavin Construction will be handling the construction work for the balance of campus signage and the entry sign. The Phase II work is scheduled to be completed in Summer 2022.

### **Landside Roadway Improvements Project:**

**Status** – Planning and Programming Phase

**Project Budget** - \$4,000,000

**Estimated Completion Date** – Spring 2022

This project includes the design and construction of the initial roadway improvements in the Terminal Complex per the Airport Masterplan. The first step of this project is to complete additional project planning and program definition work before starting full design. Staff is working with McFarland Johnson on this project definition scope, which is expected to take approximately 4 months.

### **FBO Expansion Project:**

**Status** – Design Phase

**Project Budget** – \$500,000

**Estimated Completion Date** – Spring 2022

The design phase is budgeted for FY22. Staff is finalizing a scope and fee agreement with McMillan Pazdan Smith to lead the design effort.

---

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.

### **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: November 30, 2021

---

### ITEM DESCRIPTION – Information Section Item D

October 2021 – Communications Status Report

### SUMMARY

#### **News Stories ~ Broadcast, Print and Online 10/01/21 through 10/31/21:**

##### **GSP Growth**

The State: [How this SC airport found the secret to growing](#)

##### **Greenville Chamber Board**

Upstate Business Journal: [Basil Dosunmu joins board of Greenville Chamber](#)

##### **Charlotte Flight Attendants**

News & Observer: [Charlotte flight attendants vote to authorize strike](#)

##### **Southwest Airlines**

WYFF: [Southwest flights delayed](#)

##### **Emergency Landing**

WSPA: [Plane removed from tree](#)

##### **KCI Concessions Bids**

Kansas City Star: [Unsuccessful KCI bidders join to challenge city's selection](#)

The Heartlander: [More red flags plague the KC airport concessions bidding process](#)

##### **Economic Development Updates**

Spartanburg Herald Journal: [Hope in the Burg](#)

Post & Courier: [Charleston was No. 1 for a long time](#)



Conde Nast Traveler: [Best Cities in the US \(Greenville No. 5\)](#)

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

Twitter: 278,370    Facebook: 40,420

### **Airport Digital and Social Media 10/01/21-10/31/21:**

#### **Website**

Sessions – 67,507

New Users – 50,635

Page/Session – 2.11

Average Session Duration – 1:49

Page Views – 142,486

#### **Facebook**

Total followers – 14,482

New followers – 343

Page Views (Total)- 2,096

Post Reach (Total)— 582,636

Post Engagements – 67,373

#### **Instagram**

Total Reach – 29,500

Total Impressions – 5,589

Followers – 2,806

New followers – 42

#### **Twitter**

Impressions – 9,315

Visits – 1,221

Followers – 6,463

New followers – 1

Mentions – 47

## **Top Performing Social Media Posts**



gspairport A little Friday plane spotting from the garden this afternoon. Any guesses where this plane is headed?

Oct 22, 2021







---

## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 30, 2021

---

### ITEM DESCRIPTION – Information Section Item E

October 2021 – Commercial Business and Marketing Report

### COMMERCIAL BUSINESS SUMMARY

#### **Ready Credit – Cash-to-Card Kiosks:**

**Status** – Concessions agreement under review by their legal counsel for their signature.

**Project Budget** – All costs are being covered by Ready Credit.

**Estimated Completion Date** – TBD

The Airport 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 due to the pandemic. Therefore, there is a need to provide these kiosks to assist the traveling public with making cashless payments for both airline and parking-related services at the airport.

#### **Air Cargo Americas Conference:**

**Status** – Conference postponed until March 8-10, 2022 due to international travel restrictions associated with the COVID-19 pandemic.

**Business Development Budget** – \$20,000

**Completion Date** – March 10, 2022

Air Cargo Americas is a business development and exhibiting opportunity for the Airport District to showcase the airport's cargo handling capabilities and to serve as a gateway for freight forwarders along the east coast of the U.S. This year's conference is in Miami,





FL and was scheduled to run from October 26-28, 2021. The conference has been postponed due to the COVID-19 pandemic until March 8-10, 2022.

### **Palmetto Sites Program:**

**Status** – Phase I review of the project is underway with the SC Department of Commerce’s consultant for all nine of the Airport District’s developable tracts of land in the GSP360 Beyond the Runway Program. Staff received the draft report from SC Department of Commerce’s consultant, and it is currently under review.

**Project Budget** – All Phase I costs are being covered by SC Department of Commerce.

**Estimated Completion Date** – TBD

The SC Department of Commerce has an industrial site readiness program entitled the Palmetto Sites Program to designate property in the State of South Carolina that has been determined to be “checked for readiness” from a development perspective. This helps market the property by having it listed in a statewide database and providing developers with a sense of comfort in knowing that the initial site evaluation work has already been completed.

Phase II of the project requires a Phase I ESA, wetland delineation map, threatened and endangered species survey, archaeological and historical investigation, Geotech assessment, etc. of each of the nine tracts. There is a grant program available to help cover some of these costs once we reach that point.

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

**Status** – Construction phase underway.

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

**Estimated Completion Date** – June 30, 2022

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. Once completed, the site will be for light manufacturing and assembly for after-market vehicles modifications as well as vehicle parking.



### **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** – TBD

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.



### **Network Entertainment Broadcasting Services Project:**

**Status** – Project successfully completed.

**Project Budget** – All costs were covered by ReachTV.

**Completion Date** – November 16, 2021.

Since 2018, the Airport 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. Staff issued an RFP for 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 reached a negotiated agreement with ReachTV.

### **MARKETING SUMMARY**

#### **Joint GSP and JAX CVB Meetings to Promote Nonstop Silver Airways Service:**

**Status** – JAX onsite meeting was successfully completed.

**Project Budget** – \$3,000

**Completion Date** – November 17, 2021

The air service development and marketing teams for both GSP and JAX have been discussing ways to promote the new nonstop Silver Airways flights between the two communities. Staff organized a trip to JAX with VisitGreenville and OneSpartanburg's CVB. JAX will then fly to GSP to visit our community with their three CVB's and their DMO. The goal is to discuss ways for the CVB's to market each community as a destination to help ensure the success of the new nonstop service between the two airports.

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

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

**Project Budget** – TBD

**Estimated Completion Date** – TBD

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.

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

**Status** – Currently in design with District staff.

**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** – Currently in design by Plus Plus USA.

**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 successfully completed.

**Project Budget** – \$15,000

**Completion Date** – October 31, 2021

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 is located on the Concourse B side of the Grand Hall.



---

## MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: November 30, 2021

---

### ITEM DESCRIPTION – Information Section Item F

October 2021 – OSHA Recordable Injury Report

### SUMMARY

Monthly Activity as October 31, 2021

- 2 OSHA Recordable Injuries

2021 Calendar Year-to-Date

- 14 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