



# GSP COMMISSION MEETING

## September 20, 2021



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## **AGENDA**

Greenville-Spartanburg Airport Commission Regular Meeting  
Greenville-Spartanburg International Airport Commission Boardroom  
Administrative Office  
Monday, September 20, 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 July 12, 2021 Regular Meeting Minutes ([document](#))
- B. Approval of the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2022 ([document](#))

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

- A. Review Renderings of Aviation Parkway Entry Signage ([document](#))
- B. Terminal Landside Roadway Improvements Project Update ([document](#))

#### **IV. OLD BUSINESS:**

- A. Approval of the Final Ranking for a Full Service On-Airport Hotel Development ([document](#))

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

- A. Approval of a Budget Amendment for the Airfield Pavement Improvements Program - Priority 1 ([document](#))
- B. Approval of a Budget Amendment for Parking Shuttle Operations ([document](#))
- C. Approval of Revised Salary and Grade Level Plan ([document](#))
- D. Approval of a Lease Agreement Amendment for the National Weather Service Facility ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Coronavirus (COVID-19) Update
- D. ASQ Health Accreditation
- E. Administration Parking Lot

VII. INFORMATION SECTION:

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

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

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# **GREENVILLE-SPARTANBURG AIRPORT COMMISSION**

## **MINUTES**

**July 12, 2021**

The Greenville-Spartanburg Airport Commission met on July 12 at 9:00 a.m. in the Greenville-Spartanburg District Conference Center located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a regular, non-emergency meeting.

**MEMBERS PRESENT:** Minor Shaw, Hank Ramella, Leland Burch, Valerie Miller, Doug Smith, Jay Beeson (all via teleconference)

**MEMBERS NOT PRESENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** David Edwards, President/CEO (via teleconference); Kevin Howell, Senior Vice President/COO (via teleconference); Basil Dosunmu, Senior Vice President-Administration and Finance/CFO; Scott Carr, Vice President Commercial Business and Communications (via teleconference); Betty O. Temple, WBD (via teleconference); Thomas Tyra, Director of Communications & Air Service Development; Michelle Newman, Communications Manager; Casey Cooperman, Executive Assistant/Recording Secretary

**GUESTS PRESENT:** Wes Townson, McKibbin Places; Jeff Kirby, Parrish & Partners; Jon McCalmont, Parrish & Partners; Lara Kaufmann, SC Aeronautics Commission

**CALL TO ORDER:** Chair Minor Shaw called the meeting to order at 9:01 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 May 18, 2021 Regular Meeting Minutes.

### **PRESENTATIONS:**

#### **A. Annual Strategic Business Plan Update**

Chair Shaw welcomed Dr. Steve Van Beek of Steer Group. Mr. Edwards made a few opening remarks with regards to Dr. Van Beek's presentation to include FY 2021 performance plan results, an update on the 5-Year Strategic Business Plan, as well as an industry and GSP update pertaining to the recovery from the COVID-19 pandemic.

Dr. Van Beek first started with State of the Industry and Tracking Recovery in Global Aviation, the U.S. and GSP, noting sources and time period analyzed.

He continued the discussion with the airport industry's SWOT analysis. Strengths include federal aid to U.S. airport and airlines, holiday/leisure travel, domestic airport operational and economic recovery, and air cargo. Weaknesses revolve around the slower return of business and international travel, revenue recovery, workforce shortages and long-term public policy. Opportunities include the U.S. airlines' competitive position, stimulus/infrastructure bills, private capital demand for projects, new entrant airlines, parking and concessions revenues, and touchless travel/tech innovation. Finally, threats named were COVID variants/ubiquity of vaccines, interest rate increases, climate policy, airline debt, and TSA/CBP staffing.

He indicated that small and non-hub airports are showing faster recovery than the overall U.S. network and select hubs in desired domestic leisure markets, such as Florida, are near full recovery. Also notable, ultra low-cost carriers have already reached full recovery while legacy carriers lag behind.

He outlined his thoughts regarding GSP's recovery; summer 2021 traffic recovery is expected to speed up and GSP's long term forecast is expected to reach 2.1M enplanements in 2045. When compared to national benchmark airports, GSP has shown a 62% recovery to 2019 volumes.

He stated that bolstering our regional economy is GSP's air cargo traffic, which has experienced significant growth. Staff believes this growth will prove to be sustainable. Discussion ensued between Chair Shaw, Dr. Van Beek and Mr. Edwards regarding air cargo and its continued sustainability at GSP, noting that quite a few airports are making best bets on air cargo, and that GSP is also in a very good financial position post-COVID making our air cargo expansion at GSP less risky.

Additional questions were answered by Mr. Edwards regarding workforce and staffing at GSP, providing reassurance that GSP is positioning itself well for the future.

Next, Dr. Van Beek provided his presentation on GSP's Performance Plan with a reminder and update on strategic goals (Safety, Service, Finance, Regional Leadership & Opportunity, and Cerulean), performance measures and results over the past year, as well as the strategic goals and performance measures that GSP has set in place moving forward in Fiscal Year 2021-2022.

Dr. Van Beek reviewed both the 2020-2021 and 2021-2022 financial targets, cash balance, airline revenues and cost per enplanement (CPE).

Dr. Van Beek wrapped up the presentation by stating that with GSP's new strategic business plan, performance has been strong and, in a year or two, we will have a better baseline as recovery continues post COVID-19.

## **OLD BUSINESS:**

### **A. CNN Network & Network Entertainment Broadcast System (NEBS) RFP Update**

Mr. Scott Carr, Vice President of Commercial Business & Communications provided an update to the previous March 8, 2021 presentation, noting that Staff has been working with South Carolina Educational Television (SCETV) to try and reach an agreement to provide video content for the NEBS at six locations on Concourses A and B at no cost to the District.

He noted that, to date, those discussions have not been fruitful, and an agreement has not been reached. Given this update, Staff has been in contact with ReachTV, which currently has over 1,800 screens in over 90 airports around the world and 15 in the U.S. Mr. Carr provided ReachTV's proposal for video content breakdown, including non-political news, sports, travel, local/regional content, and entertainment. ReachTV would also provide time each hour for local, national and airport advertising.

Mr. Carr provided the alternatives and fiscal impact related to an agreement with ReachTV.

There was a motion to (1) approve the concessions agreement terms as presented; and (2) authorize the President/CEO of the Greenville-Spartanburg Airport District to execute a concessions agreement with ReachTV. The motion was seconded, and unanimously approved.

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

Mr. Scott Carr, Vice President of Commercial Business & Communications provided an update to the New Business item of the same name, previously tabled at the Airport Commission Meeting on May 18, 2021.

Staff anticipated that interested parties would conduct their own marketing and feasibility studies, as a part of their due diligence process prior to submitting their proposals to the District. Since the McKibbin proposal was contingent on such a study being completed with favorable results, the District has undertaken a marketing and feasibility study itself with Horwath HTL out of Atlanta, GA.

Staff received some of the preliminary study results for review last week. Mr. Carr gave a high-level overview of some of the results received but noted that Staff is not requesting any formal action be taken at this meeting. However, Staff

would like to recommend a workshop be scheduled to review the final marketing and feasibility study results in August 2021.

Mr. Carr's continued presentation included a summary which looked at monthly seasonality, a comparison of regional benchmark airports with on-airport hotels, including opening year, room count, class (Upper Upscale, Upscale), meeting room space, brand, food & beverage options, and other amenities. Based on this information, the consultant provided draft recommendations, an investment analysis, and draft conclusions for an on-airport hotel at GSP.

Commissioners and Staff agreed to set a meeting for a workshop in August 2021 to review final study results. Mr. Edwards requested that Commissioners send any questions they would like answered at the workshop to Casey Cooperman, Executive Assistant, before the meeting. Staff also agreed to send the final results of the feasibility study to Commissioners as soon as available.

## **NEW BUSINESS:**

### **A. Approval of Lease Agreement for Milliken Aviation Hangar Facility**

Mr. Scott Carr, Vice President Commercial Business & Communications, presented the request to approve the lease agreement for Milliken Aviation Hangar Facility.

The District previously approved terms for a new hangar facility as depicted on Exhibit A at the Airport Commission meeting on November 23, 2020. However, since that time, Milliken has requested to remain in their current hangar facility and make some door height and width modifications to accommodate their new aircraft at their sole expense.

The current Space Use Permit (SUP) that they are leasing the facility under contemplates the business terms should Milliken elect to enter into a long-term agreement for their current hangar.

Mr. Carr provided the updated terms, including the Base & Option Term, Lease Premises, Lease Rate, Contract Security, District Improvements, Lessee Improvements, Maintenance, Utilities, Insurance, Taxes & Assessments, Subleasing, and Assignment of the Lease.

There was a motion to (1) approve the lease agreement terms as outlined above and (2) authorize the President/CEO to execute a lease agreement with Milliken. The motion was seconded, and unanimously approved.

## **PRESIDENT/CEO REPORT:**

**Aviation Industry Update:** None

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

Mr. Edwards discussed the \$25 billion to support America's airport infrastructure that is a part of the proposed federal infrastructure bill. A decision has not been made on how the funds will be dispersed, either all up front based on enplanements, or with a portion put in a discretionary pot to be allocated as needed. Mr. Edwards hopes that this bill moves through quickly.

Further conversation ensued about how those allocations may be determined.

Chair Shaw asked how entitlement funds will be allocated moving forward. Mr. Edwards indicated that he would be seeking an answer to that question during the FAA session at the AAAE Annual Conference, which he was attending at the time of the Commission meeting. In addition, GSP will look to go after allocations from \$2.5 billion in ARPA money that the state of South Carolina has. Such funds will be sought to use towards expanding cargo apron project, as the project was not selected for INFRA grant funding.

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

Mr. Edwards shared that Staff will seek to keep apprised of the new COVID-19 variant and what affect it may have. Boosters for vaccinations are still a discussion. Staff will keep the Commission updated on any changes and/or updates. Mr. Edwards is hopeful that there will not be another huge spike in COVID-19 cases, and that Staff encourages vaccinations to keep yourself and others safe.

Chair Shaw asked if Staff is seeing passengers obey mask requirements at the airport, to which Mr. Edwards answered that although some passengers are seen without a mask, GSP is following the mask requirements which are still in place. This requirement is not due to be removed until September 13, 2021. The mask requirement is a TSA Enforcement responsibility.

**COMMISSIONER'S REPORT:** None

**EXECUTIVE SESSION:** None

## **ADJOURNMENT:**

There being no further business, a motion was made, seconded and unanimous vote received to adjourn meeting. The meeting was adjourned at approximately 11:16 a.m.

**SIGNATURE OF PREPARER:**

  
Casey Cooperman



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 20, 2021

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### ITEM DESCRIPTION – Consent Agenda Item B

Approval of the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2022

### BACKGROUND

During Calendar Year 2021, the Airport Commission scheduled regular Commission meetings every other month. The meetings for 2021 were/are as follows:

- Monday, January 11
- Monday, March 8
- Tuesday, May 18
- Monday, July 12 *\*teleconference*
- Monday, September 20
- Tuesday, November 30

### ISSUES

Staff attempted to schedule the regular Airport Commission meetings the 2<sup>nd</sup> Monday of every other month at 9:00 a.m. for Calendar Year 2022. Due to schedule conflicts, Staff was unable to schedule all of the meetings on the 2<sup>nd</sup> Monday of the month.

Staff recommends scheduling the January 2022 Commission Meeting on the 3<sup>rd</sup> Monday of the month, the March 2022 Commission Meeting on the 3<sup>rd</sup> Monday of the month, and the July 2022 Commission Meeting as a teleconference. The GSP Commission Meetings are scheduled to begin at 9:00 a.m.



The proposed meeting dates are as follows:

- Monday, January 24
- Monday, March 21
- Monday, May 9
- Monday, July 11 **Note:** This meeting will be held as a teleconference.
- Monday, September 12
- Monday, November 14

## **ALTERNATIVES**

None

## **FISCAL IMPACT**

None

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission approve the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2022 as presented.



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Vice President/COO

DATE: September 20, 2021

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### **ITEM DESCRIPTION - Presentation Item A**

#### Review Renderings of Aviation Parkway Entry Signage

GSP Campus Signage Program – Phase 2 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 will be provided to review an updated rendering of the planned entry sign for Aviation Parkway. The Commissioners will be invited to provide feedback and ask any questions they may have on the project.



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Vice President/COO

DATE: September 20, 2021

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

#### Terminal Landside Roadway Improvements Project Update

The Terminal Landside Roadway Improvements Project 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 with renderings will be provided for Commissioner feedback and group discussion.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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### **ITEM DESCRIPTION – Old Business Item A**

Approval of the Final Ranking for a Full Service On-Airport Hotel Development

### **BACKGROUND**

Prior to the COVID-19 pandemic, the Greenville-Spartanburg Airport District (District) staff (Staff) conducted research on hotels located on airport property, more specifically, hotels located adjacent to airport terminal buildings. At the end of 2019, Staff completed discussions with various hotel developers to share the project idea and evaluate overall interest in proposing on such a project. However, due to the pandemic, Staff postponed releasing a Request for Proposals (RFP).

On February 1, 2021, Staff issued a RFP to the public seeking competitive proposals from qualified companies. The District's goal is to enter into a non-exclusive lease agreement with the successful proposer to develop and manage a full service on-airport hotel with a national hotel franchise chain brand that is commonly recognizable to business travelers. In addition, the hotel must be aesthetically attractive and pleasing as well as fully compatible with the District's first-class aesthetic standards.

Staff notified the various companies we met with in 2019 of the RFP and advertised it through multiple aviation and airport organizations. An onsite mandatory pre-proposal conference was held on February 24, 2021, and ten companies attended the meeting. However, not all of the companies in attendance were hotel developers and operators. Staff provided a presentation regarding District expectations for the proposals and reviewed various performance requirements.

On March 26, 2021, one proposal was received and was considered technically acceptable upon review. The proposal was from McKibbin Hotel Group, Inc.

(McKibbon). An Evaluation Committee, including all Executive Staff and representatives from the Commercial Business and Procurement Departments, evaluated the proposal based on the following criteria:

- Company Background, Experience, and Financial Information.
- Financial Proposal – Proposed Rent Structure to the District.
- Commitment from Hotel Brand & Unique Facility Attributes.
- ACDBE Participation.
- Exceptions to the Sample Lease Agreement.

The Evaluation Committee completed an on-site interview with McKibbon on April 22, 2021, which provided an opportunity for McKibbon to further outline their experience with similar projects, their proposed hotel at GSP, the project's financial information as well as other aspects of their proposal. In addition, the Evaluation Committee asked questions to obtain further clarification about the proposal.

McKibbon has over \$900 million in new development and manages 84 hotels in 39 cities with partnerships with 21 different hotel brands. Recently, McKibbon developed a 20-acre campus named Avion Park adjacent to the Tampa International Airport with five hotels, office facilities, and restaurants.

In addition, they manage an Aloft Hotel at the Jacksonville International Airport, Courtyard and Residence Inn next to the Sarasota Bradenton International Airport, and Hampton Inn and Suites and Homewood Suites adjacent to the Orlando International Airport in Florida. Also, they have a Four Points by Sheraton located at the terminal building at the Huntsville International Airport in Alabama, which they have managed for over 30 years.

Locally, McKibbon owns and operates the Aloft Hotel in downtown Greenville, SC as well as the Residence Inn – GSP Airport off Pelham Road. In addition, in North Carolina, McKibbon has the Aloft Asheville Downtown, AC Hotel Asheville Downtown, Kimpton Hotel Arras located in downtown Asheville, and a dual-branded AC Hotel and Residence Inn in Uptown Charlotte.

McKibbon's proposal includes a \$30 million development that has an initial 129 hotel rooms, over 3,000 square feet of meeting space, and unique features such as a rooftop restaurant, bar, and pool. They are proposing a soft brand hotel, which will allow for more flexibility with the décor and aesthetics to match the Airport District's desires.

At the direction of the Airport Commission, Staff engaged Horwath HTL out of Atlanta, GA to complete a feasibility study for a 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.

## **ISSUES**

In their proposal, McKibbon made the proposal contingent upon a feasibility/market study being completed with favorable results. The preliminary results of that study have been completed and Staff is presently working with Horwath HTL to compile the requested follow up information from the Airport Commission workshop.

However, to date, the Airport Commission has not approved the final ranking for the Full Service On-Airport Hotel Development as follows:

1. McKibbon Hotel Group, Inc.

If the final ranking is approved, Staff will attempt to formally negotiate agreement terms with McKibbon. Due to there only being a single Proposer, if an agreement is not reached with McKibbon, Staff will evaluate next steps, which may include releasing a revised RFP in the future.

## **ALTERNATIVES**

This project could be readvertised with 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 completely abandoned.

## **FISCAL IMPACT**

The complete fiscal impacts are still unknown at this time, and upon approval of the ranking, Staff will begin formal negotiations with McKibbon. If a formal agreement is tentatively reached, Staff will present the agreement terms to the Airport Commission and seek approval to execute all necessary documents.

However, in the meantime and based on the submitted proposal, McKibbon has requested a sixty-year ground lease with hotel parking available in either Parking

Garage B or the future Parking Garage C. Parking would be compensated on a pay-as-you-go basis.

In addition, McKibbon proposes to be the General Partner (GP) of a limited partnership or LLC formed for the purpose of developing and owning the hotel. As the GP, they propose a development fee of 2.5% of the total project costs including startup costs and any loan expenses.

As the GP, McKibbon will contribute 10% of the equity required for the project. The remaining 90% will be funded by Limited Partners (LP). McKibbon is open to the District being a LP. However, this will need to be further discussed as a part of the overall negotiation with them.

There will be a carried interest waterfall payable as follows:

- Pari passu to GP/LP up to an 8% cash on cash return.
- GP/LP 30/70 split up to a 15% return.
- GP/LP 40/60 split thereafter.

McKibbon anticipates that seven-year term construction and mini-term debt financing of 60% of the project cost will be secured. In addition, the District may choose to participate in providing or arranging for the debt. However, whoever the party is in providing or arranging for the debt service will charge a 1% fee on the total debt amount.

McKibbon will design and develop the hotel for a technical service fee of 5% of the managed cost (e.g. soft and hard costs, FFE, land improvements, etc.).

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to (1) approve the final rankings for Full Service On-Airport Hotel Development as presented; (2) authorize Staff to negotiate agreement terms including the financial structure of the deal with the highest-ranked company (if an acceptable agreement cannot be reached with the highest-ranked 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.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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

Approval of a Budget Amendment for the Airfield Pavement Improvements Program - Priority 1

### **BACKGROUND**

The FY2021 capital budget included \$2,400,000 for the construction phase of Priority 1 on the Airfield Pavement Improvements Program. An additional \$6,000,000 was budgeted for priority 1 in the FY2022 capital budget for a combined approved budget of \$8,400,000.

The \$2,400,000 capital project budget in FY2021 was based on \$2,021,760 being funded with AIP entitlement funds, \$240,000 to be reimbursed with PFC funds and the \$138,240 balance was funded with airport capital. The FY2022 anticipated the entire \$6,000,000 would be funded with a combination of entitlement and discretionary AIP funds.

### **ISSUES**

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.

## **ALTERNATIVES**

None recommended at this time.

## **FISCAL IMPACT**

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.

## **RECOMMENDED ACTION**

It is respectfully 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.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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

Approval of a Budget Amendment for Parking Shuttle Operations

### **BACKGROUND**

Parking shuttle operations were suspended in the spring of 2020 in response to COVID-19. Considerations included business decisions such as overall reduced parking demand, closed parking facilities, reduced revenue, and general expense control. Operational decisions such as COVID precautions related passenger and driver safety and the inability to social distance on a small shuttle bus, also influenced our decision to suspend shuttle operations.

The current FY2022 budget was developed in early 2021. Based on the enplanement forecast at the time, the associated parking demand forecast and revenue projections, Staff based the FY2022 parking operation budget on the continued suspension of shuttle operations.

Based on the current enplanement trend, public parking demand, revenue projections, and the District's desire to provide a higher level of customer service, Staff feels it is an appropriate time to resume parking shuttle operations.

### **ISSUES**

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.



## **ALTERNATIVES**

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

## **FISCAL IMPACT**

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.

## **RECOMMENDED ACTION**

It is respectfully 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.



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David N. Edwards, Jr., President and CEO

DATE: September 20, 2021

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

Approval of Revised Salary and Grade Level Plan

### **BACKGROUND**

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. An overview of the compensation study will be provided at the meeting.

### **ISSUES**

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. Below is the proposed revised Salary and Grade Level Plan:

| District<br>Salary<br>Grade | Minimum   | Midpoint  | Maximum   |
|-----------------------------|-----------|-----------|-----------|
| 21                          | \$194,000 | \$242,000 | \$290,000 |
| 20                          | \$176,000 | \$220,000 | \$264,000 |
| 19                          | \$160,000 | \$200,000 | \$240,000 |
| 18                          | \$146,000 | \$182,000 | \$218,000 |
| 17                          | \$132,000 | \$165,000 | \$198,000 |
| 16                          | \$120,000 | \$150,000 | \$180,000 |
| 15                          | \$109,000 | \$136,000 | \$163,000 |
| 14                          | \$99,000  | \$124,000 | \$149,000 |
| 13                          | \$90,000  | \$113,000 | \$136,000 |
| 12                          | \$82,000  | \$103,000 | \$124,000 |
| 11                          | \$75,000  | \$94,000  | \$113,000 |
| 10                          | \$68,000  | \$85,000  | \$102,000 |
| 9                           | \$62,000  | \$77,000  | \$92,000  |
| 8                           | \$56,000  | \$70,000  | \$84,000  |
| 7                           | \$51,000  | \$64,000  | \$77,000  |
| 6                           | \$46,000  | \$58,000  | \$70,000  |
| 5                           | \$42,000  | \$53,000  | \$64,000  |
| 4                           | \$38,000  | \$48,000  | \$58,000  |
| 3                           | \$35,000  | \$44,000  | \$53,000  |
| 2                           | \$32,000  | \$40,000  | \$48,000  |
| 1                           | \$29,000  | \$36,000  | \$43,000  |

## ALTERNATIVES

The District could decide not to implement Korn Ferry's recommendations.

## FISCAL IMPACT

The adoption of the Revised Salary and Grade Level Plan would have an impact of \$83,000 annually to bring all positions below the minimum of their range up to the minimum. However, Korn Ferry's recommendation is to 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 additional funding is being requested to implement these proposed changes. Staff may determine that in certain circumstances a phase-in of individual increases may be appropriate.



## **RECOMMENDED ACTION**

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



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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### ITEM DESCRIPTION – New Business Item D

Approval of a Lease Agreement Amendment for the National Weather Service Facility

### BACKGROUND

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. Please see Exhibit A for reference. The current agreement is set to expire on September 30, 2021.

### ISSUES

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

The following are the terms for the 15-year extension:

- 1. Base & Option Terms** – Base term not to exceed fifteen (15) years and no option terms. Either the District or NWS may terminate the agreement with sixty (60) calendar days' notice in writing to the other party.
- 2. Lease Premises** – +/- 2.07 acres
- 3. Lease Rate** – \$111,593.48 annually for each of the 15 years. This is a blended rate based on \$90,000 in Year #1 and 3% escalation each year of the extended 15-year term. The NWS indicated that having the blended rate will reduce their administrative burden of having to make an annual adjustment. This front loads the rent, which is a benefit to the District in the event of an early termination by either party. However, if the NWS remains on the leasehold for all 15 years, the total rent collected is still the same.

- 4. Contract Security** – None.
- 5. District Improvements** – None.
- 6. Lessee Improvements** – None.
- 7. Maintenance** – Lessee shall be responsible for all maintenance of the Premises.
- 8. Utilities** – Lessee shall be responsible for the cost of all utilities and usage charges on the Premises.
- 9. Insurance** – Lessee shall be responsible for all insurance associated with the facility and overall leasehold.
- 10. Taxes and Assessments** – Lessee shall be responsible.
- 11. Subleasing** – Lessee must obtain written approval of the District to sublet the lease.
- 12. Assignment** – Lessee must obtain written approval of the District to assign the lease.
- 13. Improvements at Expiration of the Lease** – At the expiration or early termination of the agreement, the NWS at its sole expense, shall be required to remove all improvements previously or subsequently installed on the leasehold and restore the leasehold to its original condition. However, through mutual agreement, the District may agree to accept the improvements as full satisfaction of the NWS's requirement to remove the improvements.

## ALTERNATIVES

The Airport District could forego the opportunity to extend the ground lease agreement for the NWS facility. However, this is not recommended, as there is a benefit to having them located on the District's property.

## FISCAL IMPACT

The annual ground rent amount starting with a baseline rent of \$90,000 in Year #1 and escalating it by 3% annually starting in Year #2 is outlined below:

| <b><u>RENTAL PERIOD</u></b>          | <b><u>ANNUAL AMOUNT</u></b> |
|--------------------------------------|-----------------------------|
| October 1, 2021 - September 30, 2022 | \$90,000.00                 |
| October 1, 2022 - September 30, 2023 | \$92,700.00                 |
| October 1, 2023 - September 30, 2024 | \$95,481.00                 |
| October 1, 2024 - September 30, 2025 | \$98,345.43                 |
| October 1, 2025 - September 30, 2026 | \$101,295.79                |
| October 1, 2026 - September 30, 2027 | \$104,334.67                |



|                                      |              |
|--------------------------------------|--------------|
| October 1, 2027 - September 30, 2028 | \$107,464.71 |
| October 1, 2028 - September 30, 2029 | \$110,688.65 |
| October 1, 2029 - September 30, 2030 | \$114,009.31 |
| October 1, 2030 - September 30, 2031 | \$117,429.59 |

|                                      |              |
|--------------------------------------|--------------|
| October 1, 2031 - September 30, 2032 | \$120,952.47 |
| October 1, 2032 - September 30, 2033 | \$124,581.05 |
| October 1, 2033 - September 30, 2034 | \$128,318.48 |
| October 1, 2034 - September 30, 2035 | \$132,168.03 |
| October 1, 2035 - September 30, 2036 | \$136,133.03 |

**TOTAL GROUND RENT: \$1,673,902.20**

Based on the NWS's request, the following annual rent schedule shall be applied to 15-year the ground lease extension:

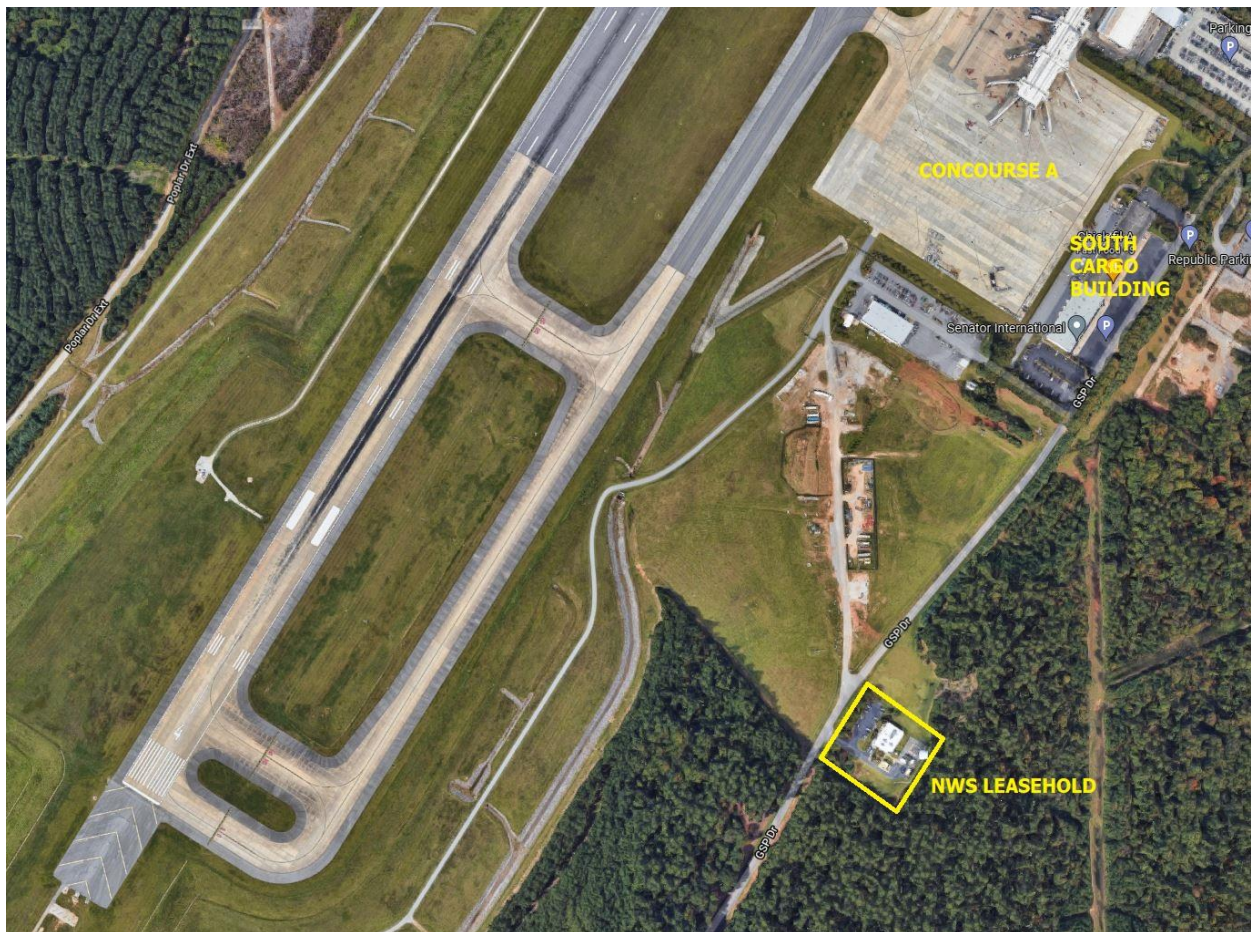
| <b><u>RENTAL PERIOD</u></b>          | <b><u>ANNUAL AMOUNT</u></b> |
|--------------------------------------|-----------------------------|
| October 1, 2021 - September 30, 2022 | \$111,593.48                |
| October 1, 2022 - September 30, 2023 | \$111,593.48                |
| October 1, 2023 - September 30, 2024 | \$111,593.48                |
| October 1, 2024 - September 30, 2025 | \$111,593.48                |
| October 1, 2025 - September 30, 2026 | \$111,593.48                |
| October 1, 2026 - September 30, 2027 | \$111,593.48                |
| October 1, 2027 - September 30, 2028 | \$111,593.48                |
| October 1, 2028 - September 30, 2029 | \$111,593.48                |
| October 1, 2029 - September 30, 2030 | \$111,593.48                |
| October 1, 2030 - September 30, 2031 | \$111,593.48                |
| October 1, 2031 - September 30, 2032 | \$111,593.48                |
| October 1, 2032 - September 30, 2033 | \$111,593.48                |
| October 1, 2033 - September 30, 2034 | \$111,593.48                |
| October 1, 2034 - September 30, 2035 | \$111,593.48                |
| October 1, 2035 - September 30, 2036 | \$111,593.48                |

**TOTAL GROUND RENT: \$1,673,902.20**

## RECOMMENDED ACTION

It is respectfully 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.

## EXHIBIT A



## CLOSER AERIAL VIEW OF THE CURRENT LEASEHOLD IMPROVEMENTS:





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## MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item A

July 2021 - Traffic Report

### SUMMARY

Passenger traffic is recovering at a much better rate. For July 2021, passenger traffic was at about 80% of normal traffic levels and based on our preliminary numbers we are seeing about a 74% recovery level for August 2021. In July 2021 passenger traffic reflects a **169.9%** increase over the same month in 2020. Cargo numbers for July 2021 were up **35.1%** for the same period. Passenger load factors were up **60.9%** for the month, at an average of **81.5%**.

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%  | Data Not Available |            |
| July      | 169.90%  | Data Not Available |            |
| August    |          |                    |            |
| September |          |                    |            |
| October   |          |                    |            |
| November  |          |                    |            |
| December  |          |                    |            |
| Average   | 293.24%  | 377.76%            | -84.52%    |

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

Providing a look forward into the service levels for **October 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 92.9%, and seats are up at 88.1%.

| Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel October 2021 vs. October 2020 |      |               |       |          |        |          |        |          |        |              |        |
|-------------------------------------------------------------------------------------------------------------------------------|------|---------------|-------|----------|--------|----------|--------|----------|--------|--------------|--------|
| All flights, seats, and ASMs given are per week.                                                                              |      |               |       |          |        |          |        |          |        |              |        |
| Mkt AI                                                                                                                        | Orig | Travel Period |       | Oct 2021 |        | Oct 2020 |        | Diff     |        | Percent Diff |        |
|                                                                                                                               |      | Dest          | Miles | Ops/Week | Seats  | Ops/Week | Seats  | Ops/Week | Seats  | Ops/Week     | Seats  |
| 3M                                                                                                                            | GSP  | JAX           | 306   | 2        | 94     | 0        | 0      | 2        | 94     |              |        |
| 3M                                                                                                                            | GSP  | MCO           | 449   | 2        | 144    | 0        | 0      | 2        | 144    |              |        |
| 3M                                                                                                                            | GSP  | TPA           | 478   | 2        | 94     | 0        | 0      | 2        | 94     |              |        |
| AA                                                                                                                            | GSP  | CLT           | 76    | 56       | 4,179  | 40       | 2,886  | 16       | 1,293  | 40.0%        | 44.8%  |
| AA                                                                                                                            | GSP  | DCA           | 396   | 7        | 532    | 0        | 0      | 7        | 532    |              |        |
| AA                                                                                                                            | GSP  | DFW           | 862   | 18       | 2,096  | 13       | 988    | 5        | 1,108  | 38.5%        | 112.1% |
| AA                                                                                                                            | GSP  | MIA           | 638   | 7        | 532    | 0        | 0      | 7        | 532    |              |        |
| AA                                                                                                                            | GSP  | ORD           | 577   | 13       | 806    | 6        | 300    | 7        | 506    | 116.7%       | 168.7% |
| AA                                                                                                                            | GSP  | PHL           | 514   | 20       | 1,261  | 5        | 325    | 15       | 936    | 300.0%       | 288.0% |
| DL                                                                                                                            | GSP  | ATL           | 153   | 53       | 7,080  | 49       | 5,740  | 4        | 1,340  | 8.2%         | 23.3%  |
| DL                                                                                                                            | GSP  | DTW           | 508   | 11       | 836    | 5        | 380    | 6        | 456    | 120.0%       | 120.0% |
| DL                                                                                                                            | GSP  | LGA           | 610   | 18       | 1,260  | 0        | 0      | 18       | 1,260  |              |        |
| G4                                                                                                                            | GSP  | FLL           | 620   | 2        | 354    | 2        | 354    | 0        | 0      | 0.0%         | 0.0%   |
| G4                                                                                                                            | GSP  | PIE           | 482   | 2        | 372    | 2        | 333    | 0        | 39     | 0.0%         | 11.7%  |
| G4                                                                                                                            | GSP  | SFB           | 426   | 2        | 363    | 2        | 372    | 0        | (9)    | 0.0%         | (2.4%) |
| UA                                                                                                                            | GSP  | DEN           | 1,278 | 7        | 532    | 1        | 70     | 6        | 462    | 600.0%       | 660.0% |
| UA                                                                                                                            | GSP  | EWR           | 594   | 14       | 840    | 0        | 0      | 14       | 840    |              |        |
| UA                                                                                                                            | GSP  | IAD           | 383   | 28       | 1,728  | 12       | 600    | 16       | 1,128  | 133.3%       | 188.0% |
| UA                                                                                                                            | GSP  | IAH           | 838   | 14       | 1,010  | 7        | 532    | 7        | 478    | 100.0%       | 89.8%  |
| UA                                                                                                                            | GSP  | ORD           | 577   | 20       | 1,156  | 11       | 800    | 9        | 356    | 81.8%        | 44.5%  |
| WN                                                                                                                            | GSP  | ATL           | 153   | 14       | 2,034  | 14       | 2,002  | 0        | 32     | 0.0%         | 1.6%   |
| WN                                                                                                                            | GSP  | BWI           | 425   | 7        | 1,161  | 0        | 0      | 7        | 1,161  |              |        |
| WN                                                                                                                            | GSP  | HOU           | 845   | 7        | 1,033  | 0        | 0      | 7        | 1,033  |              |        |
| TOTAL                                                                                                                         |      |               |       | 326      | 29,497 | 169      | 15,682 | 157      | 13,815 | 92.9%        | 88.1%  |

Attachment

# Monthly Traffic Report

## Greenville-Spartanburg International Airport

July 2021



| Category                      | Jul 2021          | Jul 2020          | Percentage Change | *CYTD-2021         | *CYTD-2020        | Percentage Change | *MOV12-2021        | *MOV12-2020        | Percentage Change |
|-------------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|--------------------|--------------------|-------------------|
| <b>Passenger Traffic</b>      |                   |                   |                   |                    |                   |                   |                    |                    |                   |
| Enplaned                      | 95,193            | 35,807            | 165.9%            | 437,274            | 326,850           | 33.8%             | 646,369            | 901,790            | -28.3%            |
| Deplaned                      | <u>93,675</u>     | <u>34,163</u>     | 174.2%            | <u>432,445</u>     | <u>325,146</u>    | 33.0%             | <u>636,853</u>     | <u>895,527</u>     | -28.9%            |
| <b>Total</b>                  | <b>188,868</b>    | <b>69,970</b>     | <b>169.9%</b>     | <b>869,719</b>     | <b>651,996</b>    | <b>33.4%</b>      | <b>1,283,222</b>   | <b>1,797,317</b>   | <b>-28.6%</b>     |
| <b>Cargo Traffic (Pounds)</b> |                   |                   |                   |                    |                   |                   |                    |                    |                   |
| <b>Express and Mail</b>       |                   |                   |                   |                    |                   |                   |                    |                    |                   |
| Enplaned                      | 975,998           | 1,193,576         | -18.2%            | 5,848,807          | 5,925,893         | -1.3%             | 10,483,135         | 10,459,704         | 0.2%              |
| Deplaned                      | <u>1,065,491</u>  | <u>1,099,434</u>  | -3.1%             | <u>6,121,463</u>   | <u>5,125,681</u>  | 19.4%             | <u>11,504,014</u>  | <u>10,347,731</u>  | 11.2%             |
| <b>Subtotal</b>               | <b>2,041,489</b>  | <b>2,293,010</b>  | <b>-11.0%</b>     | <b>11,970,270</b>  | <b>11,051,574</b> | <b>8.3%</b>       | <b>21,987,149</b>  | <b>20,807,435</b>  | <b>5.7%</b>       |
| <b>Freight</b>                |                   |                   |                   |                    |                   |                   |                    |                    |                   |
| Enplaned                      | 4,537,919         | 3,636,242         | 24.8%             | 34,078,285         | 19,795,596        | 72.2%             | 49,707,332         | 33,921,627         | 46.5%             |
| Deplaned                      | <u>10,298,748</u> | <u>6,566,454</u>  | 56.8%             | <u>63,306,037</u>  | <u>32,341,779</u> | 95.7%             | <u>100,759,540</u> | <u>55,166,230</u>  | 82.6%             |
| <b>Subtotal</b>               | <b>14,836,667</b> | <b>10,202,696</b> | <b>45.4%</b>      | <b>97,384,322</b>  | <b>52,137,375</b> | <b>86.8%</b>      | <b>150,466,872</b> | <b>89,087,857</b>  | <b>68.9%</b>      |
| <b>Total</b>                  | <b>16,878,156</b> | <b>12,495,706</b> | <b>35.1%</b>      | <b>109,354,592</b> | <b>63,188,949</b> | <b>73.1%</b>      | <b>172,454,021</b> | <b>109,895,292</b> | <b>56.9%</b>      |

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

| Category                   | Jul 2021         | Jul 2020         | Percentage Change | *CYTD-2021        | *CYTD-2020       | Percentage Change | *MOV12-2021       | *MOV12-2020       | Percentage Change |
|----------------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Aircraft Operations</b> |                  |                  |                   |                   |                  |                   |                   |                   |                   |
| Airlines                   | 2,384            | 1,405            | 69.7%             | 14,227            | 11,848           | 20.1%             | 22,419            | 24,478            | -8.4%             |
| Commuter/Air Taxi          | <u>805</u>       | <u>550</u>       | 46.4%             | <u>4,498</u>      | <u>3,896</u>     | 15.5%             | <u>6,804</u>      | <u>9,066</u>      | -25.0%            |
| <b>Subtotal</b>            | <b>3,189</b>     | <b>1,955</b>     | <b>63.1%</b>      | <b>18,725</b>     | <b>15,744</b>    | <b>18.9%</b>      | <b>29,223</b>     | <b>33,544</b>     | <b>-12.9%</b>     |
| General Av.                | 925              | 858              | 7.8%              | 6,486             | 4,961            | 30.7%             | 10,731            | 9,264             | 15.8%             |
| Military                   | <u>183</u>       | <u>166</u>       | 10.2%             | <u>1,375</u>      | <u>1,098</u>     | 25.2%             | <u>2,402</u>      | <u>2,131</u>      | 12.7%             |
| <b>Subtotal</b>            | <b>1,108</b>     | <b>1,024</b>     | <b>8.2%</b>       | <b>7,861</b>      | <b>6,059</b>     | <b>29.7%</b>      | <b>13,133</b>     | <b>11,395</b>     | <b>15.3%</b>      |
| <b>Total</b>               | <b>4,297</b>     | <b>2,979</b>     | <b>44.2%</b>      | <b>26,586</b>     | <b>21,803</b>    | <b>21.9%</b>      | <b>42,356</b>     | <b>44,939</b>     | <b>-5.7%</b>      |
| <b>Fuel Gallons</b>        |                  |                  |                   |                   |                  |                   |                   |                   |                   |
| <b>General Aviation</b>    |                  |                  |                   |                   |                  |                   |                   |                   |                   |
| 100LL                      | 3,050            | 1,565            | 94.9%             | 18,968            | 11,062           | 71.5%             | 28,836            | 21,947            | 31.4%             |
| Jet A                      | <u>150,278</u>   | <u>93,336</u>    | <u>61.0%</u>      | <u>929,410</u>    | <u>579,143</u>   | <u>60.5%</u>      | <u>1,404,271</u>  | <u>1,142,141</u>  | <u>23.0%</u>      |
| <b>Subtotal</b>            | <b>153,328</b>   | <b>94,901</b>    | <b>61.6%</b>      | <b>948,378</b>    | <b>590,205</b>   | <b>60.7%</b>      | <b>1,433,107</b>  | <b>1,164,088</b>  | <b>23.1%</b>      |
| <b>Commercial Aviation</b> |                  |                  |                   |                   |                  |                   |                   |                   |                   |
| Jet A                      | 2,149,190        | 986,231          | 117.9%            | 11,994,941        | 6,815,620        | 76.0%             | 17,092,134        | 14,552,843        | 17.4%             |
| <b>Total</b>               | <b>2,302,518</b> | <b>1,081,132</b> | <b>113.0%</b>     | <b>12,943,319</b> | <b>7,405,825</b> | <b>74.8%</b>      | <b>18,525,241</b> | <b>15,716,931</b> | <b>17.9%</b>      |

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

# Scheduled Airline Enplanements, Seats, and Load Factors

## Greenville-Spartanburg International Airport

July 2021



|                           | Jul 2021 | Jul 2020 | Percentage Change | *CYTD-2021 | *CYTD-2020 | Percentage Change |
|---------------------------|----------|----------|-------------------|------------|------------|-------------------|
| <b>Allegiant Air</b>      |          |          |                   |            |            |                   |
| Enplanements              | 4,245    | 2,544    | 66.9%             | 19,738     | 14,547     | 35.7%             |
| Seats                     | 4,839    | 4,809    | 0.6%              | 31,515     | 24,396     | 29.2%             |
| Load Factor               | 87.7%    | 52.9%    | 65.8%             | 62.6%      | 59.6%      | 5.0%              |
| <b>American Airlines</b>  |          |          |                   |            |            |                   |
| Enplanements              | 33,013   | 16,126   | 104.7%            | 162,493    | 123,190    | 31.9%             |
| Seats                     | 39,167   | 25,024   | 56.5%             | 207,887    | 201,632    | 3.1%              |
| Load Factor               | 84.3%    | 64.4%    | 30.8%             | 78.2%      | 61.1%      | 27.9%             |
| <b>Delta Air Lines</b>    |          |          |                   |            |            |                   |
| Enplanements              | 28,156   | 8,872    | 217.4%            | 122,322    | 101,080    | 21.0%             |
| Seats                     | 33,578   | 19,942   | 68.4%             | 167,549    | 173,514    | -3.4%             |
| Load Factor               | 83.9%    | 44.5%    | 88.5%             | 73.0%      | 58.3%      | 25.3%             |
| <b>Silver Airways</b>     |          |          |                   |            |            |                   |
| Enplanements              | 948      | 0        | -                 | 3,914      | 0          | -                 |
| Seats                     | 1,522    | 0        | -                 | 6,216      | 0          | -                 |
| Load Factor               | 62.3%    | -        | -                 | 63.0%      | -          | -                 |
| <b>Southwest Airlines</b> |          |          |                   |            |            |                   |

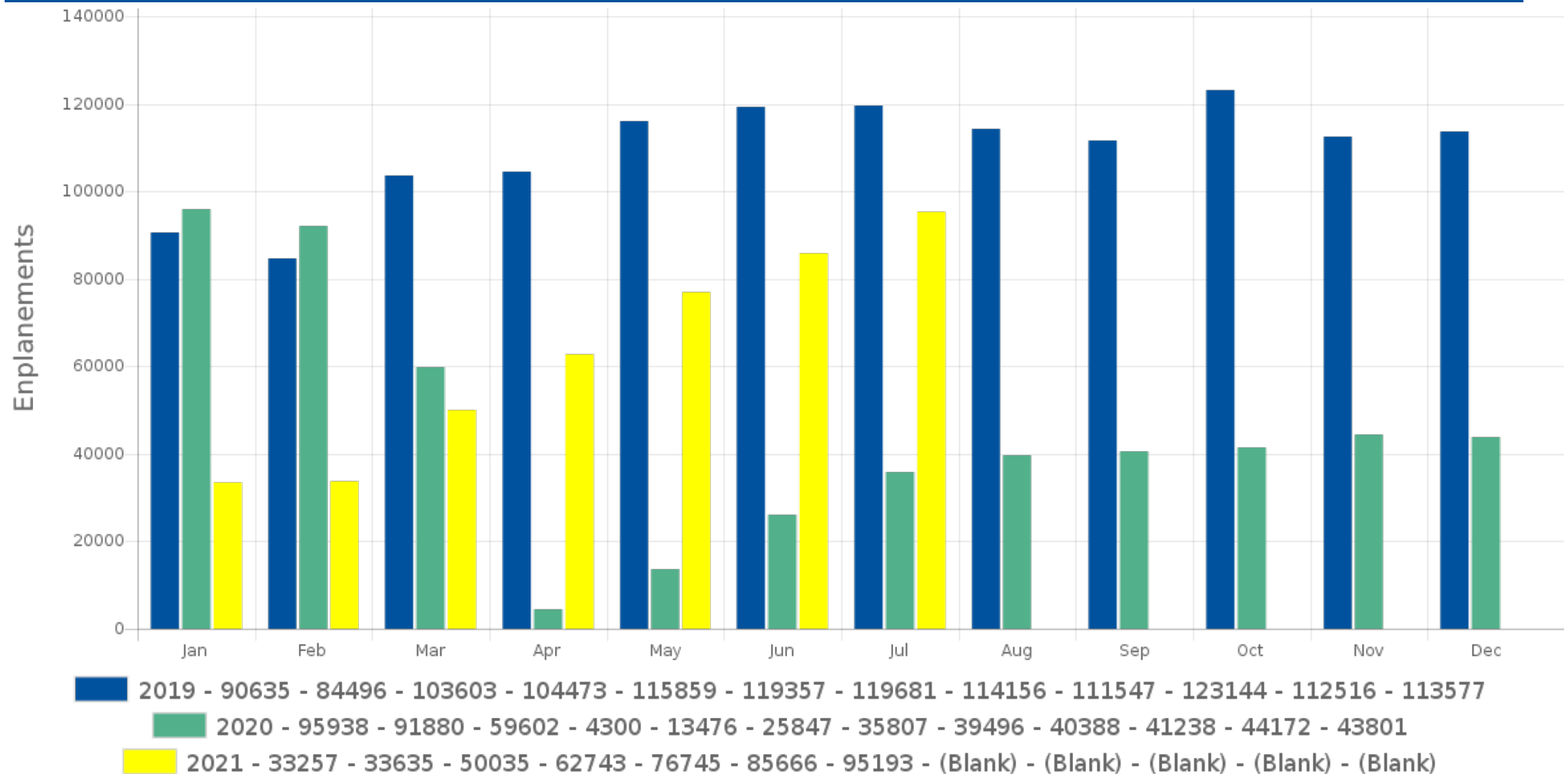
|                        | Jul 2021 | Jul 2020 | Percentage Change | *CYTD-2021 | *CYTD-2020 | Percentage Change |
|------------------------|----------|----------|-------------------|------------|------------|-------------------|
| Enplanements           | 13,116   | 3,709    | 253.6%            | 60,007     | 31,224     | 92.2%             |
| Seats                  | 20,367   | 11,822   | 72.3%             | 114,528    | 89,511     | 27.9%             |
| Load Factor            | 64.4%    | 31.4%    | 105.3%            | 52.4%      | 34.9%      | 50.2%             |
| <b>United Airlines</b> |          |          |                   |            |            |                   |
| Enplanements           | 15,562   | 4,515    | 244.7%            | 67,784     | 47,735     | 42.0%             |
| Seats                  | 17,102   | 8,982    | 90.4%             | 85,964     | 82,849     | 3.8%              |
| Load Factor            | 91.0%    | 50.3%    | 81.0%             | 78.9%      | 57.6%      | 36.9%             |
| <b>Totals</b>          |          |          |                   |            |            |                   |
| Enplanements           | 95,040   | 35,766   | 165.7%            | 436,258    | 317,776    | 37.3%             |
| Seats                  | 116,575  | 70,579   | 65.2%             | 613,659    | 571,902    | 7.3%              |
| Load Factor            | 81.5%    | 50.7%    | 60.9%             | 71.1%      | 55.6%      | 27.9%             |

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

# Monthly Enplanements By Year

## Greenville-Spartanburg International Airport

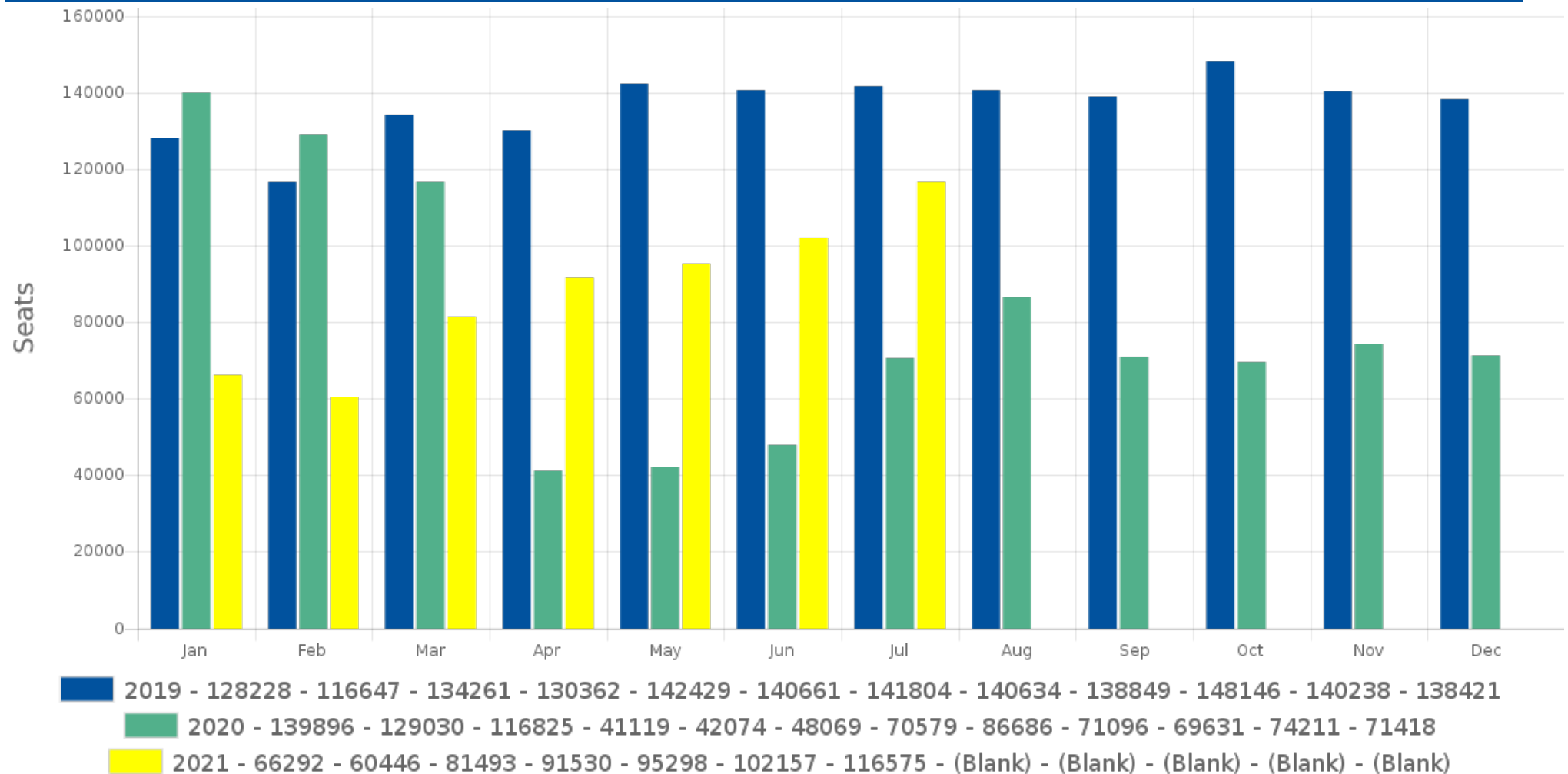
Report Period From January 2019 Through July 2021



# Monthly Seats By Year

## Greenville-Spartanburg International Airport

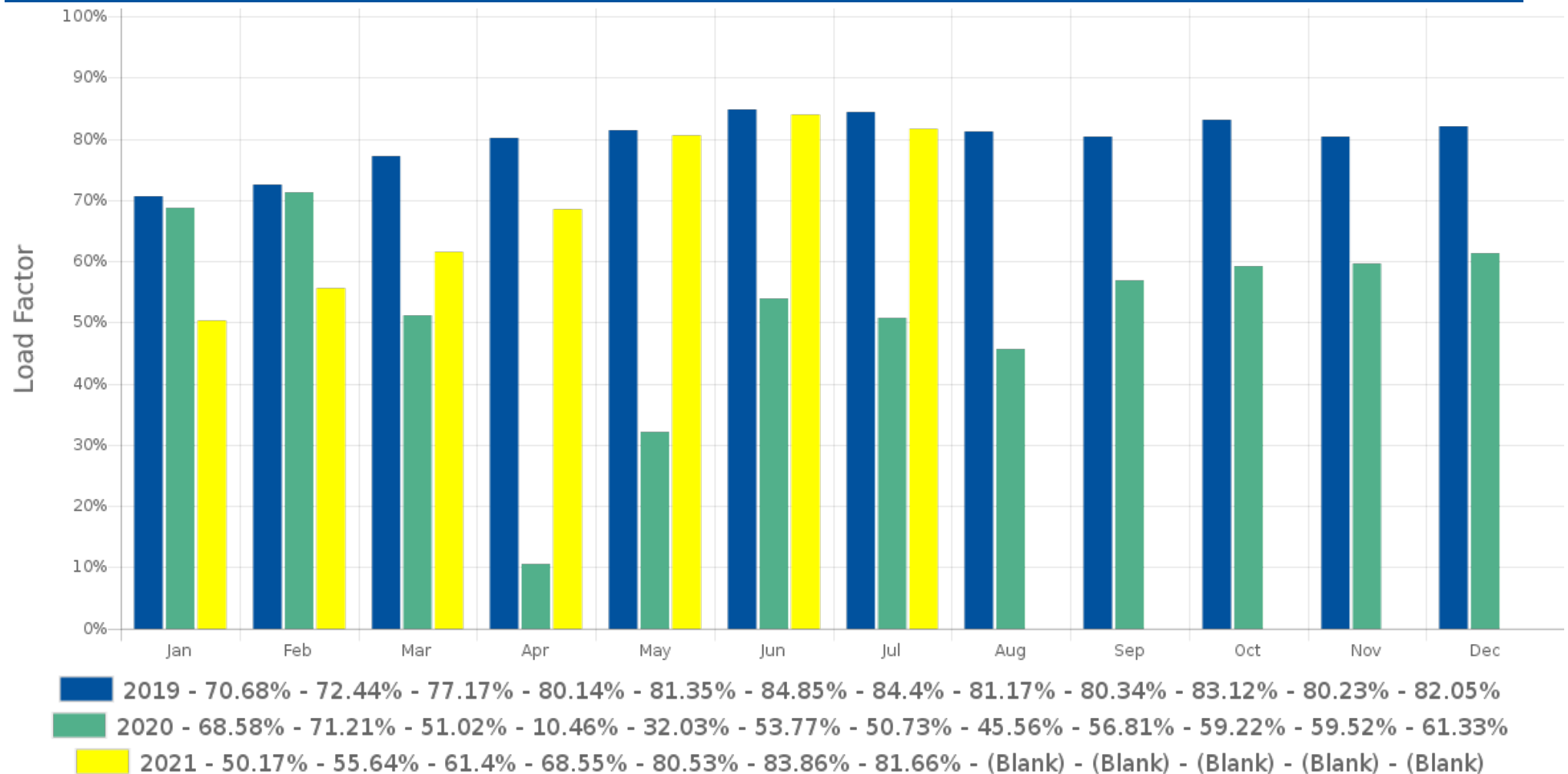
Report Period From January 2019 Through July 2021



# Monthly Load Factors By Year

## Greenville-Spartanburg International Airport

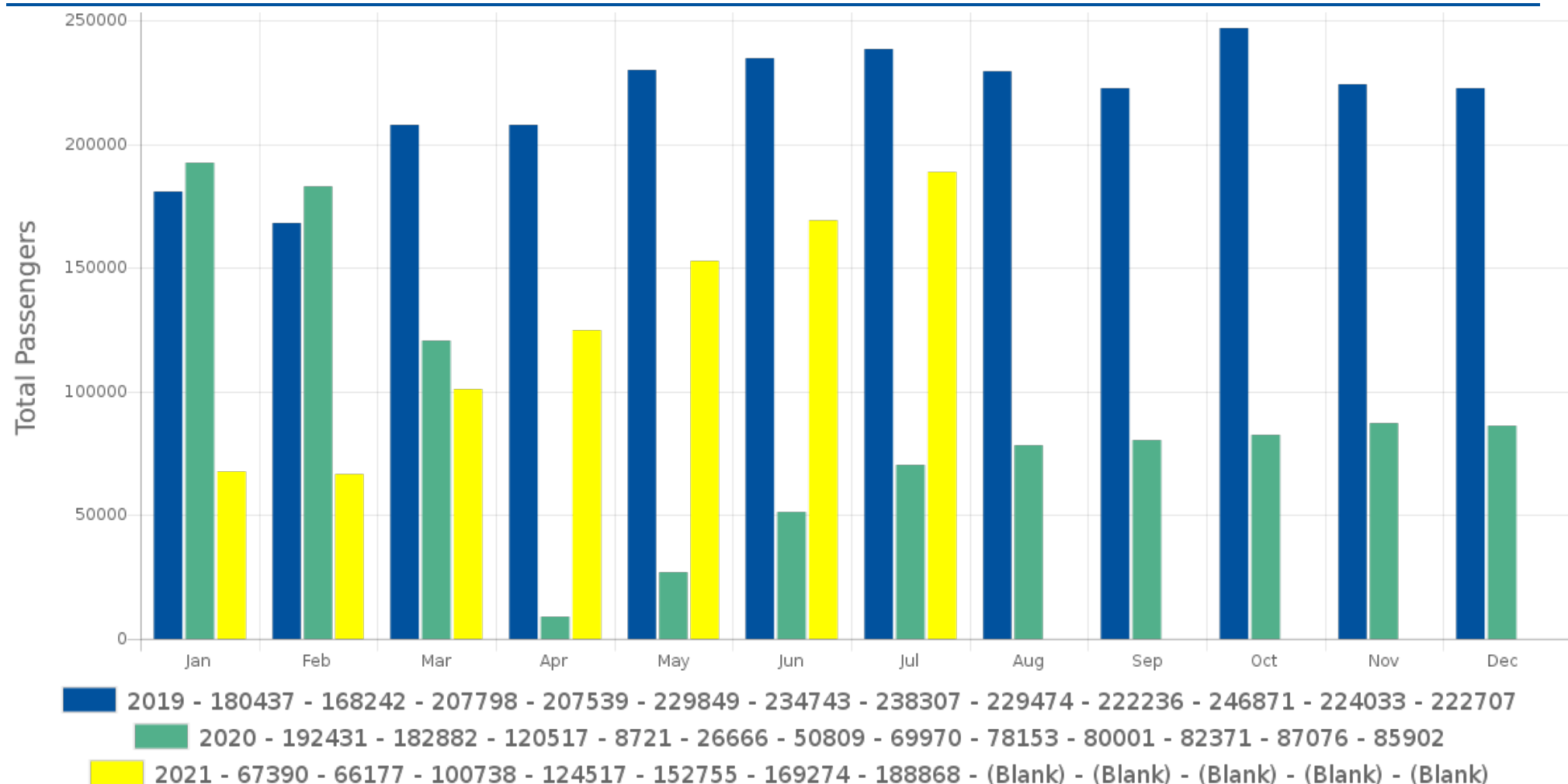
Report Period From January 2019 Through July 2021



# Total Monthly Passengers By Year

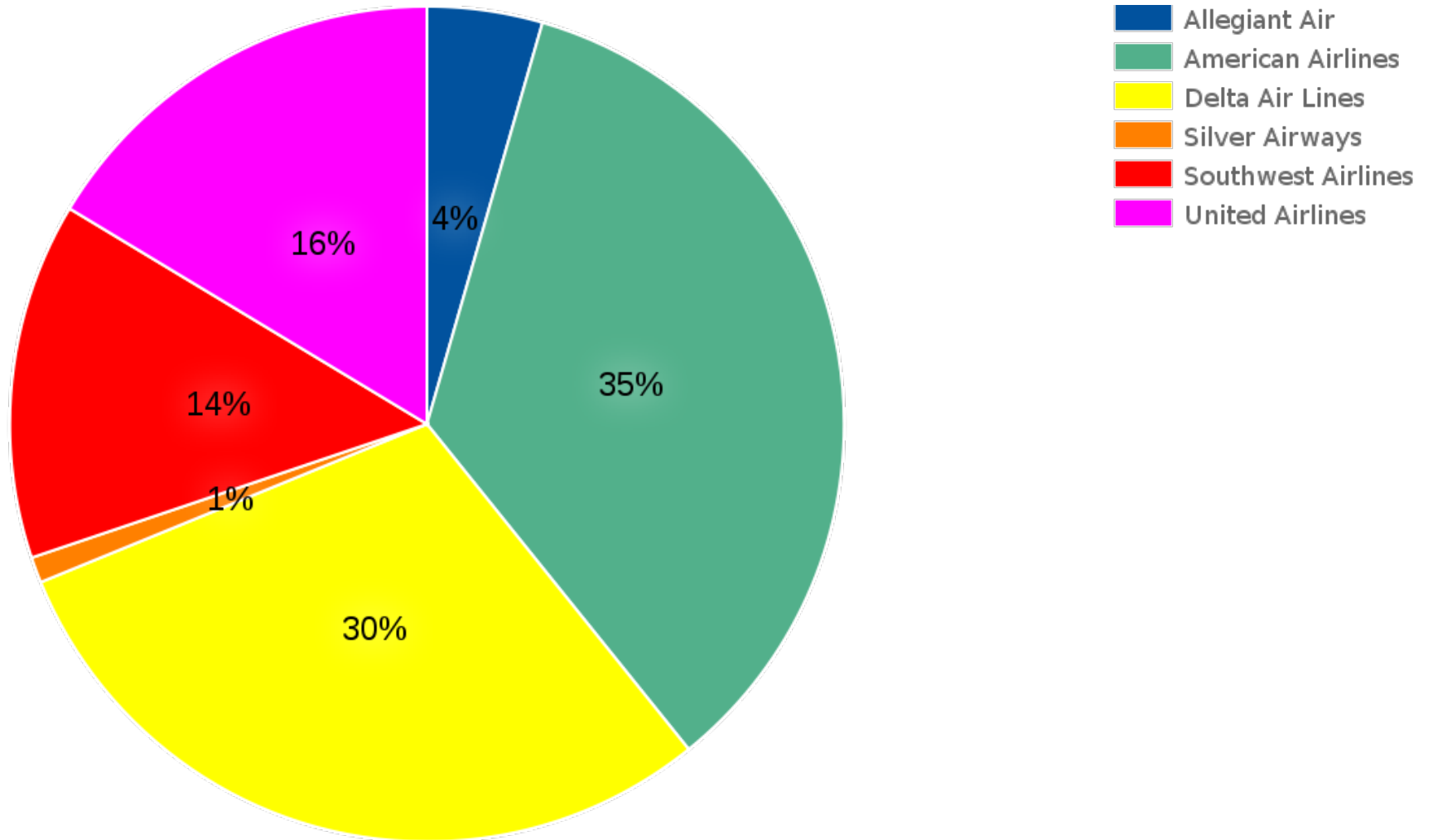
## Greenville-Spartanburg International Airport

Report Period From January 2019 Through July 2021



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

Report Period From July 2021 Through July 2021



# Airline Flight Completions Greenville-Spartanburg International Airport July 2021



| Airline                 | Scheduled Flights | Field | Cancellations Due To |         |       | Total Cancellations | Completed Flights (%) |
|-------------------------|-------------------|-------|----------------------|---------|-------|---------------------|-----------------------|
|                         |                   |       | Mechanical           | Weather | Other |                     |                       |
| A1 Aircraft Holdings    | 1                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Aeronaves TSM           | 25                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Air Atlanta Icelandic   | 1                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| AIRNET                  | 4                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Allegiant Air           | 27                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| American Airlines       | 524               | 0     | 0                    | 3       | 2     | 5                   | 99.0%                 |
| Ameriflight             | 3                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Ameristar Jet Charter   | 3                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Atlas Air               | 23                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Berry Aviation          | 8                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| British Airways         | 29                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Cargo Logic Air         | 5                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Delta Air Lines         | 306               | 0     | 0                    | 0       | 0     | 0                   | 102.6%                |
| Federal Express         | 39                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Freight Runners Express | 8                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| IFL Group               | 3                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Interjet West           | 1                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| McNeely Charter Service | 1                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Royal Air Freight       | 4                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Silver Airways          | 28                | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Southwest Airlines      | 129               | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |
| Sun Country Airlines    | 2                 | 0     | 0                    | 0       | 0     | 0                   | 100.0%                |

| Airline                 | Scheduled<br>Flights | <u>Cancellations Due To</u> |            |          |          | Total<br>Cancellations | Completed<br>Flights (%) |
|-------------------------|----------------------|-----------------------------|------------|----------|----------|------------------------|--------------------------|
|                         |                      | Field                       | Mechanical | Weather  | Other    |                        |                          |
| United Airlines         | 276                  | 0                           | 0          | 0        | 0        | 0                      | 100.0%                   |
| UPS                     | 35                   | 0                           | 0          | 0        | 0        | 0                      | 100.0%                   |
| USA Jet                 | 9                    | 0                           | 0          | 0        | 0        | 0                      | 100.0%                   |
| Western Global Airlines | 6                    | 0                           | 0          | 0        | 0        | 0                      | 100.0%                   |
| <b>Total</b>            | <b>1,500</b>         | <b>0</b>                    | <b>0</b>   | <b>3</b> | <b>2</b> | <b>5</b>               | <b>100.2%</b>            |



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item B

July 2021 – Monthly Financial Report

### SUMMARY

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

Operating Income was up by **31.43%** when compared to the budget for Year-to-Date July 2021. Operating Expenses were down by **15.36%** when compared to the budgeted amount for the period. Net operating income was up by **181.37%** when compared to the budget through July 2021. For the period ending July 2021, which represents one (1) month of the fiscal year, a total of about **\$2.29 million** has been returned to the bottom line in operating income.

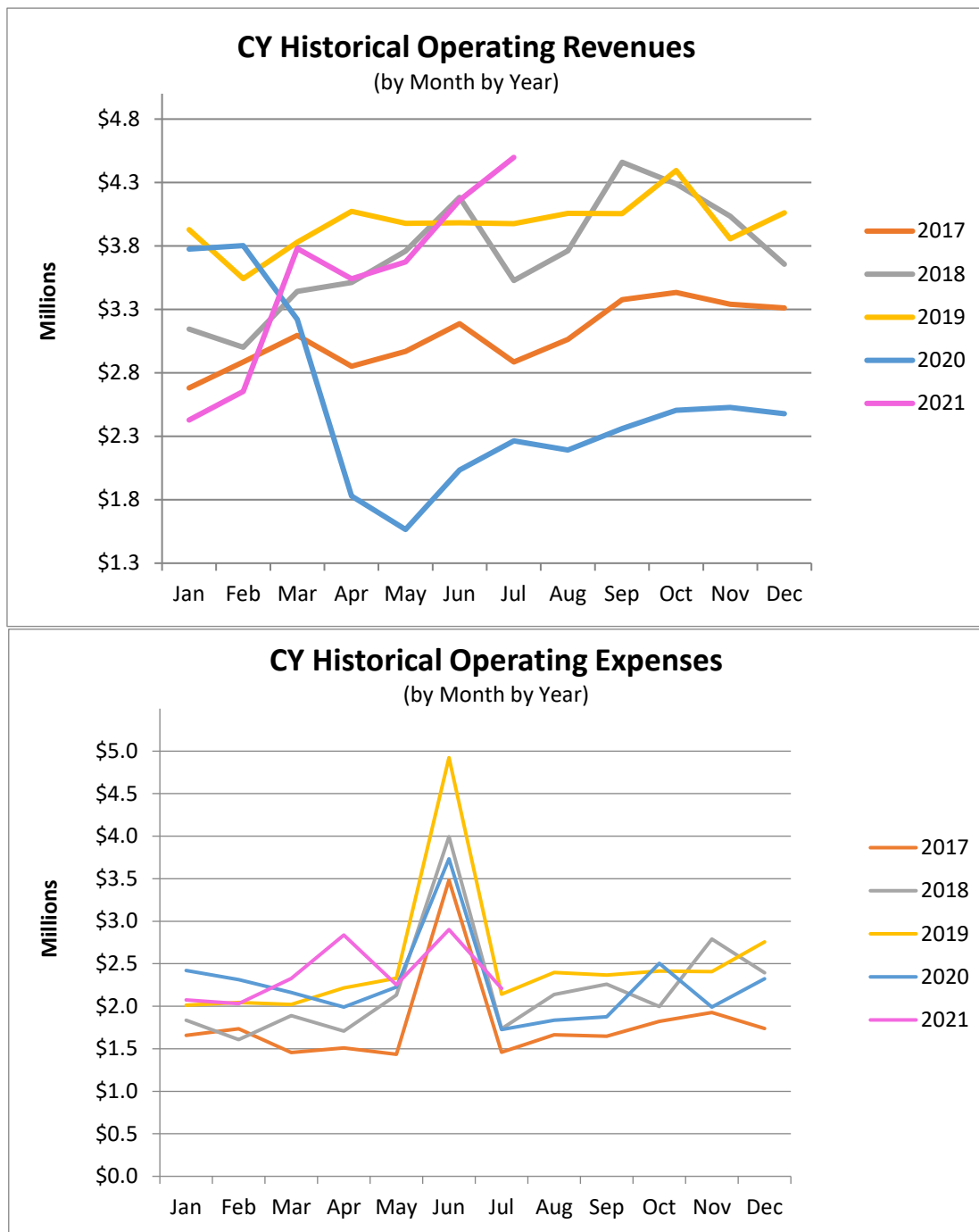
Please recognize that this is a preliminary report, unaudited, and only represents *one month* of activity resulting in variances from budget which can be quite volatile.

**July 31, 2021 FINANCIAL STATEMENT PACKAGE**

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

|                                                 | <b><u>Current FY</u></b><br><b><u>7/31/2021</u></b> | <b><u>Prior FY</u></b><br><b><u>7/31/2020</u></b> |      |
|-------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|------|
| <b>Assets</b>                                   |                                                     |                                                   |      |
| Cash Accounts                                   | 31,409,431.94                                       | 12,267,964.08                                     |      |
| Investments-Airport                             | 40,650,184.95                                       | 20,745,717.76                                     |      |
| Bond Trustee Assets                             | -                                                   | 450,534.39                                        |      |
| Accounts Receivable                             | 5,565,682.43                                        | 1,553,052.75                                      |      |
| Less: Reserve for Doubtful Accts                | (149,500.00)                                        | (149,500.00)                                      |      |
| Net Accounts Receivable                         | <u>5,416,182.43</u>                                 | <u>1,403,552.75</u>                               |      |
| Inventory                                       | 565,084.06                                          | 411,204.77                                        |      |
| Prepaid Insurance                               | 876,520.09                                          | 747,615.66                                        |      |
| Notes Receivable-RAC District Funds             | 535,764.89                                          | 796,421.99                                        |      |
| Property, Plant & Equipment (PP&E)              | 482,715,700.44                                      | 460,654,413.02                                    |      |
| Less: Accumulated Depreciation                  | (186,806,935.66)                                    | (172,392,835.65)                                  |      |
| Net PP&E                                        | <u>295,908,764.78</u>                               | <u>288,261,577.37</u>                             |      |
| <b>TOTAL ASSETS</b>                             | <b><u>375,361,933.14</u></b>                        | <b><u>325,084,588.77</u></b>                      |      |
| <b>PLUS: Deferred Outflows of Resources</b>     |                                                     |                                                   |      |
| Deferred Pension                                | 6,339,480.05                                        | 6,653,938.08                                      |      |
| <b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>     | <b><u>6,339,480.05</u></b>                          | <b><u>6,653,938.08</u></b>                        |      |
| <b>LESS: Liabilities</b>                        |                                                     |                                                   |      |
| Accounts Payable                                | 4,289,761.09                                        | 6,301,578.17                                      | (aa) |
| TD Bank LOC                                     | -                                                   | 3,100,000.00                                      |      |
| Revenue Bonds Payable                           | -                                                   | 897,013.74                                        |      |
| TD Bank LT Debt                                 | 33,613,635.52                                       | 14,380,520.00                                     |      |
| SCRS Pension Liability                          | 22,524,914.00                                       | 21,026,615.00                                     |      |
| Benefit Liability                               | 2,040,797.65                                        | 1,915,797.65                                      |      |
| <b>TOTAL LIABILITIES</b>                        | <b><u>62,469,108.26</u></b>                         | <b><u>47,621,524.56</u></b>                       |      |
| <b>LESS: Deferred Inflows of Resources</b>      |                                                     |                                                   |      |
| Deferred Revenues                               | 720,656.89                                          | 981,313.99                                        |      |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>      | <b><u>720,656.89</u></b>                            | <b><u>981,313.99</u></b>                          |      |
| <b>NET POSITION</b>                             |                                                     |                                                   |      |
| Invested in Capital Assets, net of Related Debt | 261,759,364.37                                      | 269,119,635.38                                    |      |
| Restricted:                                     |                                                     |                                                   |      |
| A/P - Capital Projects - Restricted             | -                                                   | 418,520.65                                        |      |
| Contract Facility Charges                       | 2,447,104.00                                        | 2,330,888.58                                      |      |
| Passenger Facility Charges                      | 2,974,114.41                                        | 333,400.08                                        |      |
| Total Restricted:                               | <u>5,421,218.41</u>                                 | <u>3,082,809.31</u>                               |      |
| Unrestricted                                    | 51,331,065.26                                       | 10,933,243.61                                     |      |
| <b>TOTAL NET POSITION</b>                       | <b><u>318,511,648.04</u></b>                        | <b><u>283,135,688.30</u></b>                      |      |

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



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

| <----- FISCAL YEAR TO DATE -----> |                         |                         |                     |                |
|-----------------------------------|-------------------------|-------------------------|---------------------|----------------|
|                                   | July 31, 2021<br>Actual | July 31, 2021<br>Budget | Actual - Budget     | % Change       |
| <b>INCOME</b>                     |                         |                         |                     |                |
| Landing Area:                     |                         |                         |                     |                |
| Landing Fees                      | 261,615.75              | 234,325.97              | 27,289.78           | 11.65%         |
| Aircraft Parking Fees             | 43,864.51               | 29,387.30               | 14,477.21           | 49.26%         |
| Subtotal Landing Area             | 305,480.26              | 263,713.27              | 41,766.99           | 15.84%         |
| Space & Ground Rentals            | 1,152,527.58            | 988,418.97              | 164,108.61          | 16.60%         |
| Auto Parking                      | 1,120,561.44            | 611,067.50              | 509,493.94          | 83.38%         |
| Commercial Ground Transportation  | 31,077.41               | 36,858.33               | (5,780.92)          | -15.68%        |
| Concessions:                      |                         |                         |                     |                |
| Advertising                       | 22,233.33               | 25,380.00               | (3,146.67)          | -12.40%        |
| Food & Beverage                   | 25,951.24               | 13,510.68               | 12,440.56           | 92.08%         |
| Rental Car                        | 285,988.31              | 323,873.50              | (37,885.19)         | -11.70%        |
| Retail                            | 29,327.15               | 31,833.65               | (2,506.50)          | -7.87%         |
| Other                             | 4,427.30                | 4,024.50                | 402.80              | 10.01%         |
| Subtotal Concessions              | 367,927.33              | 398,622.33              | (30,695.00)         | -7.70%         |
| Expense Reimbursements            | 142,849.61              | 134,509.47              | 8,340.14            | 6.20%          |
| Other Income                      | 20,699.65               | 14,778.66               | 5,920.99            | 40.06%         |
| Other-Aviation Services           | 552,550.81              | 419,597.76              | 132,953.05          | 31.69%         |
| Gross Profit on Fuel Sales        | 537,739.53              | 355,630.66              | 182,108.87          | 51.21%         |
| Gross Profit on Restaurant Sales  | 266,606.50              | 199,296.72              | 67,309.78           | 33.77%         |
| <b>Total Operating Income</b>     | <b>4,498,020.12</b>     | <b>3,422,493.67</b>     | <b>1,075,526.45</b> | <b>31.43%</b>  |
| <b>EXPENSES</b>                   |                         |                         |                     |                |
| Salary & Benefits                 | 1,309,644.04            | 1,432,629.13            | (122,985.09)        | -8.58%         |
| Professional Services             | 54,447.85               | 90,803.36               | (36,355.51)         | -40.04%        |
| Promotional Activities            | 58,841.04               | 57,674.51               | 1,166.53            | 2.02%          |
| Administrative                    | 214,874.48              | 208,157.60              | 6,716.88            | 3.23%          |
| Insurance                         | 87,034.17               | 87,075.83               | (41.66)             | -0.05%         |
| Contractual Services              | 298,300.15              | 378,496.30              | (80,196.15)         | -21.19%        |
| Rentals & Leases                  | 23,609.94               | 33,982.79               | (10,372.85)         | -30.52%        |
| Repairs & Maintenance             | 50,461.79               | 24,848.92               | 25,612.87           | 103.07%        |
| Supplies & Equipment              | 93,870.86               | 117,732.54              | (23,861.68)         | -20.27%        |
| Utilities                         | 16,983.57               | 177,228.48              | (160,244.91)        | -90.42%        |
| <b>Total Operating Expenses</b>   | <b>2,208,067.89</b>     | <b>2,608,629.46</b>     | <b>(400,561.57)</b> | <b>-15.36%</b> |
| <b>NET OPERATING INCOME</b>       | <b>2,289,952.23</b>     | <b>813,864.21</b>       | <b>1,476,088.02</b> | <b>181.37%</b> |

July 31, 2021

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

|      |                         |                     |                                                      |
|------|-------------------------|---------------------|------------------------------------------------------|
| (aa) | <b>Accounts Payable</b> | <b>4,289,761.09</b> | Consists of the following:                           |
|      |                         | 225,790             | Retainage accrual required until the end of contract |
|      |                         | 1,625,024           | Trade A/P, varies monthly                            |
|      |                         | 1,419,276           | Year End Payroll, Vacation & Sick Benefits accrual   |
|      |                         | 511,464             | Security Deposits                                    |
|      |                         | 260,633             | RAC True-up                                          |
|      |                         | 244,487             | Food & Beverage                                      |
|      |                         | 3,087               | Other                                                |
|      |                         | <u>4,289,761</u>    |                                                      |

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

|     |                                   |              |                     |                                                                                                                                                                                      |
|-----|-----------------------------------|--------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | <b>Landing Fees</b>               | OVER BUDGET  | <b>\$27,289.78</b>  | - Senator and other freighter Cargo is trending higher than anticipated                                                                                                              |
| (b) | <b>Space &amp; Ground Rentals</b> | OVER BUDGET  | <b>\$164,108.61</b> | - Airline Terminal Space actual is higher than budget 34K and increase cargo and FBO operations<br>- Airline Per Turn Fees 23K over budget: general increase in turns and additional |
| (c) | <b>Auto Parking</b>               | OVER BUDGET  | <b>\$509,493.94</b> | - Passenger traffic is trending higher than anticipated                                                                                                                              |
| (d) | <b>Rental Car</b>                 | UNDER BUDGET | <b>\$37,885.19</b>  | - Passenger traffic is trending higher than anticipated hence                                                                                                                        |

|              | <u>Actual YTD</u> | <u>Budget YTD</u> | <u>Diff</u>     |
|--------------|-------------------|-------------------|-----------------|
| AVIS         | 51,579            | 42,839            | 8,741           |
| Budget       | 34,452            | 41,867            | (7,415)         |
| E/A          | 54,677            | 76,521            | (21,844)        |
| Hertz        | 56,821            | 46,888            | 9,933           |
| National     | 88,217            | 115,510           | (27,292)        |
| GA           | 242               | 250               | (8)             |
| <b>TOTAL</b> | <b>285,988</b>    | <b>323,874</b>    | <b>(37,885)</b> |

|     |                                         |             |                     |                                                                                                                                  |
|-----|-----------------------------------------|-------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------|
| (e) | <b>Other-Aviation Services</b>          | OVER BUDGET | <b>\$132,953.05</b> | Over budget due to more cargo operations than budgeted:<br>- Warehouse fess 118K over budget<br>- GSE Lease/Usage over budget 9K |
| (f) | <b>Gross Profit on Fuel Sales</b>       | OVER BUDGET | <b>\$182,108.87</b> | - The increase in cargo operations                                                                                               |
| (g) | <b>Gross Profit on Restaurant Sales</b> | OVER BUDGET | <b>\$67,309.78</b>  | - Passenger traffic is trending higher than anticipated                                                                          |

July 31, 2021

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

|     |                              |              |                     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|------------------------------|--------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (h) | <b>Salary &amp; Benefits</b> | UNDER BUDGET | <b>\$122,985.09</b> | - Salaries and Benefits is under budget because we budgeted 235 employees vs 202 employed as of 7/31/2021<br>- Pension liability accrual 136K (non-cash item) not budgeted                                                                                                                                                                                                      |
| (i) | <b>Professional Services</b> | UNDER BUDGET | <b>\$36,355.51</b>  | - Audit under budget 36K- Will begin paying in September                                                                                                                                                                                                                                                                                                                        |
| (j) | <b>Contractual Services</b>  | UNDER BUDGET | <b>\$80,196.15</b>  | - Computer-annual contracts 79K under budget due to invoice timing                                                                                                                                                                                                                                                                                                              |
| (k) | <b>Utilities</b>             | UNDER BUDGET | <b>\$160,244.91</b> | Utilities is under budget due to the following<br>- Milder summer (electricity)<br>- Projects coming online later than anticipated (Parking lot projects delayed)<br>- RACs using less water (less rentals to be washed)<br>- Irrigation less due to rain<br>- 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 one month of activity, resulting in variances which can be quite volatile.

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

|                                                     | <b>FY \$ Amount<br/>Authorized</b> | <b>Estimated<br/>Cost</b> | <b>Date</b> | <b>\$ Amount<br/>Used YTD</b> |
|-----------------------------------------------------|------------------------------------|---------------------------|-------------|-------------------------------|
| <b>Emergency Repair/Replacement/Operations Fund</b> | \$ 500,000                         |                           |             |                               |
|                                                     |                                    | <u>\$ -</u>               |             | <u>\$ -</u>                   |
| <b>Uncommitted Balance</b>                          | \$ 500,000                         |                           |             |                               |
| <b>Business Development Obligations/Incentives</b>  | \$ 500,000                         |                           |             |                               |
|                                                     |                                    | <u>\$ -</u>               |             | <u>\$ -</u>                   |
| <b>Uncommitted Balance</b>                          | \$ 500,000                         |                           |             |                               |
| <b>Contingency Fund (Operational &amp; Capital)</b> | \$ 1,000,000                       |                           |             |                               |
| <b>Compensation Study (Implementation)</b>          |                                    | \$ 500,000                |             |                               |
| <b>Cargo Dollies (IFB)</b>                          |                                    | \$ 99,220                 |             |                               |
|                                                     |                                    | <u>\$ 599,220</u>         |             | <u>\$ -</u>                   |
| <b>Uncommitted Balance</b>                          | \$ 400,780                         |                           |             |                               |

|                                                | Initial<br>Purchase | Maturity<br>Date | Interest<br>Rate | Cost Basis or<br>BOY FMV | 7/31/2021<br>Par     | EOM<br>FMV              |
|------------------------------------------------|---------------------|------------------|------------------|--------------------------|----------------------|-------------------------|
| U.S. Treasury Securities:                      |                     |                  |                  |                          |                      |                         |
| Note                                           | 2/19/2020           | 7/31/2021        | 1.750%           | 1,516,530.00             | 1,500,000.00         | 1,500,000.00            |
| Note                                           | 11/5/2020           | 8/31/2021        | 1.500%           | 1,618,396.99             | 1,600,000.00         | 1,601,840.00            |
| Note                                           | 11/5/2020           | 9/30/2021        | 2.125%           | 1,629,179.01             | 1,600,000.00         | 1,605,344.00            |
| Note                                           | 11/5/2020           | 10/31/2021       | 1.500%           | 1,622,096.00             | 1,600,000.00         | 1,605,664.00            |
| Note                                           | 11/5/2020           | 11/30/2021       | 1.500%           | 1,623,824.00             | 1,600,000.00         | 1,607,600.00            |
| Note                                           | 10/29/2020          | 2/28/2022        | 1.750%           | 1,021,850.00             | 1,000,000.00         | 1,009,690.00            |
| Note                                           | 10/29/2020          | 5/31/2022        | 1.875%           | 1,849,997.39             | 1,800,000.00         | 1,826,712.00            |
| Note                                           | 3/22/2021           | 8/31/2022        | 0.125%           | 1,200,600.00             | 1,200,000.00         | 1,200,372.00            |
| Note                                           | 3/22/2021           | 9/30/2022        | 0.125%           | 1,200,456.12             | 1,200,000.00         | 1,200,276.00            |
| Note                                           | 4/16/2021           | 12/31/2022       | 2.125%           | 827,352.54               | 800,000.00           | 822,528.00              |
| Note                                           | 6/30/2021           | 1/31/2023        | 0.125%           | 999,759.69               | 1,000,000.00         | 999,920.00              |
| Note                                           | 4/16/2021           | 2/28/2023        | 1.500%           | 820,472.00               | 800,000.00           | 817,248.00              |
| Note                                           | 6/29/2021           | 3/31/2023        | 1.500%           | 818,740.28               | 800,000.00           | 1,022,310.00            |
| 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           | 836,032.00              |
| Note                                           | 6/29/2021           | 5/31/2023        | 1.625%           | 1,027,459.69             | 1,000,000.00         | 1,026,450.00            |
| Note                                           | 4/16/2021           | 6/30/2023        | 1.375%           | 821,388.85               | 800,000.00           | 818,280.00              |
| Note                                           | 6/29/2021           | 7/31/2023        | 2.750%           | 1,052,615.76             | 1,000,000.00         | 1,051,060.00            |
| Note                                           | 4/16/2021           | 8/31/2023        | 2.750%           | 848,617.50               | 800,000.00           | 842,280.00              |
| Note                                           | 6/8/2021            | 9/30/2023        | 1.375%           | 828,693.75               | 950,000.00           | 973,750.00              |
| Note                                           | 4/16/2021           | 10/31/2023       | 1.625%           | 828,693.75               | 800,000.00           | 825,064.00              |
| Note                                           | 6/8/2021            | 11/30/2023       | 2.125%           | 1,048,025.62             | 1,000,000.00         | 1,043,830.00            |
| Note                                           | 4/16/2021           | 12/31/2023       | 2.250%           | 843,169.00               | 800,000.00           | 838,440.00              |
| Note                                           | 6/8/2021            | 1/31/2024        | 2.500%           | 1,060,259.38             | 1,000,000.00         | 1,055,550.00            |
| Note                                           | 4/16/2021           | 2/29/2024        | 2.375%           | 847,976.00               | 800,000.00           | 842,968.00              |
| Note                                           | 4/16/2021           | 3/31/2024        | 2.125%           | 1,502,990.00             | 1,000,000.00         | 1,048,520.00            |
| Note                                           | 4/16/2021           | 4/15/2024        | 0.375%           | 801,705.50               | 800,000.00           | 801,592.00              |
| Note                                           | 6/8/2021            | 5/31/2024        | 2.000%           | 1,050,243.40             | 1,000,000.00         | 1,047,190.00            |
| Note                                           | 6/29/2021           | 6/30/2024        | 1.750%           | 1,039,913.13             | 1,000,000.00         | 1,040,900.00            |
| Note                                           | 6/29/2021           | 7/31/2024        | 2.125%           | 1,051,670.00             | 1,000,000.00         | 1,052,810.00            |
| U.S. Government Bonds:                         |                     |                  |                  |                          |                      |                         |
| Note                                           | 8/4/2020            | 1/13/2022        | 2.375%           | 336,555.44               | 326,000.00           | 329,367.58              |
| Note                                           | 5/28/2020           | 1/28/2022        | 1.550%           | 1,278,014.35             | 1,250,000.00         | 1,259,150.00            |
| Note                                           | 6/4/2020            | 3/30/2022        | 1.950%           | 928,251.73               | 900,000.00           | 911,322.00              |
| Note                                           | 8/3/2020            | 4/8/2022         | 0.375%           | 1,084,287.35             | 1,080,000.00         | 1,082,311.20            |
| Note                                           | 3/22/2021           | 6/14/2022        | 1.875%           | 1,084,287.35             | 1,200,000.00         | 1,219,032.00            |
| Note                                           | 3/22/2021           | 7/25/2022        | 0.125%           | 1,084,287.35             | 1,200,000.00         | 1,200,624.00            |
| Note                                           | 3/22/2021           | 10/13/2022       | 1.600%           | 1,084,287.35             | 1,200,000.00         | 1,221,600.00            |
| Note                                           | 3/22/2021           | 11/23/2022       | 0.125%           | 1,084,287.35             | 1,200,000.00         | 1,200,048.00            |
| <b>Subtotal-UST</b>                            |                     |                  |                  | <b>40,413,897.62</b>     | <b>39,606,000.00</b> | <b>\$ 40,387,674.78</b> |
| <b>Money Market Fund Balance (matured UST)</b> |                     |                  |                  |                          |                      | <b>\$ 262,510.17</b>    |
| <b>Total Investment Balance</b>                |                     |                  |                  |                          |                      | <b>\$ 40,650,184.95</b> |

Weighted blended yield

=

1.597%

7/31/2021

## Procurement / Capital Acquisitions

| Project/Item Description                           | Vendor Name                     | Date      | 7/31/2021           |
|----------------------------------------------------|---------------------------------|-----------|---------------------|
| <b>Capital Improvements:</b>                       |                                 |           |                     |
| GA Expansion Phase 1a - Site Prep Construcion      | Graham County Land Company      | 7/21/2021 | 93,138.34           |
| Campus Signage Program                             | Mavin Construction              | 7/28/2021 | 34,277.40           |
| Campus Signage Program                             | Mavin Construction              | 7/31/2021 | 150,247.30          |
| Airfield Improvement Program Ph 1 - Construction   | Mcfarland Johnson               | 7/28/2021 | 20,000.00           |
| Airfield Improvement Program Ph 1 - Construction   | Kimley- Horn And Associates     | 7/31/2021 | 26,780.00           |
| Airfield Improvement Program Ph 1 - Construction   | Rogers Group, Inc.              | 7/31/2021 | 390,237.35          |
| Qdoba Project                                      | The Harper Corporation          | 7/30/2021 | 81,613.12           |
| Qdoba Project                                      | The Harper Corporation          | 7/30/2021 | 96,002.12           |
| ERP Phases                                         | Cherry Bekaert Llp              | 7/21/2021 | 15,919.20           |
| Fuel Farm Expansion-2021: Construction             | Attaway Services Carolina, Inc. | 7/28/2021 | 556,785.00          |
| <b>Equipment and Small Capital Outlays:</b>        |                                 |           |                     |
| <b>Renewals and Replacements:</b>                  |                                 |           |                     |
| Existing Admin Office Renovation for Police, Ops,  | The Harper Corporation          | 7/30/2021 | 74,417.14           |
| Existing Admin Office Renovation for Police, Ops,  | The Harper Corporation          | 7/30/2021 | 99,982.51           |
| <b>Professional Service Projects:</b>              |                                 |           |                     |
| Total Procurements/Capital Additions for the month |                                 |           | <u>\$ 1,639,399</u> |



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior Vice President/COO

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item C

August 2021 – Development/Project Status Report

### SUMMARY

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

**Status** – Construction Phase

**Project Budget** – \$2,700,000

**Estimated Completion Date** – September 2021

The Commission approved a \$2,700,000 budget for enabling work on the Parking Garage C & CONRAC Facility Project. The Enabling Project includes roadway and utilities work necessary for the Parking Garage C (PGC) Project. Rodgers Builders, Inc. is under contract for the PGC Enabling Project, and the work is being completed simultaneously with the Surface Parking Program. The project work is substantially complete. The contractor is wrapping up a few final items and punchlist work before closeout.

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

**Status** – Revising Renovation Scope

**Project Budget** – \$1,675,000

**Estimated Completion Date** – TBD

This project includes the renovation of the hangar located at 2102 GSP Drive adjacent to the FBO Terminal. Planned renovation scope includes interior finishes, restroom improvements, exterior paint, door hardware and integration to the GSP campus access control and CCTV systems. The original project budget was reduced by \$2,000,000 at



the November 23 Commission meeting. The start of this project is delayed until other projects are underway to finalize the renovation scope.

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

**Status** – Construction Phase

**Project Budget** – \$16,700,000

**Estimated Completion Date** – September 2021

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

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

The construction work is substantially complete. The contractor continues to work on completion items and punchlist work.

### **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 2020. 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** – October 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, 2021, 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 in October 2021.

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

**Status** – Procurement

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

**Estimated Completion Date** – Spring 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 project work has been bid twice and both times the work was significantly over budget. The timing requirement for this project is less critical than initially thought based on the leasing status of the proposed facility. Staff is working with the project team and the IDIQ contractor pool to evaluate delivery alternatives to deliver the project in the most cost-efficient way possible.

### **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. Contract documents were recently executed, and the



contractor is underway. The project is scheduled to be complete in the Summer of 2022.

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

**Status** – Construction Phase

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

**Estimated Completion Date** – October 2021

This project includes replacement of a majority of the signage and wayfinding on campus. Sign bases have been completed and metal panels are scheduled to start installation in the next few weeks. Mavin Construction is leading this project and is scheduled to be completed with the Phase 1 signage in September, weather pending.

### **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. Design is underway and construction work will start this fall.

### **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** – TBD

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.

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

### **Parking Garage C & CONRAC Facility:**

**Status** – On Hold

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

**Estimated Completion Date** – TBD

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

### **FBO Expansion Project:**

**Status** – On Hold

**Project Budget** – \$500,000

**Estimated Completion Date** – Spring 2022

Design Phase is budgeted for FY22 and scheduled to start in Fall 2021 and be completed for bidding in Spring 2022.



### **Facilities Department Building Expansion Project:**

**Status** – On Hold

**Project Budget** – TBD

**Estimated Completion Date** – TBD

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



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item D

August 2021 – Communications Status Report

### SUMMARY

Total Placements: 109  
Reach of digital media stories: 89,171,290  
Email newsletter placements: 8  
Broadcast media placements: 13  
Reach of broadcast media: 311,944  
Publicity value of broadcast media: \$13,528.58

### **News Stories ~ Broadcast, Print and Online 7/30/21 through 8/31/21:**

#### **Contour Airlines**

Anna.Aero: [Contour Airlines announces nonstop service from GSP to Nashville](#)  
WSPA: [GSP Announces new nonstop flight to Nashville with Contour Airlines](#)  
Upstate Business Journal: [Coming Soon: Nonstop service from GSP-Nashville](#)  
The State: [Nashville, Here We Come. SC Airport Adds New Flight](#)  
Post & Courier: [Contour Airlines to begin service to GSP this fall](#)  
Airline Network News & Analysis: [Contour announces nonstop service](#)  
WYFF: [GSP announces new non-stop flights to music city](#)  
Yahoo News: [Contour Airlines announces new nonstop service](#)  
Airport Improvement Magazine: [Contour Airlines Announces New Nonstop Service](#)  
Greenville Journal: [Coming Soon: Nonstop Service from GSP-Nashville](#)  
WLTX: [New airline will soon fly from the palmetto state to the volunteer state](#)  
WYFF: New air service & routes. [Live TV Spot 12:07 PM](#)  
WYFF: GSP Adds Requested Destination. [5:35 PM](#) and [6:12 PM](#)  
GSA Business Report: [GSP adds airline, reopens nonstop flights to Nashville](#)



Nash Today: [Smyrna-based Contour Airlines will begin nonstop service](#)  
OneSpartanburg: [Contour Airlines announces new nonstop service from GSP-Nashville](#)  
GVL Today: [Nonstop flights to music city](#)  
WHNS: [Airline announces new nonstop flight from GSP-Nashville](#)  
WLOS: [SC Airport adds flights to Nashville, Tennessee](#)  
Aviation Pros: [Contour Airlines Announces New Nonstop Service from GSP to Nashville](#)  
WLTX: [GSP announces Contour will taxi down its runways](#)  
WTVF: [Signs of growth at one of the busiest airports in SC](#)  
WYFF: New flights, airlines coming to GSP. [4:53 AM](#) and [5:53 AM](#) and [6:21 AM](#)  
SC Biz Daily: [GSP adds airline](#)  
Nashville Post: [Smyrna airline to connect Nashville, Greenville SC](#)  
AP: [South Carolina airport adds flights to Nashville](#)  
**APStory picked up by 61 local, regional, and national outlets**

### **QDOBA Opening**

Aviation Pros: [GSP Opens First QDOBA Mexican Eats Location in Upstate SC](#)  
Who's On The Move: [GSP Opens First Qdoba Mexican Eats Location in Upstate SC](#)  
GVL Today: [QDOBA in now open at GSP](#)  
Airport Business: [SC: GSP opens first QDOBA Mexican Eats Location in Upstate SC](#)

### **Misc. Travel Updates**

Upstate Business Journal: [Greenville may become remote worker hub](#)  
Breaking US News: [Business Travel Recovers Slowly](#)  
Born2Invest: [Increase in Airport Opportunities Mirrors Rebounding Passenger Travel](#)  
Aviation Nepal: [United adding flights to Alabama aiming at football fans](#)  
WYFF: [Shooter Takes Flight Out of GSP to FL](#)  
Augusta Chronicle: [Pilot never found, but plane kept turning up](#)  
Daily Kos: [The Twenty-Five Cents Solution-A Fantastic Improbability](#)  
Post & Courier: [SC airports to share \\$16M in FAA funds for safety & accessibility](#)  
GSA Business Report: [GSP, other SC airports receive FAA grants for capital projects](#)

### **Voice of Business Meeting**

Upstate Business Journal: [Voice of Business Brunch](#)  
Post & Courier: [US Rep Timmons encourages COVID-19 vaccination](#)  
Post & Courier: [OneSpartanburg campaigns to keep West Main closed to traffic](#)

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

Twitter: 668,030      Facebook: 385,890



## **Airport Digital and Social Media 8/01/21-8/31/21:**

### **Website**

Sessions – 72,910  
New Users – 50,980  
Page/Session – 1.96  
Average Session Duration – 1:09  
Page Views – 143,618

### **Facebook**

Total followers – 14,139  
New followers – 187  
Page Views (Total)- 3,014  
Post Reach (Total)— 434,766  
Post Engagements – 69,423

### **Instagram**

Total Reach – 2,535  
Total Impressions – 16,429  
Followers – 2,734  
New followers – 99

### **Twitter**

Impressions – 15,900  
Visits – 3,752  
Followers – 6,442  
New followers – 14  
Mentions – 52

## **Top Performing Social Media Posts**



**Top Tweet** earned 3,980 impressions

Not exactly what we meant when we said  
masks were required at the airport.

**#FridayThe13th #gspairport**  
**#airporttwitter #MaskUp**  
[pic.twitter.com/VPysqT85mo](https://pic.twitter.com/VPysqT85mo)



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item E

August 2021 – Commercial Business and Marketing Report

### COMMERCIAL BUSINESS SUMMARY

#### **Food Beverage Concessions:**

**Status** – Qdoba opened for business on August 22, 2021.

**Project Budget** – All of the food and beverage program initiatives are covered in the approved operating budget for the remainder of the current fiscal year.

**Completion Date** – August 22, 2021

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

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

**Status** – All plans are approved and waiting for Hudson to set an installation date. Also, Hudson has elected not to add a CoverGirl section in the store. Therefore, the scope of the project has been reduced to only Sunglass Hut.

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

**Estimated Completion Date** – TBD by Hudson.

In December 2020, the Airport District received plans from Hudson to update a section of their Grand Hall store with CoverGirl and Sunglass Hut retail displays. They have elected not to add a CoverGirl section, but they will reduce their Tech-On-The-Go product offerings to make room for Sunglass Hut. According to Hudson's sales projections, this new product line will increase overall sales and revenue at the store.

### **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.

### **National Business Aviation Association (NBAA) Conference:**

**Status** – Staff has completed our booth selection and obtained a booth on a main aisle for a premium location in the exhibit hall.

**Business Development Budget** – \$25,000

**Completion Date** – October 15, 2021

NBAA is a business development and exhibiting opportunity for the Airport District to showcase our GSP360 land development program as well as Cerulean Aviation. This year's conference is in Orlando, FL and runs from October 12-14, 2021.

### **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** – September 30, 2021

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** – Clearing and grading phase underway.

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

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



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

**Status** – Project successfully completed.

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

**Completion Date** – August 31, 2021

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

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

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

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

**Estimated Completion Date** – TBD

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

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

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

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

**Estimated Completion Date** – TBD

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

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

**Status** – Project is moving forward again with software integration testing ongoing.

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

**Estimated Completion Date** – 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** – Agreement reached with ReachTV and business terms were approved by the Airport Commission on July 12, 2021. Awaiting a signed agreement from ReachTV and an equipment installation schedule.

**Project Budget** – All costs are envisioned to be covered by the selected video content provider.

**Estimated Completion Date** – September 30, 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 meeting took place on July 21-23, 2021. GSP onsite meeting rescheduled for November 15-17, 2021.

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

**Project Budget** – \$15,000

**Estimated Completion Date** – TBD

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

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

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

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

**Estimated Completion Date** – TBD

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

### **History Alcove Project:**

**Status** – All materials have been ordered and are awaiting delivery for installation. Some items were back ordered due to supply chain challenges.

**Project Budget** – \$15,000

**Estimated Completion Date** – September 30, 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 will be located on the Concourse B side of the Grand Hall.



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Ashley Bruton, Director of Human Resources

DATE: September 20, 2021

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### ITEM DESCRIPTION – Information Section Item F

August 2021 – OSHA Recordable Injury Report

### SUMMARY

Monthly Activity as August 31, 2021

- 5 OSHA Recordable Injuries

2021 Calendar Year-to-Date

- 12 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                   |