



GSP COMMISSION MEETING

November 14, 2022



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Commission Boardroom
Monday, November 14, 2022
9:00 a.m.

***NOTE TO ALL PUBLIC ATTENDEES:**

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

I. CALL TO ORDER:

II. CONSENT AGENDA:

- A. Approval of the Greenville-Spartanburg Airport Commission September 12, 2022 Regular Meeting Minutes ([document](#))
- B. Acceptance of the Greenville-Spartanburg Audit Committee November 10, 2022 Audit Committee Meeting Minutes ([document](#))

III. PRESENTATIONS:

- A. Microgrid Feasibility Study ([document](#))
- B. Public Relations Plan for Terminal Landside Roadway Improvement Project ([document](#))

III. OLD BUSINESS: None

IV. NEW BUSINESS:

- A. Approval of Revisions to and Readoption of the Greenville-Spartanburg District Human Resources Policies and Procedures ([document](#))
- B. Approval of a Budget Amendment for the Terminal Landside Roadway Improvement Project ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Introduction of Deven Judd, VP/Chief Commercial Officer
- B. Aviation Industry Update
- C. Federal and State Legislative Update
- D. Financial Dashboard Update

VII. INFORMATION SECTION:

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

- A. September 2022 – Traffic Report ([document](#))
- B. September 2022 – Financial Report ([document](#))
- C. October 2022 – Development/Project Status Report ([document](#))
- D. October 2022 – Communications Status Report & Marketing Event Summary ([document](#))
- E. October 2022 – Commercial Business Report ([document](#))
- F. October 2022 – OSHA Reportable Injury Report ([document](#))

VIII. COMMISSION MEMBER REPORTS

IX. EXECUTIVE SESSION:

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

X. ADJOURNMENT

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

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

September 12, 2022

The Greenville-Spartanburg Airport Commission met on September 12, 2022 at 9:00 a.m. in the Greenville-Spartanburg District Office Board Room located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a regular, non-emergency meeting.

MEMBERS PRESENT: Minor Shaw, Hank Ramella, Leland Burch, Jay Beeson, Doug Smith

MEMBERS NOT PRESENT: Valerie Miller

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Kevin Howell, Senior Vice President/COO; Betty O. Temple, WBD; Kelly Dawsey, Vice President/CHRO; Zach Salvato, Director of IT; Tom Tyra, Director, Communications & Air Service Development; Bobby Welborn, GSP Chief of Police; Casey Cooperman, Executive Assistant/Recording Secretary

GUESTS PRESENT: Mark Waller, AVCON; Andrew Swift, Pond & Company; Eric Rysdor, HDR; John McAlmont, Parrish & Partners

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:07 a.m.

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

- A.** The Greenville-Spartanburg Airport Commission July 11, 2022 Regular Meeting Minutes.
- B.** The Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2023.

OLD BUSINESS: None

PRESENTATIONS:

A. Greenville Chamber of Commerce Presentation

Chair Shaw welcomed Carlos Phillips, President & CEO of the Greenville Chamber of Commerce (Greenville Chamber) and congratulated him on his recent appointment as Chair Elect of the Association of Chamber of Commerce Executives. Mr. Edwards also welcomed Mr. Phillips and thanked him for agreeing to present at the Commission meeting.

Mr. Phillips started his presentation by giving an overview of the Greenville Chamber's Mission, Vision, and Values which he said helped keep his organization engaged and trusting of each other during the COVID-19 pandemic. He then shared the Greenville Chamber's focus areas: Accelerate, Advocate, Connect, Develop, and Include. Their focus is on accelerating regional economic growth, advocating for pro-business and economic growth policies, connecting businesses and professionals to resources to drive their

success, developing the next generation of community leaders, and including everyone in the region's economic prosperity.

Breaking these focus areas down further, Mr. Phillips shared the key initiatives for each area of focus. To help accelerate Greenville's private sector fueled economic development initiative the Greenville Chamber adopted four pillars: (1) inform with data, (2) develop an inclusive entrepreneurial ecosystem, (3) grow and develop talent and workforce, and (4) increase educational attainment for working-age adults. Regarding educational attainment, Mr. Phillips stated that the Greenville Chamber is partnering with technical colleges and K12 schools to help increase the number of working adults with educational certificates and associate degrees.

To help in advocacy, the Greenville Chamber has staff lobbyists, a contract lobbyist, and participates in the Upstate Chamber Coalition, the SC Metro Chamber Coalition, the US Chamber, and the BIGPAC. The Greenville Chamber will continue to advocate for recurring funds to be included in the state budget for commercial airports.

Mr. Phillips continued by sharing that the Greenville Chamber's focus of connecting businesses and professionals to resources is achieved by the many events held throughout the year, garnering more than 10,000 event and initiative attendees. As well, the Greenville Chamber effectively helps connect those in the community through affinity programs and with Greenville Chamber ambassadors.

To help develop the next generation of community leaders, Mr. Phillips spoke to the Greenville Chamber's legacy programs such as Leadership Greenville, Opportunity Greenville, the Pacesetters mentorship program, and the Young Professionals group. Mr. Phillips shared that the key initiatives for making sure all Greenville County residents are included in the region's economic prosperity are the development of a Diversity and Economic Inclusion Strategic Plan, and the addition of a Chief Diversity Officer, a Hispanic Business Council, Board Matrix, and a Greenville Racial Equity and Economic Mobility Commission.

To conclude the presentation Mr. Phillips shared that Greenville County is projecting to see a population growth of 40% by 2040. This equates to roughly 225,000 more residents, the need for 110,000 new jobs and 100,000 new housing units. Chair Shaw inquired as to how we can all work together to prepare, to which Mr. Phillips shared that the key focus areas will be infrastructure and workforce. The Commission and Mr. Phillips agreed that there needs to be a common focus among Upstate South Carolina to work together in solving problems to prepare for the future.

B. Multi-Factor Authentication

Zach Salvato, Director of IT, provided a presentation on the implementation of Multi-Factor Authentication at the Greenville-Spartanburg Airport District (District). Mr. Salvato explained that Multi-Factor Authentication (MFA), also referred to as two-factor authentication, is a security feature added to the District's user accounts which provides an extra verification process when logging in or performing transactions online. MFA will

not be required when a District user is connected to the District's wired or wireless network.

Mr. Salvato shared that the District also implemented five conditional access policies to manage the use of MFA and to which roles it applies outside the network. These conditional access policies include blocking access to organizational data outside the United States with exceptions made for international business travel, blocking legacy authentication (basic authentication), allowing approved roles access to services outside the District network while blocking all others, requiring MFA for access to services outside the District, and requiring MFA on all service administrator accounts. The MFA security requirements went into effect at the District on August 29, 2022.

Following the presentation, conversation ensued between the Commission and Mr. Salvato regarding how this will affect the Commissioner's access to District email, to which it was agreed that the District's IT team will work with each Commissioner independently to set up MFA successfully.

NEW BUSINESS:

A. Approval of a Budget Amendment for the Purchase and Installation of Additional Common-Use Ticket Counter and Self-Service Kiosk Equipment

David Edwards, President/CEO, presented a request for a budget amendment for the purchase and installation of additional common-use ticket counter and self-service kiosk equipment.

Mr. Edwards provided the background of the project, stating that the Greenville-Spartanburg District (District) installed common-use passenger processing equipment at all gates and certain airline ticket counter locations during the Wingspan Project. This equipment enables the District to have flexibility in the use of its available gates and ticket counters and provides an overall improved level of service to the airlines.

The District did not install common-use equipment at all ticket counter locations during the Wingspan Project. Delta is now interested in coming on to the common-use system and Staff is working with United to do the same. This requires the purchase of additional common-use equipment. In addition, Staff plans to install four (4) common-use kiosks (a total of eight (8)) at two locations under the Flight Information Display monitors in the ticket lobby area. This will enable customers to check in away from the ticket counters which will help facilitate overall passenger processing.

Mr. Edwards stated that the fiscal impact of the project is estimated to be \$750,000. Staff is requesting a budget amendment for this project in the amount of \$750,000 from the District's existing fund balance. Mr. Edwards noted that the District will recoup this investment through airline rates and charges.

Commissioner Ramella inquired as to the timeframe for the project, to which Mr. Edwards answered that there is a six-month lead time on getting the equipment.

A motion was made by Commissioner Burch to approve the budget amendment in the amount of \$750,000 for the purchase and installation of additional common-use ticket counter and self-service kiosk equipment. The motion was seconded by Commissioner Ramella and unanimously approved.

PRESIDENT/CEO REPORT:

Introduction to Kelly Dawsey, VP/Chief Human Resources Officer

Mr. Edwards introduced the newest member of the District's executive team, Kelly Dawsey, who has recently started in the position of Vice President and Chief Human Resources Officer. The Commission also joined Mr. Edwards in welcoming Mrs. Dawsey and look forward to working with her.

Aviation Industry Update:

Mr. Edwards discussed PFAS, per- and poly-fluoroalkyl substances which are a component found in aqueous film-forming foam (AFFF), which is used to fight petroleum-based fires at aviation and manufacturing facilities. PFAS is known to present risks to human health and the environment. The increase in regulatory attention to PFAS has led to some legislation in the United States, but no confirmed changes. All airports are examining their existing and previous methods for storing, using, testing, and disposing of AFFF. Currently, the FAA requires that commercial airports train with and use firefighting foam that contains PFAS with no alternatives approved at this time. The District is monitoring requirements and best practices for the use of AFFF and has purchased a way to test AFFF without having to spray it, and which recycles it afterward.

Federal and State Legislative Update:

Regarding federal legislation, Mr. Edwards shared that discussions around the Federal Aviation Administration (FAA) Reauthorization have quieted down. The current five-year bill will expire September 30, 2023. Prior to the current five-year bill, there were several short-term extensions due to the expiration of the previous bill which caused difficulties in funding flowing smoothly. Mr. Edwards hopes that the FAA will work quickly to get the new bill authorized so as to avoid any short-term extensions this time around.

Regarding state legislation, Mr. Edwards remains optimistic about recurring funding for commercial airports being included in future South Carolina state budgets.

Airline Update:

Regarding the current status of airlines, Mr. Edwards shared that the District is still experiencing many flight cancellations by airlines, particularly with flights to and from the New York area. The District is also experiencing a decrease in flight capacity overall which impacts its ability to recover, however load factors on the flights available have remained high. Staff continues to work with the airlines on adding flight frequency and capacity. Airlines are also considering using larger aircraft with less frequency.

District Cargo Update:

The District has seen fluctuation in cargo revenue due to a decrease in flight activity, but it appears that it is recovering. The District has added cargo flights from new carriers and discussions also continue with Air Canada. Discussion ensued between the Commission and Mr. Edwards regarding future cargo projections and its relevance to a possible economic recession.

Financial Update:

Mr. Edwards provided a brief District financial report to the Commission, including YTD Operating Revenues, Operating Expenses, Gross Margin, Cost Per Enplanement, Airline Revenues, Investment Balance, Fund Balance and Debt Balance.

Chair Shaw inquired as to the status of the Terminal Landside Roadway Improvement Project (TLRIP) to which Mr. Edwards answered that the kickoff is scheduled for January 2023 and the timeline remains at 22 months for completion. August and September 2023 will be the phase of the project with the biggest impact to passenger traffic and Staff will remain focused on sharing updates and information with the public to help mitigate any inconvenience caused by the project.


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

The Commission Chair requested that the Commission go into Executive Session for the purpose of discussing certain special economic development projects. The motion was made by Commissioner Ramella, seconded by Commissioner Burch, and approved to go into Executive Session at 10:56 a.m.

At approximately 11:08 a.m., public session resumed with no action taken in Executive Session.

ADJOURNMENT:

There being no further business, a motion was made, seconded and unanimous vote received to adjourn meeting. The meeting was adjourned at approximately 11:10 a.m. The next regular, non-emergency Commission meeting is scheduled for Monday, November 14 at 9:00 a.m.

SIGNATURE OF PREPARER:

Casey Cooperman



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 14, 2022

ITEM DESCRIPTION– Consent Agenda Item B

Acceptance of the Greenville-Spartanburg Audit Committee November 10, 2022 Audit Committee Meeting Minutes

BACKGROUND

The Greenville-Spartanburg Airport District's Audit Committee is scheduled to meet on Thursday, November 10 at 9:30am.

Following the meeting, the minutes will be drafted and sent to the members of the Airport Commission, to be accepted at the November 14th Commission meeting.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 14, 2022

ITEM DESCRIPTION – Presentation Item A

Microgrid Feasibility Study

BACKGROUND

Greenville-Spartanburg Airport District (District) is exploring the development of a microgrid that will provide clean power during 'blue-sky' operation and maintain power to the facilities at Greenville-Spartanburg International Airport (GSP) in the event of a primary grid outage. The District's microgrid would integrate existing onsite backup with new generation and energy storage to improve District operations, provide energy cost savings, and lower the District's greenhouse gas footprint through the deployment of clean energy technologies.

The District engaged with TRC Companies, Inc., a leading, global consulting, engineering and construction management firm who provides environmentally focused solutions, to conduct a microgrid feasibility study in order to evaluate the deployment of various distributed energy resources (DERs) and electrical system upgrades to form a local electric system that can operate autonomously from the primary grid.

Mr. Edwards will provide a presentation encompassing the results of this study.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 14, 2022

ITEM DESCRIPTION – Presentation Item B

Terminal Landside Roadway Improvement Project Media Plan

BACKGROUND

In January 2023, work will begin on the Terminal Landside Roadway Improvement Project (TLRIP). This project will allow the Airport District to make roadway, curb, and pedestrian enhancements to provide improved traffic flow in the Terminal Complex and install necessary infrastructure that will allow the airport to grow in the future.

This presentation will provide an overview of the media strategy that will be used to keep the traveling public, media, employees, and tenants informed during the project.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly G. Dawsey, Vice President/CHRO

DATE: November 14, 2022

ITEM DESCRIPTION - New Business Item A

Approval of Revisions to and Readoption of the Greenville-Spartanburg Airport District Human Resources Policies and Procedures

BACKGROUND

The purpose of the Greenville-Spartanburg Airport District Human Resources Policies and Procedures is to establish the framework for the District to operate within various administrative areas. The Airport Commission last adopted changes to the District's Human Resources Policies and Procedures on September 9, 2019.

UPDATE

From time to time, Staff will recommend proposed changes to the Human Resources Policies and Procedures to address new issues, maintain compliance with applicable laws and regulations, and to clarify policy.

The entire Human Resources Policies and Procedures manual was reviewed by District Executives, Directors, and Managers to secure organizational wide input for the proposed revisions.

Attached are the following documents:

- A summary matrix of the proposed substantive changes by Section #.
- A redlined copy of each Section with substantive changes.
- A clean copy of each Section with substantive changes.

In addition, minor grammatical revisions have been made as well to various Sections, which are not included, as they do not represent a substantive change in the intent of any policy or procedure.



ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

Change in Tuition Reimbursement, to match the IRS maximum, from \$4,000 to \$5,250, with the current annual utilization rate of 5 employees per year, is forecasted at an additional \$6,250 per year.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to readopt the Greenville-Spartanburg Airport District Human Resources Policies and Procedures with the proposed substantive revisions as outlined in the attached documents.

Attachments:

Proposed Change Summary Matrix

Redlined Copy of HR Policies

Clean Copy of HR Policies

**Greenville-Spartanburg Airport District
Human Resources Policies and
Procedures Substantive Change
Summary Matrix November 14, 2022**

Section	Subject	Comments
201 General Employment	Personal Appearance & Dress Code: Body Art	<ul style="list-style-type: none"> • Allowance of tattoos that are not on the face, neck, or hands (with exception of a one band ring); that do not conflict with the District's values and are not offensive, profane, contain nudity or threatening in nature.
201 General Employment	Employee Termination Process	<ul style="list-style-type: none"> • Changed job classification from salary grade basis to FLSA (Exempt & Non-exempt) basis. • Added that during the resignation notice period, time off may not be taken unless approved by the President/CEO.
201 General Employment	Employee Performance Evaluations	<ul style="list-style-type: none"> • Removed the 3-point evaluation scale and replaced it with a general point of HR will evaluate and update the rating scale as the business evolves and the need for a change in the evaluation method is needed.
204 Recruitment, Selection & Appointment	Recruitment, Selection & Appointment	<ul style="list-style-type: none"> • Clarify that resumes can replace the need for candidates to re-enter education and experience when application questions are answered. • Remove the transfer eligibility form and replace it with a candidate signature acknowledgement of 6 months of service and supervisor notification.
206 Holidays, Annual Leave & Other Types of Leave	Military Leave	<ul style="list-style-type: none"> • Clarify annual military leave tracking year will follow the Federal fiscal year from October to September. • Clarify that additional time off beyond the paid 15 days for military leave, not during an emergency period, will not exceed an additional 10 days.
207 Benefits	Exempt Employee Benefit Program	<ul style="list-style-type: none"> • Updated the salary grades to reflect the revised structure for Professional Leave. • Remove Administrative Leave for Exempt Employees allowing the supervisor and employee to manage the desired results within the 40-hour workweek basis.
207 Benefits	Employee Incentive Pay Plan	<ul style="list-style-type: none"> • Remove the mentioned \$1,500 minimum.
207 Benefits	Reimbursement of Educational Expenses	<ul style="list-style-type: none"> • Change the reimbursement level from \$4,000 to the IRS maximum of \$5,250.

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

OBJECTIVE To establish a professional appearance & dress code policy for District employees.

METHOD OF OPERATION

GENERAL The District considers it very important that employees are well groomed, neat, and dress appropriately for his/her job function. While the District trusts that each employee will show common sense and good judgment, a professional appearance & dress code must be followed that is appropriate to the work environment. The District has adopted a casual business dress code but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the District. Appropriate dress and hygiene are important in promoting a positive District image to our customers, both internally and externally. The District stresses a casual business dress code is a benefit and must be adhered to in order to be retained.

GUIDELINES All District employees will wear clean and well-maintained attire appropriate for the type of work he/she performs. Shoes must also be well-maintained.

Due to the various work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or it not appropriate dress, however, the following standards of professional appearance & dress code are established to provide direction for employees in order to maintain the professionalism that the District advocates:

- Employees shall practice good personal hygiene and take his/her workday schedule into account when selecting attire.
- Employees should choose business attire that is clean and in good repair and presents a professional image.
- Acceptable professional attire includes, but is not limited to:
 - All-shirts with collars, business casual crewnecks or V-neck shirts, blouses, golf and polo shirts, District logo apparel, sleeveless shirts (if conservative), ties, sports jackets, knit shirts with or without a collar, sweaters, cardigans, suits.
 - Slacks, capris, trousers, dresses or skirts of an appropriate length.
 - Appropriate fitted clothing for body type.
 - Casual slip-on or tie shoes, dress sandals (with or without a heel), slides, open toed/open back shoes and athletic shoes if approved by the department director.

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

- Unacceptable professional attire includes but is not limited to:
 - T-shirts, clothing with inappropriate slogans, profanity, sexually suggestive pictures/slogans, sweatpants, athletic attire, shorts, jeans, pants worn below the waist or hip line, crop tops, midriff tops, spaghetti straps, tank tops, strapless tops or dresses, crocheted or see through blouses or shorts, muscle shirts, flip flops, heavy perfume/cologne, camouflage, torn, patched or faded clothing, clothing that is excessively tight or revealing, excessive or distracting body piercings, Hats or head coverings, unless required to meet health regulation guidelines, as a religious accommodation, or designated as part of a uniform.
 - In some circumstances or within specific departments, t-shirts may be approved and/or provided at the discretion of the department director.

Body Art

~~Employees are required to keep body art and/or tattoos covered while on duty, with the exception of one single band ring, on one finger, on one hand is permitted.~~

~~Existing body art on employees hired on or before 09/09/2019 are grandfathered in, unless the body art or tattoo is determined to be offensive to co-workers, customers, vendors or others in the workplace based on a racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.~~

Body art and/or tattoos that conflict with District values or that contain the following, are not permissible:

- Negative or discriminatory language or images towards religious ideologies, ethnicities/races, gender, military personnel, or sexual orientation
- Profane or controversial language
- Contains nudity or sexual innuendos
- Promotes drug or alcohol use
- Items threatening physical harm

Body art and/or tattoos that contain the aforementioned items are required to be covered while on duty. Body art and/or tattoos on the neck, face, and hands are not permitted. The only exception where an employee may have a tattoo on their hand is a single banded ring on one hand, on one finger.

Piercings

In order to ensure a professional appearance and safety, body piercings, with exception of professional-looking earrings, are considered inappropriate and will not be allowed. Exceptions may be

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

considered for piercings for religious beliefs. NO jewelry that may present a safety hazard will be permitted.

Hair Care

In general, hair, sideburns, moustaches, and beards are to be kept clean, combed, and neatly trimmed or arranged no matter the length. Extreme trends that are not professional such as hair color not of a natural tone (blue, pink, green, etc.), mohawks and long spiked hair are not acceptable.

Hygiene

All employees must ensure his/her personal hygiene habits result in a clean, non-offensive appearance and presence, and that his/her use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others.

Medical Necessity

Medical conditions that require clothing items/footwear that otherwise might be considered inappropriate by this policy may be permitted on a case-by-case basis. Requests to deviate from this policy should be documented with a physician's statement and reported to the Human Resources Department in advance of wearing such items.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings shall not present a potential safety hazard. The District may institute more stringent dress requirements for reasons of safety. Employees that may enter work areas outside of his/her standard work area, may be required to adhere to the safety policies of that work area which may include wearing hearing protection, a reflective vest, closed toed/closed heeled shoes, hard hat, etc.

Badge

Upon hire, each employee will be issued a Security Identification Badge. The badge is required to be worn and visibly displayed at all times while on duty and also while in sterile and secured work areas.

Specific Requirements

Employees in certain positions/departments may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of his/her job. If uniforms are required, they will be supplied by the District, or they will be reimbursed by the District with the Department Directors approval.

ADDRESSING PERSONAL

The President/CEO or designee may make exceptions to the Personal Appearance & Dress Code policy on special occasions or days.

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

APPEARANCE & DRESS CODE

Department Directors and/or immediate supervisors are responsible for interpreting and enforcing personal appearance, dress code and hygiene/grooming standards in his/her areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Violations of the policy can range from inappropriate clothing items, to an employee not wearing his/her badge, to offensive perfumes and body odor. If an employee comes to work and is in violation of this policy, he/she will be required to go home (without pay), to become compliant with the policy change, and return to work.

Violation of this policy may result in disciplinary action up to and including termination of employment.

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

OBJECTIVE

To formulate a comprehensive policy that covers all areas of separating from employment with the District including giving notice, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

RESIGNATION

If an employee finds it necessary to terminate his/her employment with the District, the employee must give his/her immediate supervisor written notice as follows to be considered resigned in good standing:

- Exempt employees should provide a 30-calendar day resignation notice. s for employees in positions Level 18 and above.
- Non-exempt employees should provide a 14-calendar day resignation notice. 14 calendar days for employees in positions Level 17 and below.

During the resignation notice, time off is not allowed. One off exceptions may be approved by the President/CEO.

The supervisor, after consultation and approval from the Department Director and ~~the Director of~~ Human Resources, may waive the requirements for the terminating employee to work the notice period.

To be considered resigned in good standing, eligible for annual leave and sick leave payout and eligible for re-hire, once an employee has tendered his/her resignation, the use of paid leave during the notice period is prohibited without proper notice as outlined above. An employee may take paid leave during the resignation period only if approved by the immediate supervisor. An employee cannot elect to take time off unpaid during a resignation period.

Employees who resign in good standing shall receive payment for accrued annual leave and a portion of their sick leave, subject to the limitations set forth in those policies.

Resigning employees may be scheduled for an exit meeting with ~~the a member of Director of~~ Human Resources ~~or designee~~ to ensure that all District property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the District.

TERMINATION

Prior to termination of any employee, the immediate supervisor and/or Department Director should ensure the Corrective Action Policy has been followed, and approvals have been obtained, per Section 201.03 of the Human Resources Policy and Procedures. The employee should sign the Corrective Action Report form to acknowledge the termination has occurred; he/she should be given a copy of the Report form.

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

The supervisor and/or Department Director should ensure that all District property is returned and will notify Human Resources no later than Monday at noon following the last day in the pay period in which the employee is employed to make note in the employee's file.

DISTRICT PROPERTY

All District property should be returned on or before the last day of the pay period in which the employee is employed. The cost of any District property not returned by this date, is subject to being withheld from the final paycheck.

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

OBJECTIVE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively as possible.

The primary purposes of the performance evaluations are to inform the employee of his/her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, and to establish goals and expectations for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating an employee's potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases if applicable;
- A basis for taking disciplinary action;
- Determining orders of layoff.

METHOD OF OPERATION

EVALUATION PERIODS

The following are specific types of performance evaluations and when they are to be completed:

- Introductory Period – End of introductory period.
- Extension of Introductory Period – At time of request for extension.
- Annual – In June of each year.
- Special – Beginning and end of special introductory period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

GUIDELINES

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.

After the initial introductory period, each employee will receive his/her annual performance evaluation for salary increase, in conjunction with the beginning of the District's fiscal year. The District reserves the discretion to schedule performance evaluations as necessary in order to meet the business needs of the District.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of his/her strengths and weaknesses, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

PROCEDURES

~~The employee performance evaluation program shall provide overall evaluations of 3 levels~~

~~*Work-On-It*~~

~~*Solid Performance*~~

~~*Way-To-Go*~~

~~The employee evaluation program rating scale will be reviewed and updated by HR as the business evolves and the need for updates to the performance measurement is warranted.~~ The supervisor most directly involved in the supervision of the employee should be the ~~rater-performance appraiser~~ with signatory agreement from the manager one level above the ~~m-rater~~. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

The performance of each employee should be evaluated at least once per year; more frequent evaluations may be necessary.

When an employee's supervisor changes, the employee shall not be evaluated by his/her new supervisor until employee has worked for the supervisor for a minimum period of ninety (90) consecutive calendar days. When necessary, an employee's scheduled evaluation date will be postponed in order to provide an opportunity for the supervisor to evaluate the employee's performance.

Special Performance Evaluations may be given at any time at the discretion of the President/CEO or designee.

The performance ~~rating-review shall-will~~ be discussed with the employee ~~who shall and they will receive be-furnished~~ a copy of the completed ~~rating performance review~~. The employee ~~shall-will~~ sign the evaluation and ~~the original will be forwarded to the President/CEO or designee for review,~~ then it will be forwarded to Human Resources to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and ~~give-the employee a copy and forward the original to the President/CEO, or designee for review then it will be forwarded performance review to~~

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

Human Resources to become a permanent part of the employee's personnel file.

If an employee ~~who has attained regular status~~ receives an evaluation score of ~~"Work On It" one or two in any category~~, the ~~employees supervisor department head~~ shall be responsible for identifying to the employee the specific improvements necessary for him/her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance should be reevaluated at sixty (60) days. If the employee has not attained a satisfactory evaluation in all categories, he/she, at the discretion of the President/CEO, or designee at the recommendation of the department head, may be disciplined and or terminated.

EMPLOYEE DISAGREEMENT WITH EVALUATION

If an employee disagrees with any statement in an evaluation, he/she may attach a written rebuttal of performance evaluation factors to the Performance Evaluation in the file. Performance Evaluations are not grievable.

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

OBJECTIVE

The District is an Equal Employment Opportunity Employer. The District believes that hiring qualified individuals to fill positions contributes to the District's overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the District. Applicants are recruited on the basis of experience and job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions. The Human Resources Department is responsible for placing all recruitment advertising.

All job announcements shall indicate the District is an Equal Opportunity Employer.

Positions for the Police and Fire Departments shall conform to state requirements and qualifications established by the South Carolina Criminal Justice Academy and the South Carolina Fire Academy.

METHOD OF OPERATION

JOB POSTINGS

All job postings will be posted for a minimum of seven (7) days and until the job is filled. Open positions are communicated through job postings on the District's website, paid advertisements, public service notifications, notifications to community organization, veterans/minority/female centered websites, public job boards and any other means deemed necessary by Human Resources. The District also complies with the Federal Affirmative Action job posting regulations.

If specific minimum qualifications or specific credentials are listed as being required (as opposed to preferred) in the advertisements, an offer of employment or appointment can only be made to individuals who fulfill these requirements.

Internal applicants should follow the internal transfer guidelines as outlined in this policy. In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

WAIVER OF THE POSTING REQUIREMENTS

Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. ~~The Director of Human Resources~~ and the President/CEO are authorized to approve waiver requests under the following circumstances:

- The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting (less than three months prior to identification of the need for another position) for the same job title or a position with significantly similar job duties, responsibilities,

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

and qualifications. In order to qualify for a waiver of the posting policy, the existing pool must meet specific criteria. Factors taken into consideration in evaluating the existing applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request.

- The vacancy is for a full-time or part-time position, not to exceed six months. However, if permission is subsequently granted to fill the position on a permanent basis, a search will be required. Therefore, if the hiring manager believes that such an eventuality is possible, he or she should conduct a search to fill the temporary vacancy.

GUIDELINES

All applicants for positions shall complete the District's employment application. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form. Electronic signatures are allowed.

All offers of employment are contingent upon successful completion of position applicable post offer pre-employment checks (i.e. background check, motor vehicle check, drug test, etc.). All post-offer pre-employment checks require the documented consent of the applicant.

All positions require a background check and a signed authorization form must be submitted. A pre-employment post-offer, medical examination may be required to determine fitness to perform the duties of the position.

The District may reject any application, or applicant, and not consider the applicant for employment when the following has been determined:

- A. The application was not received on or before the closing date established for receiving applications.
- B. The applicant lacks any of the required qualifications set forth in the announcement.
- C. Internal applicants have an active disciplinary action at the Written Warning level or above, are on a Performance Improvement Plan (PIP) in the personnel file or did not follow the Internal Transfer Guidelines
- D. The applicant falsified or failed to fully complete the application form.
- E. The applicant was previously employed by the District and was dismissed for cause or resigned not in good standing.
- F. The applicant fails to pass post-offer pre-employment background/drug checks/testing.

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

INTERNAL TRANSFER GUIDELINES

The District is committed to providing career opportunities for all employees to improve employee development and career progression. To support this objective, it is essential that employees have the opportunity to transfer ~~internally~~ within the District. As an Equal Opportunity Employer, the District is committed to hiring the most qualified individuals for all positions.

Eligibility

~~For an employee To be considered eligible for an internal transfer within outside of their current department, to include a promotion, the employee must meet the following criteria: have been in his/her current position for a minimum of six (6) months, and the Department Director and the Director of Human Resources must approve the request to transfer.~~

~~To be considered eligible for an internal transfer to a different department the:~~

- ~~• employee must~~ have worked for their current department district for at least six (6) consecutive months.
- ~~• employee must~~ have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- ~~• employee must~~ meet the minimum qualifications outlined in the job posting.
- ~~• employee must~~ have communicated interest in the position to his/her current supervisor.
- ~~• employee must submit a completed Job Posting and Transfer Request Form to Human Resources.~~
- ~~• employee must~~ complete an application online, which should include most recent District employment.

~~If an employee is applying to transfer within their current department, to include promotion opportunities, they must meet the following criteria:~~

- ~~• have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).~~
- ~~• meet the minimum qualifications outlined in the job posting.~~
- ~~• have communicated interest in the position to his/her current supervisor.~~
- ~~• complete an application online, which should include most recent District employment.~~

~~With the approval of the Director of Human Resources, the current Department Director may waive the six (6) month employment requirement.~~

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

Internal applicants are strongly encouraged to apply during the first seven (7) days of a posting to receive early consideration for the position.

PROMOTIONS

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the District. ~~The most recent completed performance evaluation shall accompany the request and be submitted to the Director of Human Resources or designee.~~

Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the District.
- Employees shall not be eligible for merit promotion or be eligible for competitive promotion during the introductory period.

The District reserves the right to promote employees from within without seeking candidates from the public to fill a vacant position.

DEMOTIONS

A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process. Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

EMPLOYEE REFERRAL BONUS PROGRAM

The District takes great pride in its recruitment and selection process. As a part of the District's recruitment and selection program, the District has an Employee Referral Bonus program. If an individual referred by a current eligible employee is hired, the referring employee can receive a referral bonus as outlined on the Employee Referral Form.

All District employees, except those at a ~~Vice President-Supervisor~~ level and above, Human Resources personnel, family members as defined by Section 204.02 (Employment of Relatives) of the referred candidate, ~~managers with hiring authority over the referred candidate,~~ and anyone involved in the interview process, are eligible for the referral bonus.

The referral must represent the candidate's first contact with the District and cannot have previously applied for the position.

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

Temporary, contract and former employees of the District who have worked at the District in the prior twelve (12) months are not eligible candidates for the referral program.

If the referred candidate's job application is received before the referral form has been received and signed by Human Resources, then the referring employee will still be eligible for the referral bonus, but only if the referring employee's name is clearly indicated on the job application as the referral source.

If the completed referral form is received and signed by Human Resources before the application is submitted, then the referring employee will be eligible for the referral bonus, whether or not the referring employee's name is identified on the application as the referral source.

The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.

Only candidates who meet the qualifications for the position will be considered. All candidates will be evaluated for employment, consistent with District policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee is only eligible for a referral bonus if he/she is employed by the District on the referral's first day of work. If the referring employee terminates for any reason (whether voluntarily or involuntarily) before the referral's first day of work, he/she shall forfeit any entitlement to a referral bonus payment and the District shall have no obligation to make such a payment to the referring employee.

All referral bonus payment will be paid as soon as administratively possible after the referred employee has begun employment. The second portion of the referral bonus payment will be paid in the paycheck following the six-month anniversary date of the referred candidate. All applicable payroll taxes will be deducted for the referral bonus payment.

Referral bonus payments will be limited, subject to availability of funds. This program may be amended or discontinued at any time.

APPLICANT PROCESSING

~~The Director of~~ Human Resources ~~or designee~~ is responsible for coordinating all post-offer pre-employment testing and checks, which may include, but is not limited to: drug testing, a background investigation, motor vehicle check, medical examination to determine fitness to perform the duties of the position, education verifications, etc. These checks will be arranged only after a job offer has been made and accepted.

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

The applicant will be notified by Human Resources of the date, time and location for the New Hire Orientation.

Any unsolicited application or resume that does not indicate application for a specific position vacancy will not be accepted or considered a formal application.

The District will make every effort to notify applicants who are not selected about the closing of the position. Employment applications will remain active as long as the job posting, for which an application was submitted, remains open.

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.09 – Military Leave

OBJECTIVE To establish a Military Leave policy for employees in compliance with Federal and State laws.

METHOD OF OPERATION

COMPLIANCE WITH LAW The District intends to comply with:

- the Uniform Services Employment and Reemployment Rights Act (USERRA),
- applicable South Carolina state codes (specifically S.C. Code of Laws Ann. § 8-7-10 through 8-8-90 and § 25-1-2310),
- State HR Regulations Section 19-712.01
- 38 USC §§ 3001-4334
- and any other applicable statutes, federal or state laws or directives.

DEFINTION A "Regularly Scheduled Work Day" is considered to be based on regularly scheduled average workdays for the purpose of this policy.

SC CODE DIRECTIVES As excerpted from: S.C. Code Ann. § 8-7-90)

"All officers and employees of this State or a **political subdivision** of this State who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, [etc.]...are entitled to leaves of absence from his/her respective duties without loss of pay, time, or efficiency rating for one or more periods not exceeding an aggregate of **fifteen regularly scheduled average workdays** in any one year during which they may engage in training.... Saturdays, Sundays, and state holidays may not be included in the fifteen-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.

In the event any such person is called upon to serve during an **emergency**, he is entitled to such leave of absence for not exceeding (an additional) **thirty additional days** (beyond the aforementioned fifteen regularly scheduled work days).

As used in this section, 'in any one year' ~~means-aligns with the federal fiscal year of October through September, either a calendar year or, in the case of members required to perform active duty for training or other duties within or on a fiscal year basis, the fiscal year of the National Guard or reserve component issuing the orders ..."~~

PAID VS NON-PAID MILITARY LEAVE Normal annual provision is **15 paid** Regularly Scheduled Work Days in any one year.

"Declared" emergency: In accordance with SC Code of Laws § 8-7-90, an employee who receives official military orders to serve during

Human Resources Policies and Procedures

Section 206.09 – Military Leave

a declared emergency is entitled to an **additional 30 regularly scheduled workdays of paid** military leave each year.

Additional periods of service/training for military personnel (including, but not limited to Reservists and National Guardsmen) over and above the normal 15 days of recognized duty may be taken only after approval by the employee's Supervisor ~~and by the President/CEO~~ and will not exceed an additional 10 days. Such additional "non-emergency" military leave will be **without pay** unless the employee requests that vacation and/or personal time be used for this purpose.

AUTHORIZED LEAVE APPLICATION

All written or oral orders are considered valid when issued by an official military authority. The District requires that application for military leave must be accompanied by a copy of the official military order.

Employees who are members of the military reserve units or whose draft status subjects them to be called to active duty must so notify his/her Supervisor in writing as a condition of the granting of a military leave of absence.

MUST THE 15 OR 30 EMERGENCY WORKDAYS BE CONSECUTIVE?

No.

ENLISTMENT

Employees intending to enlist in military service must notify his/her supervisor of his/her intent in writing. This information will be made a part of the employee's permanent personnel record. If called to active military duty, for other than routine Reserve or National Guard Annual Training, the employee may receive accrued vacation pay for which the employee is eligible. Upon return to active employment, the employee will be reinstated with the tenure status to which he/she would have been entitled had the employee not entered military service. Requests for re-employment must be received within 90 days of separation from service.

HOLIDAYS

Saturdays, Sundays, and state holidays may not be included in the 15-day aggregate unless that particular day to be included is a regularly scheduled workday for the employee involved.

IS THE EMPLOYEE'S TRAVEL TIME INCLUDED AS PART OF THE 15 DAYS?

If travel time is not included in the official military order, an employee may request annual leave, flex-time, exempt professional leave, paid time off, or leave without pay for travel time to get to the assignment outside of the dates on the military order submitted.

IS AN EMPLOYEE WHO VOLUNTEERS

If an employee volunteers for a military service assignment and an official military order is issued, he/she is eligible to receive the normal

Human Resources Policies and Procedures

Section 206.09 – Military Leave

FOR ACTIVE SERVICE ELIGIBLE FOR MILITARY LEAVE?

paid military leave up to the 15 days with an additional 30 days of paid leave in the case of a declared emergency.

LONG TERM MILITARY LEAVE

Upon exhaustion of available military leave, an employee may elect to use any available annual leave, flex-time, exempt professional leave, paid time off. He/she may also, at the discretion of the President/CEO, be placed on leave without pay for a specified period. An employee will not be eligible for leave accrual and merit increases while in leave without pay.

REEMPLOYMENT RIGHTS

In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), employees who occupy an FTE position (including those in a probationary or trial period) may be absent from work for military duty and retain reemployment rights to five years. There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met. For a full list of the exceptions to reemployment beyond five years, see Section 4312(c) of USERRA. (Title 38 U.S. Code, Chapter 43, Section (Section 4312(c)). Under USERRA, "an employer is not required to reemploy a person under this chapter (3 USC § 4312) if the employment from which the person leaves to serve in the uniformed services is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period." An employee in a temporary capacity does not have reemployment rights.

The reemployment rights a person receives upon return from military service depend on the duration of the time spent in military service:

- District employees who return to work after military service of one to 90 calendar days retain the same position;
- District employees who return to work after serving at least 91 calendar days but not more than 5 years are entitled to a comparable position within the District (with the same band and pay rate) for which the employee is qualified; or,
- District employees are not entitled to Veteran Reemployment rights after an absence of 5 years.

The employee must notify the District of the intent to return to work and the required time periods are:

- Military service of 1 to 30 days; the employee must return to work at the beginning of the first regularly scheduled workday

Human Resources Policies and Procedures

Section 206.09 – Military Leave

or eight hours after the end of military service. A reasonable commuting time from a military service post to home must be taken into consideration by the District;

- Military service of 31 to 180 days; the employee must contact the District no later than 14 days after completion of military service; or,
- Military service of 181 or more days; the employee must contact the District no later than 90 days after completion of military service.

LIFE, HEALTH & DENTAL INSURANCE BENEFITS

During the normal 15 day and declared emergency additional 30-day periods, the employee will remain on the District's group policies under the same terms and conditions.

An employee on leave without pay due to military service will be allowed to remain on the active group programs by paying the employee share of the premiums due.

If an employee elects to cancel health and dental coverage during active duty military status, his/her coverage can be reinstated when he/she is discharged or released from active duty and resumes employment with the District. The request must be made within 31 days of discharge.

SC STATE RETIREMENT SYSTEM

An employee on leave without pay due to active military service can continue to pay his contribution to the State Retirement System during his/her absence by completing the Supplemental Service Report (Form 1224), or, arrange to contribute retroactively when he/she returns from military service.

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

OBJECTIVE To identify and define the additional benefits available for Qualified Full-time exempt employees ("Exempt Employee Benefit Program") of the District.

METHOD OF OPERATION

GENERAL The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional Full-time personnel. This procedure outlines specific benefits established for each exempt employee, broken out by Salary Levels.

EXEMPT EMPLOYEE BENEFIT PROGRAM The Exempt Employee Benefit Program consists of Professional Leave, and Medical Reimbursement, ~~and Administrative Leave.~~

PROFESSIONAL LEAVE A specified number of additional leave hours during each calendar year are granted to Full-time employees in the Exempt Employee Benefit Program as follows:

Salary Levels 20 <u>13</u> and higher	40 hours/year
Salary Levels 16-19 <u>7- 12</u>	24 hours/year
Salary Levels 1-14 <u>1 - 6</u>	16 hours/year

Professional Leave may not be carried over from year to year; however, following each calendar year, the employee receives a cash bonus of fifty percent (50%) of the unused Professional Leave, based on the employee's hourly rate as of the date of payroll processing payment. The Professional Leave payroll payout will occur the first pay period containing January 1st. The payroll payout will be made via direct deposit.

An employee must be employed for one hundred eighty (180) days as an Exempt Employee in a particular job category to be eligible for Professional Leave in that category. An employee must be on the active payroll January 1 in order to receive fifty percent (50%) of the unused Professional Leave from the prior calendar year. An employee hired and/or transferred into the job categories listed above on July 1 or after is not eligible for Professional Leave that year.

Example: Employee hired on 6/30/09 will receive Professional Leave benefit on 12/30/09. Since the deadline for using Professional Leave is December 31 of each year, the employee will be paid 50% of the value of the Professional Leave as long as the employee is on the active payroll on 1/1/2010.

The President/CEO, after consultation with the VP/SVP of the department, may authorize use of Professional Leave prior to the end of 180 days on a case-by-case basis.

At the beginning of each calendar year, Exempt Employees above are awarded the appropriate number of hours. As the employee uses

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

an hour, it is reported on the payroll and deducted from the employee's available Professional Leave hours. Minimum charge for Professional Leave is one half (1/2) hour.

Employees moving from one Exempt Employee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of Exempt Employee categories listed above forfeits any unused benefits.

Unused Professional Leave is forfeited when District employment ends.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

ANNUAL MEDICAL REIMBURSEMENT

Full-time employees in the Exempt Employee Benefit Program salary levels listed above have an additional reimbursement equal to the annual deductible on the State Standard Health Plan available each calendar year for non-insured personal medical expenses, (e.g., annual physical examination, eye examination and glasses, dental work, drug co-pays, etc.).

This reimbursement does not accrue. If the entire annual amount is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted within the current calendar year with a grace period for submission until January 15th of the following year. Requests submitted to Human Resources after January 15th are automatically forfeited for the previous calendar year. A new employee has to be hired before October 1st to be eligible for this benefit. If an employee is hired on or after October 1st, they will be eligible to receive this benefit in the next calendar year. This reimbursement may be used toward meeting the employee's deductible on the District's group health insurance plan.

Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee. An employee does not need to be enrolled in a State Health Plan to be eligible. Reimbursement for insured/non-insured dependent medical expenses is not allowed under this policy.

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

ADMINISTRATIVE LEAVE

~~Inasmuch as members of the Exempt Employee Benefit Program are paid on an annual salary basis and are not eligible for any overtime or compensatory time, they may be granted administrative leave for a period of no more than two (2) hours per usage, unless approved in advance at the discretion of the immediate supervisor. This administrative leave is not chargeable to sick leave, annual leave, paid time off or professional leave.~~

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

OBJECTIVE

To establish criteria for implementing an employee incentive pay plan (EIPP) to reward employees for their contributions to the District's achievement of defined goals and to encourage exceptional performance in administering their duties.

GUIDELINES

ELIGIBILITY

To participate in the EIPP, employee must:

- Be a qualified full-time, qualified part-time, or qualified variable hours, not in a temporary status.
- Be an employee, as defined above, for at least one hundred and eighty calendar (180) days before the end of the District's fiscal year for which the incentive pay is being awarded. The District's Fiscal Year is July 1st to June 30th (the "Fiscal Year").
- Receive a satisfactory annual employee evaluation. Employees receiving an unsatisfactory annual evaluation shall not be eligible to participate in the EIPP.
- Not be on a performance improvement plan (PIP), and/or have an active Corrective Action at a written warning level or above at the time the EIPP payout is issued.
- Be employed by the District at the time of the incentive payout date.
- The President/CEO is not eligible to participate in this program.

DETERMINATION OF INCENTIVE PAY

The following six (6) organizational goals will be utilized to establish the basis for the implementation of this Employee Incentive Pay Plan:

- Safety – Outperform average industry metrics concerning the number of workplace accidents/incidents through training and monitoring District employees' number of incidents per hours worked and passenger number of preventable incidents per enplaned passengers.
- Financial - District obtains an Annual Operating Margin for the fiscal year, as adopted in the Annual Budget.
- Airline Revenue - District obtains Annual Operating Revenues from Airlines Revenues as a percentage (%) of Annual Revenues for the fiscal year, as adopted in the Annual Budget.
- Cost Per Enplaned Passenger (CPE) – District maintains an average Cost per Enplanement for the fiscal year, as adopted in the Annual Budget.
- Fund Balance - Retain cash and investment balance equivalent to one-year of operating expenses for the fiscal year, as adopted in the Annual Budget.
- Customer Service - Obtain an overall customer service satisfaction as adopted in the Annual Budget.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

The Commission will set the specific metric goals for each of the six (6) organizational goals outlined above on an annual basis in connection with the Annual Budget process. The President/CEO shall be authorized to award Incentive pay if all such metric goals are met.

If all six (6) organizational goals are not met due to certain extenuating circumstances, the President/CEO may request that the Commission approve the implementation of this Employee Incentive Pay Plan. Such approval shall be at the sole discretion of the Commission.

INCENTIVE AWARD COMPUTATION FOR EMPLOYEES

The incentive pay for an eligible employee who has been qualified by the District and employed for at least one hundred and eighty calendar (180) days at the end of the Fiscal Year is the employee's base salary times the approved part of the EIPP program, which is subject to change annually, ~~but will be but not less than one thousand five hundred dollars (\$1,500) and~~ no more than ten percent (10%) of base salary, per qualified employee. Individual employee performance will be taken into consideration. Part-time employees would receive fifty percent (50%) of the incentive pay. The incentive pay for eligible employees employed at least one hundred and eighty calendar days (180) days at the end of the Fiscal Year but less than three hundred and sixty-five (365) days will be prorated based on the month in which they are hired.

Base salary is the established salary that is paid to an individual on the payout date and does not include any overtime, leave sell back of any kind, or other supplemental income.

INCENTIVE PAY PROCEDURES

- The organizational goals must be met as outlined above.
- The incentive award will be initiated if ~~the~~ Human Resources ~~Director~~ determines that an employee is eligible to participate in the EIPP
- Incentive Pay shall be paid in a separate payout.
- Employee's base salary shall not be adjusted by the incentive pay.
- Incentive Pay is subject to applicable federal and state taxes and will be paid out at the appropriate supplemental wage rate.
- Incentive pay is not included as compensation for retirement purposes.
- Incentive pay is not carried forward to future years.

EMPLOYEE INCENTIVE PAY PLAN TERMINATION

While the District intends to maintain a plan to incentivize employees, this EIPP may be terminated at any time by the District. In the event the EIPP is terminated, the program will be immediately discontinued for all employees participating in the program.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

Effective upon termination, no employee shall have any right to Incentive Pay pursuant to the EIPP.

AUTHORITY AND INTERPRETATION

Questions regarding the application of this policy should be directed to the Human Resources Department. The District reserves the right to revise this policy at any time with or without notice.

APPROVAL AND UPDATE HISTORY	<u>Scrivener change November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

OBJECTIVE To provide reimbursement of education expenses to employees seeking education or advanced learning while employed by the District.

METHOD OF OPERATION

GENERAL District employees who seek to improve his/her knowledge by participating in educational courses while employed by the District, may be eligible for reimbursement of education expenses under this policy. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

REIMBURSEMENT OF EDUCATIONAL EXPENSES Reimbursement of Educational Expenses provides reimbursement of tuition and other expenses related to a course taken in the pursuit of a degree or the expenses related to a non-degree college course at an approved facility or institution.

A. Degree Program Criteria

To be approved under the policy, a Degree Program must meet the following criteria:

1. The degree is consistent with the employee's ability, potential, and scholastic background or a reasonable chance exists for the employee to use the acquired knowledge.
2. The degree is reasonably applicable to the work the employee is doing or for which the employee might be reasonably expected to be qualified to do.
3. The required curriculum leading to the degree and the number of hours to be completed is appropriate.
4. The degree is in a field of interest to the District and a reasonable chance exists for the District to derive some benefit from it.

B. Non-degree Program Criteria

To be approved under the policy, a Non-degree Program must meet the following criteria:

1. *Job Improvement Courses*

The course(s) must be directly related to the employee's assignment that improve skill, knowledge, and the ability of the employee in job performance, and increase potential for promotion through more advanced techniques. For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

performance and makes the employee eligible for promotional consideration.

2. *Self-Improvement Courses*

Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- a. courses are required for a college degree, certification program, or State certification;
- b. courses would enhance the employee's qualification for any other position within the District, and/or make the employee eligible for promotional consideration.

C. Eligible Fees and Expenses

The following expenses may be eligible for reimbursement:

1. Tuition: The fees charged by an institution for an eligible course. Eligible courses include the following:
 - a. Formal college-credit courses offered by an accredited college or university.
 - b. Online courses offered by an accredited college or university.
 - c. Adult education non-credit and/or non-degree courses offered by an accredited institution, including public school systems, colleges, or universities.
 - d. Private, business, or technical school courses, when comparable training is not available through one of the above categories. (Before approving such courses, the Manager/Supervisor should evaluate the school's standards and determine if costs are compatible with the level of training received.)
 - e. Required courses within a curriculum that lead to a diploma, certificate, or degree in a field of interest to the Company, even though these courses are not specifically job-related (i.e., religion or art courses).
2. Required Textbooks: May include books in printed or electronic format (including shipping charges if purchased online by the student), newspaper subscriptions, or magazine subscriptions, provided the materials are required for the enrolled course(s).
3. Required Supplies: Supplies related to a course may be reimbursable if they are a required part of the course. Any other items that are needed, but not specifically

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Section 207.04 – Reimbursement of Educational Expenses

required (i.e., stated in the syllabus), will not be eligible for reimbursement

4. Required Fees: Fees assessed by the institution which are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course or course of study.

An employee is eligible for reimbursement of a course under this policy only if he or she is an active employee at the time the course commences and at the time of reimbursement. A course will ordinarily be considered to commence on the "first regular day of class" for any course that is offered during a regular academic term at an educational institution. Courses that commence prior to employment are not eligible for reimbursement.

D. Ineligible Fees and Expenses

Not all expenses related to a Degree Program or Non-Degree course are eligible for reimbursement. Ineligible fees and expenses include:

1. Ineligible Course: College courses required to complete an employee's usual job responsibilities are not eligible for reimbursement under the policy.

The following are also considered ineligible courses under the policy:

- E. Recreation or leisure time courses such as golf, bridge, sewing, and dancing are not covered, unless they are part of the curriculum stated above.
- F. Courses that will not be considered for educational reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact his/her immediate supervisor for availability of funds and attendance.
 1. If a Manager/Supervisor recommends one of these courses for an employee as a District-sponsored development action, it may be eligible for reimbursement as a business expense.
- G. Preparation courses to prepare for an exam that is required to attend graduate school, including GMAT/GRE test-prep courses.
- H. Fees charged in lieu of a course, including college credit granted for District-sponsored training (in-house and outside training) and college credit granted for work or life experience.
 1. Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

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Section 207.04 – Reimbursement of Educational Expenses

2. Optional Supplies: The cost of materials, instruments, supplies, or equipment are not reimbursable unless they are included as an indistinguishable part of the total cost of the course.
3. Optional Fees: Fees charged as the result of the institution providing services not automatically assessed or related to the enrollment in and completion of a course or degree. Optional fees also include charges for expenses that are the result of employee choice or negligence.

I. Reimbursement of Fees and Expenses

Payment for course work is authorized by the ~~Director of Human Resources or designee~~. To qualify for reimbursement, an employee must receive a grade of "C" or better, or "Pass" if taking a "Pass/Fail" course. No benefit will be payable unless these requirements are met.

Once a course has been satisfactorily completed, an employee may request reimbursement for eligible fees and expenses related to the course. Eligible fees and expenses, as described above, will be reimbursed up to the annual maximum.

To request reimbursement an employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to ~~the Director of Human Resources~~ within 15 business days of course completion. ~~The Director of Human Resources or designee~~ will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Human Resources Department to document personnel records with achievements.

An employee may be reimbursed up to a maximum of ~~\$5,2504,000~~ per calendar year. The President/CEO may elect to lower this reimbursement during the budget process for each fiscal year. Thus, the maximum reimbursement amount is subject to change from year-to-year.

The District shall follow IRS Publication 970 "Tax Benefits for Education" in the reporting of Educational Assistance reimbursements to the IRS.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

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Section 207.04 – Reimbursement of Educational Expenses

Reimbursements under this policy will be made only to employees who are on the active payroll when payment is due.

ELIGIBILITY TO PARTICIPATE

All Qualified Full-time employees who have been employed by the District for a minimum of twelve (12) months of continuous employment are eligible to participate in the program.

An employee must be in an active pay status and cannot have an active corrective action at a Written Warning level or above, or be on a current Performance Improvement Plan. If after the employee is approved for reimbursement, he/she receives a corrective action at a Written Warning level or above or is placed on a Performance Improvement Plan, the District will reimburse any current course(s) being taken, but will not reimburse any future courses until the employee no longer has an active corrective action at a Written Warning level or above or is no longer on a Performance Improvement Plan. The employee will need to reapply for consideration.

REPAYMENT TO THE DISTRICT REQUIREMENTS

Should an employee leave District employment, whether voluntarily or involuntarily, after completion of course(s), and prior to compliance with the terms of the Educational Reimbursement Repayment agreement to remain in Agreement with the District employment for one (1) or more years, the District, the employee is responsible for reimbursing the District for any costs due in accordance to the Educational Reimbursement Repayment Agreement. Repayment will be taken from the employee's benefits accrued at time of termination, and any amount due the District over and above said benefits must be paid within thirty (30) days after termination.

Following termination of an employee who is indebted to the District for reimbursement of educational expenses, ~~the Director of Finance~~ Leadership or designee will issue an invoice to the employee showing the amount due and the terms of payment. Checks paid by the employee must be made payable to the District and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the District fund.

Employees who participate in the reimbursement of educational expenses program specifically authorize the deduction from the employee's final paycheck to cover the reimbursement for educational expenses upon termination of employment. Under this policy the District may withhold from an employee's final paycheck (base salary, accrued leave/sick time, and/or expense reimbursements) to the extent permitted by applicable law, monies up to the amount due the District.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

RETIREMENT, DEATH, DISABILITY, PERMANENT LAYOFF

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

APPROVAL

Employees must secure proper approval prior to enrolling in a Degree Program or Non-Degree Program, to avoid incurring expenses that are not reimbursable under the policy. Approval for all expenses under this policy is at the discretion of the President/CEO in conjunction with ~~the Director of~~ Human Resources.

The following steps should be taken to obtain approval prior to beginning a course or program:

1. Submit a completed Educational Reimbursement Plan Application, along with the documentation described on the form, to the immediate supervisor for approval.
2. Once the immediate supervisor approves the program, forward the documentation, along with a Tuition Reimbursement Repayment Agreement, to ~~the Director of~~ Human Resources.
3. Human Resources will notify the employee and the manager of the decision.

Once an employee submits an Educational Reimbursement Plan Application, if courses have not commenced within twelve (12) months of the date the form was approved, an updated Educational Reimbursement Plan Application must be resubmitted for approval. The following rules also apply:

1. If one or more years have passed from the time of the most recent course, an updated Educational Reimbursement Plan Application must be submitted.
2. An employee who is initially approved for a specific Degree Program and later changes to a new Degree Program, must complete a new Educational Reimbursement Plan Application, even if that employee is attending the same institution.
3. A new Educational Reimbursement Plan Application is not required if an employee transfers to a different institution but remains within the same Degree Program.

Educational Reimbursement Application Plan requests must be submitted prior to December 31st for courses to begin the new fiscal year (July 1). Applications submitted after December 31st, but prior to the start of the new fiscal year will not be approved for reimbursement until the start of the following fiscal year without approval from the President/CEO or designee.

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Section 207.04 – Reimbursement of Educational Expenses

APPROVAL AND UPDATE HISTORY	<u>November 14, 2022</u>
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

OBJECTIVE To establish a professional appearance & dress code policy for District employees.

METHOD OF OPERATION

GENERAL The District considers it very important that employees are well groomed, neat, and dress appropriately for his/her job function. While the District trusts that each employee will show common sense and good judgment, a professional appearance & dress code must be followed that is appropriate to the work environment. The District has adopted a casual business dress code but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the District. Appropriate dress and hygiene are important in promoting a positive District image to our customers, both internally and externally. The District stresses a casual business dress code is a benefit and must be adhered to in order to be retained.

GUIDELINES All District employees will wear clean and well-maintained attire appropriate for the type of work he/she performs. Shoes must also be well-maintained.

Due to the various work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress, however, the following standards of professional appearance & dress code are established to provide direction for employees in order to maintain the professionalism that the District advocates:

- Employees shall practice good personal hygiene and take his/her workday schedule into account when selecting attire.
- Employees should choose business attire that is clean and in good repair and presents a professional image.
- Acceptable professional attire includes, but is not limited to:
 - Shirts with collars, business casual crewnecks or V-neck shirts, blouses, golf and polo shirts, District logo apparel, sleeveless shirts (if conservative), ties, sports jackets, knit shirts with or without a collar, sweaters, cardigans, suits.
 - Slacks, capris, trousers, dresses, or skirts of an appropriate length.
 - Appropriate fitted clothing for body type.
 - Casual slip-on or tie shoes, dress sandals (with or without a heel), slides, open toed/open back shoes and athletic shoes if approved by the department director.
- Unacceptable professional attire includes but is not limited to:
 - T-shirts, clothing with inappropriate slogans, profanity, sexually suggestive pictures/slogans, sweatpants, athletic

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Section 201.01 – Personal Appearance & Dress Code

attire, shorts, jeans, pants worn below the waist or hip line, crop tops, midriff tops, spaghetti straps, tank tops, strapless tops or dresses, crocheted or see through blouses or shorts, muscle shirts, flip flops, heavy perfume/cologne, camouflage, torn, patched or faded clothing, clothing that is excessively tight or revealing, excessive or distracting body piercings, Hats or head coverings, unless required to meet health regulation guidelines, as a religious accommodation, or designated as part of a uniform.

- In some circumstances or within specific departments, t-shirts may be approved and/or provided at the discretion of the department director.

Body Art

Body art and/or tattoos that conflict with District values or that contain the following, are not permissible:

- Negative or discriminatory language or images towards religious ideologies, ethnicities/races, gender, military personnel, or sexual orientation
- Profane or controversial language
- Contains nudity or sexual innuendos
- Promotes drug or alcohol use
- Items threatening physical harm

Body art and/or tattoos that contain the aforementioned items are required to be covered while on duty. Body art and/or tattoos on the neck, face, and hands are not permitted. The only exception where an employee may have a tattoo on their hand is a single banded ring on one hand, on one finger.

Piercings

In order to ensure a professional appearance and safety, body piercings, with exception of professional-looking earrings, are considered inappropriate and will not be allowed. Exceptions may be considered for piercings for religious beliefs. NO jewelry that may present a safety hazard will be permitted.

Hair Care

In general, hair, sideburns, moustaches, and beards are to be kept clean, combed, and neatly trimmed or arranged no matter the length. Extreme trends that are not professional such as hair color not of a natural tone (blue, pink, green, etc.), mohawks and long spiked hair are not acceptable.

Hygiene

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

All employees must ensure his/her personal hygiene habits result in a clean, non-offensive appearance and presence, and that his/her use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others.

Medical Necessity

Medical conditions that require clothing items/footwear that otherwise might be considered inappropriate by this policy may be permitted on a case-by-case basis. Requests to deviate from this policy should be documented with a physician's statement and reported to the Human Resources Department in advance of wearing such items.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings shall not present a potential safety hazard. The District may institute more stringent dress requirements for reasons of safety. Employees that may enter work areas outside of his/her standard work area, may be required to adhere to the safety policies of that work area which may include wearing hearing protection, a reflective vest, closed toed/closed heeled shoes, hard hat, etc.

Badge

Upon hire, each employee will be issued a Security Identification Badge. The badge is required to be worn and visibly displayed at all times while on duty and also while in sterile and secured work areas.

Specific Requirements

Employees in certain positions/departments may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of his/her job. If uniforms are required, they will be supplied by the District, or they will be reimbursed by the District with the Department Directors approval.

ADDRESSING PERSONAL APPEARANCE & DRESS CODE

The President/CEO or designee may make exceptions to the Personal Appearance & Dress Code policy on special occasions or days.

Department Directors and/or immediate supervisors are responsible for interpreting and enforcing personal appearance, dress code and hygiene/grooming standards in his/her areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Violations of the policy can range from inappropriate clothing items, to an employee not wearing his/her badge, to offensive perfumes and body odor. If an employee comes to work and is in violation of this policy, he/she will be required to go home (without pay), to become compliant with the policy change, and return to work.

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

Violation of this policy may result in disciplinary action up to and including termination of employment.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

OBJECTIVE

The intent of this policy is to set forth certain rules and conduct that the District expects its employees to follow. Generally, the District expects employees to exercise common sense and good judgment. When employee conduct or performance does not meet the expectations of the District, appropriate disciplinary action may be taken.

The particular disciplinary action that may be taken against an employee lies within the discretion of the District and will vary depending on the circumstances of each case.

The District, at its sole discretion, reserves the right to determine the appropriate disciplinary action depending on the factor of each situation on a case-by-case basis. The District recognizes that there are certain types of employee misconduct that are serious enough to justify either a suspension or termination of employment, without going through other steps of progressive discipline. The District reserves the right to take disciplinary action at any time up to and including termination of employment. This policy does not create an expressed or implied promise to follow any formal steps of discipline, nor does it limit the type and severity of discipline that may be issued by the District. Nothing in this policy alters or changes an employee's at-will employment status.

For the purpose of this policy, the terms "Corrective Action" and "Progressive Discipline" are used interchangeably and mean the same thing.

METHOD OF OPERATION

PROCEDURES

Disciplinary action should be taken when necessary. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the facts that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis. If a Department Director and/or supervisor suspects employee misconduct, he/she must investigate the situation, in partnership with Human Resources , in a timely manner and determine if a violation has occurred, the nature of the violation, and who committed the violation.

The District generally subscribes to a progressive discipline system for poor job performance, misconduct, and policy/procedure/values violations. Corrective action is intended to be "corrective". When used, progressive corrective action makes the employee aware of the District's concerns and gives the employee the opportunity to correct the situation.

Each manager is responsible for assessing the conduct and behavior of his/her employees. The objective of the District is to work with

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

employees to solve problems and improve performance deficiencies. However, any conduct or poor performance which interferes with or adversely affects the District is grounds for disciplinary action up to and including termination. Termination may be considered appropriate even if none of these preliminary steps have been taken. Record of Disciplinary Actions will remain active in the employee's Personnel Record for twelve (12) months.

If corrective action is warranted, there are four (4) possible steps to the District's progressive discipline system.

A corrective action at "Written Warning" level or above must be discussed with and approved by Human Resources prior to meeting with the employee.

STEP ONE – VERBAL COUNSELING

The immediate supervisor or designee will discuss the inappropriate action/behavior/values violation, or unacceptable job performance with the employee. All Verbal Counseling discussions must be documented on the Corrective Action Report and the original copy maintained in the employee's personnel file in Human Resources. The employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Verbal Counseling and the original shall be sent to Human Resources for placement in the employee's personnel file.

STEP TWO – WRITTEN WARNING

A Written Warning consists of counseling with formal documentation on the Corrective Action Report. This is used when repeated inappropriate action/behavior/values violations occur, or if the circumstances warrant more than a verbal counseling.

The supervisor must communicate to the employee that if the situation is not remedied, further corrective action, up to and including termination, may result. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Written Warning and the original shall be sent to Human Resources for placement in the employee's personnel file.

STEP THREE – SUSPENSION OR FINAL WRITTEN WARNING

Final Written Warning is used when an employee is put on notice that one or more type of violation of **any** type could result in termination of employment. It should be made clear by the supervisor that this is a final notice and another violation of **any** type could result in immediate termination. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report indicating he/she understands the content. The employee shall receive a copy of the Final Written Warning and the original shall be sent to Human Resources for placement in the employee's personnel file.

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Section 201.04 – Employee Termination Process

Suspension is used in cases where further investigation is needed, however it also may be used as a step in the progressive discipline process. Employees may be suspended with or without pay as determined by Human Resources.

If suspension is being used as a step in the progressive discipline process, then the reason for suspension must be documented on the Corrective Action Report. After completion of the Corrective Action Report, the employee may add comments and will sign the report to indicate he/she understands the content. The employee shall receive a copy of the report and the original shall be sent to Human Resources for placement in the employee's personnel file.

A suspension without pay for disciplinary reasons may not exceed fourteen (14) calendar days unless approved by the President/CEO or designee.

NOTE: If further investigation determines that suspension was unwarranted, the employee will receive pay for the regular schedule hours they were absent because of the suspension from work.

STEP FOUR - TERMINATION

Termination is warranted if the preceding actions fail to improve the employee's inappropriate behavior/action/values violations, or poor job performance. Dismissal may occur after an initial violation if in the District's sole discretion, it is warranted. Complete and accurate documentation is necessary for discharge.

Documentation must be reviewed with Human Resources prior to any and all terminations and approved by the President/CEO.

APPROPRIATE CORRECTIVE ACTION DETERMINATION GUIDELINES

Before proceeding with corrective action, supervisors should consider the following factors:

1. Was the employee aware of the rules and/or policies and/or procedures and the consequences of non-compliance?
2. Was the employee given adequate time to show improvement?
3. Was a fair and thorough investigation conducted?
4. Is there justifiable evidence of wrongdoing?
5. Have the rules been applied fairly and without discrimination?
6. Is the amount/severity of corrective action warranted by the offense?

DISCIPLINARY PENALTIES

An employee's work record and years of service, consistency and other appropriate factors may be used to determine the appropriate level of discipline. Supervisors must partner with Human Resources to ensure that disciplinary actions are handled appropriately and consistently.

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

UNACCEPTABLE CONDUCT

Types of conduct set forth below, although it is not intended to be a complete list of all possible violations, constitute unacceptable conduct that may lead to disciplinary action, up to and including termination:

- Substandard work quality.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee.
- Failure to follow common safety practices.
- Any act of negligence, which results in a failure to complete assigned tasks or responsibilities in a timely manner.
- Threats of violence or exhibiting violent behavior.
- Excessive unscheduled absences and/or tardiness.
- Violating the Dress Code Policy.
- Failure to provide excellent customer service.
- Smoking on or in any District property, with the exception of designated smoking areas.
- Leaving the job during working hours without notice to or permission from the supervisor.
- Absence without approved leave or failure to report after the leave has been disapproved, revoked or canceled.
- Failure to report an injury or property damage to include equipment immediately to one's supervisor.
- Careless use of District property resulting in damage.
- An accident resulting in injury due to carelessness, neglect or disregard of safety practices.
- Fighting, threatening, intimidating, coercing, bullying or otherwise interfering with the rights of other persons.
- Falsifying or altering District documents.
- Actions or behaviors which are contrary to our Mission/Vision/Values.
- Failure to follow guidelines for safety of self, others or the facilities.
- Unauthorized possession or removal without permission from the District, any property, equipment or materials.
- A non-exempt employee working off the clock or a supervisor suggesting or asking or knowingly allow an employee work off the clock.
- Assigning work that places the employee at risk of serious harm, threatens significant damage to District property or financial loss to the District whether or not such harm or damage occurs; knowingly allowing employees to perform work or assignment under unsafe conditions.

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

- Any conduct that violates the District’s discrimination, bullying or harassment policies.
- Operation of a District vehicle or equipment while under the influence of any medication or drug, which causes drowsiness or other physical or psychological impairments.
- Abandonment of position by being absent from duty for three (3) consecutive days of work without proper authorization.
- Insubordination.
- Violation of the District’s drug-free workplace policy.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers compensation or other such benefits.
- Loss or suspension of required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Discriminating against an applicant, employee, customer, vendor, or contractor.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substance at a place of work, in a District vehicle or while on official duty.
- Testing positive for illegal drugs or alcohol in violation of the District’s Drug-free Workplace policy.

RIGHT OF APPEAL The right to appeal disciplinary actions is provided to all regular employees through the Grievance Procedure. Employees within his/her introductory period (the first ninety (90) consecutive calendar days of employment) are not eligible to appeal disciplinary actions.

RE-HIRE Employees who are involuntarily terminated or an employee that did not resign in good standing will not be eligible for re-hire for a period of twelve (12) months.

Approval by the President/CEO is required before the re-hire of a terminated employee occurs.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

OBJECTIVE

To formulate a comprehensive policy that covers all areas of separating from employment with the District including giving notice, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

RESIGNATION

If an employee finds it necessary to terminate his/her employment with the District, the employee must give his/her immediate supervisor written notice as follows to be considered resigned in good standing:

- Exempt employees should provide a 30-calendar day resignation notice.
- Non-exempt employees should provide a 14-calendar day resignation notice.

During the resignation notice, time off is not allowed. One off exceptions may be approved by the President/CEO. Teleworking during a resignation notice is allowed at the discretion of the immediate supervisor.

The supervisor, after consultation and approval from the Department Director and Human Resources, may waive the requirements for the terminating employee to work the notice period.

To be considered resigned in good standing, eligible for annual leave and sick leave payout and eligible for re-hire, once an employee has tendered his/her resignation, the use of paid leave during the notice period is prohibited without proper notice as outlined above. An employee may take paid leave during the resignation period only if approved by the immediate supervisor. An employee cannot elect to take time off unpaid during a resignation period.

Employees who resign in good standing shall receive payment for accrued annual leave and a portion of their sick leave, subject to the limitations set forth in those policies.

Resigning employees may be scheduled for an exit meeting with a member of Human Resources to ensure that all District property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the District.

TERMINATION

Prior to termination of any employee, the immediate supervisor and/or Department Director should ensure the Corrective Action Policy has been followed, and approvals have been obtained, per Section 201.03 of the Human Resources Policy and Procedures. The employee should sign the Corrective Action Report form to acknowledge the termination has occurred; he/she should be given a copy of the Report form.

The supervisor and/or Department Director should ensure that all District property is returned and will notify Human Resources no later

Human Resources Policies and Procedures

Section 201.04 – Employee Termination Process

than Monday at noon following the last day in the pay period in which the employee is employed to make note in the employee's file.

DISTRICT PROPERTY

All District property should be returned on or before the last day of the pay period in which the employee is employed. The cost of any District property not returned by this date, is subject to being withheld from the final paycheck.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

OBJECTIVE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively as possible.

The primary purpose of performance evaluations are to inform the employee of his/her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, and to establish goals and expectations for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating an employee's potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases if applicable;
- A basis for taking disciplinary action;
- Determining orders of layoff.

METHOD OF OPERATION

EVALUATION PERIODS

The following are specific types of performance evaluations and when they are to be completed:

- Introductory Period – End of introductory period.
- Extension of Introductory Period – At time of request for extension.
- Annual – In June of each year.
- Special – Beginning and end of special introductory period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

GUIDELINES

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.

After the initial introductory period, each employee will receive his/her annual performance evaluation for salary increase, in conjunction with the beginning of the District's fiscal year. The District reserves the discretion to schedule performance evaluations as necessary in order to meet the business needs of the District.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of his/her strengths and weaknesses, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

PROCEDURES

The employee evaluation program rating scale will be reviewed and updated by HR as the business evolves and the need for updates to the performance measurement is needed. The supervisor most directly involved in the supervision of the employee should be the performance appraiser with signatory agreement from the manager one level above them. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

The performance of each employee should be evaluated at least once per year; more frequent evaluations may be necessary.

When an employee's supervisor changes, the employee shall not be evaluated by his/her new supervisor until employee has worked for the supervisor for a minimum period of ninety (90) consecutive calendar days. When necessary, an employee's scheduled evaluation date will be postponed in order to provide an opportunity for the supervisor to evaluate the employee's performance.

Special Performance Evaluations may be given at any time at the discretion of the President/CEO or designee.

The performance review will be discussed with the employee and they will receive a copy of the completed performance review. The employee will sign the evaluation and then it will be forwarded to Human Resources to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and forward the performance review to Human Resources to become a permanent part of the employee's personnel file.

If an employee receives an evaluation score of one or two, the employee's supervisor shall be responsible for identifying to the employee the specific improvements necessary for him/her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance should be reevaluated at sixty (60) days. If the employee has not attained a satisfactory evaluation in all categories, he/she, at the discretion of the President/CEO, or designee at the recommendation of the department head, may be disciplined and or terminated.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

EMPLOYEE DISAGREEMENT WITH EVALUATION

If an employee disagrees with any statement in an evaluation, he/she may attach a written rebuttal of performance evaluation factors to the Performance Evaluation in the file. Performance Evaluations are not grievable.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.00 – Recruitment, Selection and Appointment

OBJECTIVE

The District is an Equal Employment Opportunity Employer. The District believes that hiring qualified individuals to fill positions contributes to the District's overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the District. Applicants are recruited on the basis of experience and job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions. The Human Resources Department is responsible for placing all recruitment advertising.

All job announcements shall indicate the District is an Equal Opportunity Employer.

Positions for the Police and Fire Departments shall conform to state requirements and qualifications established by the South Carolina Criminal Justice Academy and the South Carolina Fire Academy.

METHOD OF OPERATION

JOB POSTINGS

All job postings will be posted for a minimum of seven (7) days and until the job is filled. Open positions are communicated through job postings on the District's website, paid advertisements, public service notifications, notifications to community organization, veterans/minority/female centered websites, public job boards and any other means deemed necessary by Human Resources. The District also complies with the Federal Affirmative Action job posting regulations.

If specific minimum qualifications or specific credentials are listed as being required (as opposed to preferred) in the advertisements, an offer of employment or appointment can only be made to individuals who fulfill these requirements.

Internal applicants should follow the internal transfer guidelines as outlined in this policy. In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

WAIVER OF THE POSTING REQUIREMENTS

Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. Human Resources and the President/CEO are authorized to approve waiver requests under the following circumstances:

- The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting (less than three months prior to identification of the need for another position) for the same job title or a position with significantly similar job duties, responsibilities,

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Section 204.00 – Recruitment, Selection and Appointment

and qualifications. In order to qualify for a waiver of the posting policy, the existing pool must meet specific criteria. Factors taken into consideration in evaluating the existing applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request.

- The vacancy is for a full-time or part-time position, not to exceed six months. However, if permission is subsequently granted to fill the position on a permanent basis, a search will be required. Therefore, if the hiring manager believes that such an eventuality is possible, he or she should conduct a search to fill the temporary vacancy.

GUIDELINES

All applicants for positions shall complete the District's employment application. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form. Electronic signatures are allowed.

All offers of employment are contingent upon successful completion of position applicable post offer pre-employment checks (i.e. background check, motor vehicle check, drug test, etc.). All post-offer pre-employment checks require the documented consent of the applicant.

All positions require a background check and a signed authorization form must be submitted. A pre-employment post-offer, medical examination may be required to determine fitness to perform the duties of the position.

The District may reject any application, or applicant, and not consider the applicant for employment when the following has been determined:

- A. The application was not received on or before the closing date established for receiving applications.
- B. The applicant lacks any of the required qualifications set forth in the announcement.
- C. Internal applicants have an active disciplinary action at the Written Warning level or above, are on a Performance Improvement Plan (PIP) in the personnel file or did not follow the Internal Transfer Guidelines
- D. The applicant falsified or failed to fully complete the application form.
- E. The applicant was previously employed by the District and was dismissed for cause or resigned not in good standing.
- F. The applicant fails to pass post-offer pre-employment background/drug checks/testing.

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TRANSFER GUIDELINES

The District is committed to providing career opportunities for all employees to improve employee development and career progression. To support this objective, it is essential that employees have the opportunity to transfer within the District. As an Equal Opportunity Employer, the District is committed to hiring the most qualified individuals for all positions.

Eligibility

- For an employee to be considered eligible for a transfer outside of their current department, the employee must meet the following criteria: have worked for their current department for at least six (6) consecutive months.
- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

If an employee is applying to transfer within their current department, to include promotion opportunities, they must meet the following criteria:

- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

Internal applicants are strongly encouraged to apply during the first seven (7) days of a posting to receive early consideration for the position.

PROMOTIONS

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the District.

Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the District.

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Section 204.00 – Recruitment, Selection and Appointment

- Employees shall not be eligible for merit promotion or be eligible for competitive promotion during the introductory period.

The District reserves the right to promote employees from within without seeking candidates from the public to fill a vacant position.

DEMOTIONS

A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process. Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

EMPLOYEE REFERRAL BONUS PROGRAM

The District takes great pride in its recruitment and selection process. As a part of the District's recruitment and selection program, the District has an Employee Referral Bonus program. If an individual referred by a current eligible employee is hired, the referring employee can receive a referral bonus as outlined on the Employee Referral Form.

All District employees, except those at a Supervisor level and above, Human Resources personnel, family members as defined by Section 204.02 (Employment of Relatives) of the referred candidate, and anyone involved in the interview process, are eligible for the referral bonus.

The referral must represent the candidate's first contact with the District and cannot have previously applied for the position.

Temporary, contract and former employees of the District who have worked at the District in the prior twelve (12) months are not eligible candidates for the referral program.

If the referred candidates job application is received before the referral form has been received and signed by Human Resources, then the referring employee will still be eligible for the referral bonus, but only if the referring employee's name is clearly indicated on the job application as the referral source.

If the completed referral form is received and signed by Human Resources before the application is submitted, then the referring employee will be eligible for the referral bonus, whether or not the referring employee's name is identified on the application as the referral source.

The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.

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Section 204.00 – Recruitment, Selection and Appointment

Only candidates who meet the qualifications for the position will be considered. All candidates will be evaluated for employment, consistent with District policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee is only eligible for a referral bonus if he/she is employed by the District on the referral's first day of work. If the referring employee terminates for any reason (whether voluntarily or involuntarily) before the referral's first day of work, he/she shall forfeit any entitlement to a referral bonus payment and the District shall have no obligation to make such a payment to the referring employee.

All referral bonus payment will be paid as soon as administratively possible after the referred employee has begun employment. The second portion of the referral bonus payment will be paid in the paycheck following the six-month anniversary date of the referred candidate. All applicable payroll taxes will be deducted for the referral bonus payment.

Referral bonus payments will be limited, subject to availability of funds. This program may be amended or discontinued at any time.

APPLICANT PROCESSING

Human Resources is responsible for coordinating all post-offer pre-employment testing and checks, which may include, but is not limited to: drug testing, a background investigation, motor vehicle check, medical examination to determine fitness to perform the duties of the position, education verifications, etc. These checks will be arranged only after a job offer has been made and accepted.

The applicant will be notified by Human Resources of the date, time and location for the New Hire Orientation.

Any unsolicited application or resume that does not indicate application for a specific position vacancy will not be accepted or considered a formal application.

The District will make every effort to notify applicants who are not selected about the closing of the position. Employment applications will remain active as long as the job posting, for which an application was submitted, remains open.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.09 – Military Leave

OBJECTIVE	To establish a Military Leave policy for employees in compliance with Federal and State laws.
METHOD OF OPERATION	
COMPLIANCE WITH LAW	<p>The District intends to comply with:</p> <ul style="list-style-type: none">• the Uniform Services Employment and Reemployment Rights Act (USERRA),• applicable South Carolina state codes (specifically S.C. Code of Laws Ann. § 8-7-10 through 8-8-90 and § 25-1-2310),• State HR Regulations Section 19-712.01• 38 USC §§ 3001-4334• and any other applicable statutes, federal or state laws or directives.
DEFINITION	<p>A "Regularly Scheduled Work Day" is considered to be based on regularly scheduled average workdays for the purpose of this policy.</p>
SC CODE DIRECTIVES	<p>As excerpted from: S.C. Code Ann. § 8-7-90)</p> <p>"All officers and employees of this State or a political subdivision of this State who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, [etc.]...are entitled to leaves of absence from his/her respective duties without loss of pay, time, or efficiency rating for one or more periods not exceeding an aggregate of fifteen regularly scheduled average workdays in any one year during which they may engage in training.... Saturdays, Sundays, and state holidays may not be included in the fifteen-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.</p> <p>In the event any such person is called upon to serve during an emergency, he is entitled to such leave of absence for not exceeding (an additional) thirty additional days (beyond the aforementioned fifteen regularly scheduled work days).</p> <p>As used in this section, 'in any one year' aligns with the federal fiscal year of October through September.</p>
PAID VS NON-PAID MILITARY LEAVE	<p>Normal annual provision is 15 paid Regularly Scheduled Work Days in any one year.</p> <p>"Declared" emergency: In accordance with SC Code of Laws § 8-7-90, an employee who receives official military orders to serve during a declared emergency is entitled to an additional 30 regularly scheduled workdays of paid military leave each year.</p>

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Section 206.09 – Military Leave

Additional periods of service/training for military personnel (including, but not limited to Reservists and National Guardsmen) over and above the normal 15 days of recognized duty may be taken only after approval by the employee's Supervisor and will not exceed an additional 10 days. Such additional "non-emergency" military leave will be **without pay** unless the employee requests that vacation and/or personal time be used for this purpose.

AUTHORIZED LEAVE APPLICATION

All written or oral orders are considered valid when issued by an official military authority. The District requires that application for military leave must be accompanied by a copy of the official military order.

Employees who are members of the military reserve units or whose draft status subjects them to be called to active duty must so notify his/her Supervisor in writing as a condition of the granting of a military leave of absence.

MUST THE 15 OR 30 EMERGENCY WORKDAYS BE CONSECUTIVE?

No.

ENLISTMENT

Employees intending to enlist in military service must notify his/her supervisor of his/her intent in writing. This information will be made a part of the employee's permanent personnel record. If called to active military duty, for other than routine Reserve or National Guard Annual Training, the employee may receive accrued vacation pay for which the employee is eligible. Upon return to active employment, the employee will be reinstated with the tenure status to which he/she would have been entitled had the employee not entered military service. Requests for re-employment must be received within 90 days of separation from service.

HOLIDAYS

Saturdays, Sundays, and state holidays may not be included in the 15-day aggregate unless that particular day to be included is a regularly scheduled workday for the employee involved.

IS THE EMPLOYEE'S TRAVEL TIME INCLUDED AS PART OF THE 15 DAYS?

If travel time is not included in the official military order, an employee may request annual leave, flex-time, exempt professional leave, paid time off, or leave without pay for travel time to get to the assignment outside of the dates on the military order submitted.

IS AN EMPLOYEE WHO VOLUNTEERS FOR ACTIVE SERVICE ELIGIBLE

If an employee volunteers for a military service assignment and an official military order is issued, he/she is eligible to receive the normal paid military leave up to the 15 days with an additional 30 days of paid leave in the case of a declared emergency.

Human Resources Policies and Procedures

Section 206.09 – Military Leave

FOR MILITARY LEAVE?

LONG TERM MILITARY LEAVE

Upon exhaustion of available military leave, an employee may elect to use any available annual leave, flex-time, exempt professional leave, paid time off. He/she may also, at the discretion of the President/CEO, be placed on leave without pay for a specified period. An employee will not be eligible for leave accrual and merit increases while in leave without pay.

REEMPLOYMENT RIGHTS

In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), employees who occupy an FTE position (including those in a probationary or trial period) may be absent from work for military duty and retain reemployment rights to five years. There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met. For a full list of the exceptions to reemployment beyond five years, see Section 4312(c) of USERRA. (Title 38 U.S. Code, Chapter 43, Section (Section 4312(c)). Under USERRA, "an employer is not required to reemploy a person under this chapter (3 USC § 4312) if the employment from which the person leaves to serve in the uniformed services is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period." An employee in a temporary capacity does not have reemployment rights.

The reemployment rights a person receives upon return from military service depend on the duration of the time spent in military service:

- District employees who return to work after military service of one to 90 calendar days retain the same position;
- District employees who return to work after serving at least 91 calendar days but not more than 5 years are entitled to a comparable position within the District (with the same band and pay rate) for which the employee is qualified; or,
- District employees are not entitled to Veteran Reemployment rights after an absence of 5 years.

The employee must notify the District of the intent to return to work and the required time periods are:

- Military service of 1 to 30 days; the employee must return to work at the beginning of the first regularly scheduled workday or eight hours after the end of military service. A reasonable

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Section 206.09 – Military Leave

commuting time from a military service post to home must be taken into consideration by the District;

- Military service of 31 to 180 days; the employee must contact the District no later than 14 days after completion of military service; or,
- Military service of 181 or more days; the employee must contact the District no later than 90 days after completion of military service.

LIFE, HEALTH & DENTAL INSURANCE BENEFITS

During the normal 15 day and declared emergency additional 30-day periods, the employee will remain on the District's group policies under the same terms and conditions.

An employee on leave without pay due to military service will be allowed to remain on the active group programs by paying the employee share of the premiums due.

If an employee elects to cancel health and dental coverage during active duty military status, his/her coverage can be reinstated when he/she is discharged or released from active duty and resumes employment with the District. The request must be made within 31 days of discharge.

SC STATE RETIREMENT SYSTEM

An employee on leave without pay due to active military service can continue to pay his contribution to the State Retirement System during his/her absence by completing the Supplemental Service Report (Form 1224), or, arrange to contribute retroactively when he/she returns from military service.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

OBJECTIVE To identify and define the additional benefits available for Qualified Full-time exempt employees ("Exempt Employee Benefit Program") of the District.

METHOD OF OPERATION

GENERAL The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional Full-time personnel. This procedure outlines specific benefits established for each exempt employee, broken out by Salary Levels.

EXEMPT EMPLOYEE BENEFIT PROGRAM The Exempt Employee Benefit Program consists of Professional Leave and Medical Reimbursement.

PROFESSIONAL LEAVE A specified number of additional leave hours during each calendar year are granted to Full-time employees in the Exempt Employee Benefit Program as follows:

Salary Levels 13 and higher	40 hours/year
Salary Levels 7- 12	24 hours/year
Salary Levels 1 - 6	16 hours/year

Professional Leave may not be carried over from year to year; however, following each calendar year, the employee receives a cash bonus of fifty percent (50%) of the unused Professional Leave, based on the employee's hourly rate as of the date of payroll processing payment. The Professional Leave payroll payout will occur the first pay period containing January 1st. The payroll payout will be made via direct deposit.

An employee must be employed for one hundred eighty (180) days as an Exempt Employee in a particular job category to be eligible for Professional Leave in that category. An employee must be on the active payroll January 1 in order to receive fifty percent (50%) of the unused Professional Leave from the prior calendar year. An employee hired and/or transferred into the job categories listed above on July 1 or after is not eligible for Professional Leave that year.

Example: Employee hired on 6/30/09 will receive Professional Leave benefit on 12/30/09. Since the deadline for using Professional Leave is December 31 of each year, the employee will be paid 50% of the value of the Professional Leave as long as the employee is on the active payroll on 1/1/2010.

The President/CEO, after consultation with the VP/SVP of the department, may authorize use of Professional Leave prior to the end of 180 days on a case-by-case basis.

At the beginning of each calendar year, Exempt Employees above are awarded the appropriate number of hours. As the employee uses

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

an hour, it is reported on the payroll and deducted from the employee's available Professional Leave hours. Minimum charge for Professional Leave is one half (1/2) hour.

Employees moving from one Exempt Employee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of Exempt Employee categories listed above forfeits any unused benefits.

Unused Professional Leave is forfeited when District employment ends.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

ANNUAL MEDICAL REIMBURSEMENT

Full-time employees in the Exempt Employee Benefit Program salary levels listed above have an additional reimbursement equal to the annual deductible on the State Standard Health Plan available each calendar year for non-insured personal medical expenses, (e.g., annual physical examination, eye examination and glasses, dental work, drug co-pays, etc.).

This reimbursement does not accrue. If the entire annual amount is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted within the current calendar year with a grace period for submission until January 15th of the following year. Requests submitted to Human Resources after January 15th are automatically forfeited for the previous calendar year. A new employee has to be hired before October 1st to be eligible for this benefit. If an employee is hired on or after October 1st, they will be eligible to receive this benefit in the next calendar year. This reimbursement may be used toward meeting the employee's deductible on the District's group health insurance plan.

Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee. An employee does not need to be enrolled in a State Health Plan to be eligible. Reimbursement for insured/non-insured dependent medical expenses is not allowed under this policy.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

OBJECTIVE

To establish criteria for implementing an employee incentive pay plan (EIPP) to reward employees for their contributions to the District's achievement of defined goals and to encourage exceptional performance in administering their duties.

GUIDELINES

ELIGIBILITY

To participate in the EIPP, employee must:

- Be a qualified full-time, qualified part-time, or qualified variable hours, not in a temporary status.
- Be an employee, as defined above, for at least one hundred and eighty calendar (180) days before the end of the District's fiscal year for which the incentive pay is being awarded. The District's Fiscal Year is July 1st to June 30th (the "Fiscal Year").
- Receive a satisfactory annual employee evaluation. Employees receiving an unsatisfactory annual evaluation shall not be eligible to participate in the EIPP.
- Not be on a performance improvement plan (PIP), and/or have an active Corrective Action at a written warning level or above at the time the EIPP payout is issued.
- Be employed by the District at the time of the incentive payout date.
- The President/CEO is not eligible to participate in this program.

DETERMINATION OF INCENTIVE PAY

The following six (6) organizational goals will be utilized to establish the basis for the implementation of this Employee Incentive Pay Plan:

- Safety – Outperform average industry metrics concerning the number of workplace accidents/incidents through training and monitoring District employees' number of incidents per hours worked and passenger number of preventable incidents per enplaned passengers.
- Financial - District obtains an Annual Operating Margin for the fiscal year, as adopted in the Annual Budget.
- Airline Revenue - District obtains Annual Operating Revenues from Airlines Revenues as a percentage (%) of Annual Revenues for the fiscal year, as adopted in the Annual Budget.
- Cost Per Enplaned Passenger (CPE) – District maintains an average Cost per Enplanement for the fiscal year, as adopted in the Annual Budget.
- Fund Balance - Retain cash and investment balance equivalent to one-year of operating expenses for the fiscal year, as adopted in the Annual Budget.

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Section 207.03 – Employee Incentive Pay Plan

- Customer Service - Obtain an overall customer service satisfaction as adopted in the Annual Budget.

The Commission will set the specific metric goals for each of the six (6) organizational goals outlined above on an annual basis in connection with the Annual Budget process. The President/CEO shall be authorized to award Incentive pay if all such metric goals at met.

If all six (6) organizational goals are not met due to certain extenuating circumstances, the President/CEO may request that the Commission approve the implementation of this Employee Incentive Pay Plan. Such approval shall be at the sole discretion of the Commission.

INCENTIVE AWARD COMPUTATION FOR EMPLOYEES

The incentive pay for an eligible employee who has been qualified by the District and employed for at least one hundred and eighty calendar (180) days at the end of the Fiscal Year is the employee's base salary times the approved part of the EIPP program, which is subject to change annually, but will be no more than ten percent (10%) of base salary, per qualified employee, based on position, actual District performance and Individual performance evaluation . Individual employee performance will be taken into consideration. Part-time employees would receive fifty percent (50%) of the incentive pay. The incentive pay for eligible employees employed at least one hundred and eighty calendar days (180) days at the end of the Fiscal Year but less than three hundred and sixty-five (365) days will be prorated based on the month in which they are hired.

Base salary is the established salary that is paid to an individual on the payout date and does not include any overtime, leave sell back of any kind, or other supplemental income.

INCENTIVE PAY PROCEDURES

- The organizational goals must be met as outlined above.
- The incentive award will be initiated if Human Resources determines that an employee is eligible to participate in the EIPP
- Incentive Pay shall be paid in a separate payout.
- Employee's base salary shall not be adjusted by the incentive pay.
- Incentive Pay is subject to applicable federal and state taxes and will be paid out at the appropriate supplemental wage rate.
- Incentive pay is not included as compensation for retirement purposes.
- Incentive pay is not carried forward to future years.

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Section 207.03 – Employee Incentive Pay Plan

EMPLOYEE INCENTIVE PAY PLAN TERMINATION

While the District intends to maintain a plan to incentivize employees, this EIPP may be terminated at any time by the District. In the event the EIPP is terminated, the program will be immediately discontinued for all employees participating in the program. Effective upon termination, no employee shall have any right to Incentive Pay pursuant to the EIPP.

AUTHORITY AND INTERPRETATION

Questions regarding the application of this policy should be directed to the Human Resources Department. The District reserves the right to revise this policy at any time with or without notice.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

OBJECTIVE To provide reimbursement of education expenses to employees seeking education or advanced learning while employed by the District.

METHOD OF OPERATION

GENERAL District employees who seek to improve his/her knowledge by participating in educational courses while employed by the District, may be eligible for reimbursement of education expenses under this policy. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

REIMBURSEMENT OF EDUCATIONAL EXPENSES Reimbursement of Educational Expenses provides reimbursement of tuition and other expenses related to a course taken in the pursuit of a degree or the expenses related to a non-degree college course at an approved facility or institution.

A. Degree Program Criteria

To be approved under the policy, a Degree Program must meet the following criteria:

1. The degree is consistent with the employee's ability, potential, and scholastic background or a reasonable chance exists for the employee to use the acquired knowledge.
2. The degree is reasonably applicable to the work the employee is doing or for which the employee might be reasonably expected to be qualified to do.
3. The required curriculum leading to the degree and the number of hours to be completed is appropriate.
4. The degree is in a field of interest to the District and a reasonable chance exists for the District to derive some benefit from it.

B. Non-degree Program Criteria

To be approved under the policy, a Non-degree Program must meet the following criteria:

1. *Job Improvement Courses*

The course(s) must be directly related to the employee's assignment that improve skill, knowledge, and the ability of the employee in job performance, and increase potential for promotion through more advanced techniques. For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job

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Section 207.04 – Reimbursement of Educational Expenses

performance and makes the employee eligible for promotional consideration.

2. *Self-Improvement Courses*

Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- a. courses are required for a college degree, certification program, or State certification;
- b. courses would enhance the employee's qualification for any other position within the District, and/or make the employee eligible for promotional consideration.

C. Eligible Fees and Expenses

The following expenses may be eligible for reimbursement:

1. Tuition: The fees charged by an institution for an eligible course. Eligible courses include the following:
 - a. Formal college-credit courses offered by an accredited college or university.
 - b. Online courses offered by an accredited college or university.
 - c. Adult education non-credit and/or non-degree courses offered by an accredited institution, including public school systems, colleges, or universities.
 - d. Private, business, or technical school courses, when comparable training is not available through one of the above categories. (Before approving such courses, the Manager/Supervisor should evaluate the school's standards and determine if costs are compatible with the level of training received.)
 - e. Required courses within a curriculum that lead to a diploma, certificate, or degree in a field of interest to the Company, even though these courses are not specifically job-related (i.e., religion or art courses).
2. Required Textbooks: May include books in printed or electronic format (including shipping charges if purchased online by the student), newspaper subscriptions, or magazine subscriptions, provided the materials are required for the enrolled course(s).
3. Required Supplies: Supplies related to a course may be reimbursable if they are a required part of the course. Any other items that are needed, but not specifically

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Section 207.04 – Reimbursement of Educational Expenses

required (i.e., stated in the syllabus), will not be eligible for reimbursement

4. Required Fees: Fees assessed by the institution which are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course or course of study.

An employee is eligible for reimbursement of a course under this policy only if he or she is an active employee at the time the course commences and at the time of reimbursement. A course will ordinarily be considered to commence on the "first regular day of class" for any course that is offered during a regular academic term at an educational institution. Courses that commence prior to employment are not eligible for reimbursement.

D. Ineligible Fees and Expenses

Not all expenses related to a Degree Program or Non-Degree course are eligible for reimbursement. Ineligible fees and expenses include:

1. Ineligible Course: College courses required to complete an employee's usual job responsibilities are not eligible for reimbursement under the policy.

The following are also considered ineligible courses under the policy:

- E. Recreation or leisure time courses such as golf, bridge, sewing, and dancing are not covered, unless they are part of the curriculum stated above.
- F. Courses that will not be considered for educational reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact his/her immediate supervisor for availability of funds and attendance.
 1. If a Manager/Supervisor recommends one of these courses for an employee as a District-sponsored development action, it may be eligible for reimbursement as a business expense.
- G. Preparation courses to prepare for an exam that is required to attend graduate school, including GMAT/GRE test-prep courses.
- H. Fees charged in lieu of a course, including college credit granted for District-sponsored training (in-house and outside training) and college credit granted for work or life experience.
 1. Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

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Section 207.04 – Reimbursement of Educational Expenses

2. Optional Supplies: The cost of materials, instruments, supplies, or equipment are not reimbursable unless they are included as an indistinguishable part of the total cost of the course.
3. Optional Fees: Fees charged as the result of the institution providing services not automatically assessed or related to the enrollment in and completion of a course or degree. Optional fees also include charges for expenses that are the result of employee choice or negligence.

I. Reimbursement of Fees and Expenses

Payment for course work is authorized by the Human Resources. To qualify for reimbursement, an employee must receive a grade of "C" or better, or "Pass" if taking a "Pass/Fail" course. No benefit will be payable unless these requirements are met.

Once a course has been satisfactorily completed, an employee may request reimbursement for eligible fees and expenses related to the course. Eligible fees and expenses, as described above, will be reimbursed up to the annual maximum.

To request reimbursement an employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to Human Resources within 15 business days of course completion. Human Resources will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Human Resources Department to document personnel records with achievements.

An employee may be reimbursed up to a maximum of \$5,250 per calendar year. The President/CEO may elect to lower this reimbursement during the budget process for each fiscal year. Thus, the maximum reimbursement amount is subject to change from year-to-year.

The District shall follow IRS Publication 970 "Tax Benefits for Education" in the reporting of Educational Assistance reimbursements to the IRS.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

Reimbursements under this policy will be made only to employees who are on the active payroll when payment is due.

ELIGIBILITY TO PARTICIPATE

All Qualified Full-time employees who have been employed by the District for a minimum of twelve (12) months of continuous employment are eligible to participate in the program.

An employee must be in an active pay status and cannot have an active corrective action at a Written Warning level or above, or be on a current Performance Improvement Plan. If after the employee is approved for reimbursement, he/she receives a corrective action at a Written Warning level or above or is placed on a Performance Improvement Plan, the District will reimburse any current course(s) being taken, but will not reimburse any future courses until the employee no longer has an active corrective action at a Written Warning level or above or is no longer on a Performance Improvement Plan. The employee will need to reapply for consideration.

REPAYMENT TO THE DISTRICT REQUIREMENTS

Should an employee leave District employment, whether voluntarily or involuntarily, after completion of course(s), and prior to compliance with the terms of the Educational Reimbursement Repayment agreement to remain in Agreement with the District employment for one (1) or more years, the District, the employee is responsible for reimbursing the District for any costs due in accordance to the Educational Reimbursement Repayment Agreement. Repayment will be taken from the employee's benefits accrued at time of termination, and any amount due the District over and above said benefits must be paid within thirty (30) days after termination.

Following termination of an employee who is indebted to the District for reimbursement of educational expenses, Finance Leadership or designee will issue an invoice to the employee showing the amount due and the terms of payment. Checks paid by the employee must be made payable to the District and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the District fund.

Employees who participate in the reimbursement of educational expenses program specifically authorize the deduction from the employee's final paycheck to cover the reimbursement for educational expenses upon termination of employment. Under this policy the District may withhold from an employee's final paycheck (base salary, accrued leave/sick time, and/or expense reimbursements) to the extent permitted by applicable law, monies up to the amount due the District.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

RETIREMENT, DEATH, DISABILITY, PERMANENT LAYOFF

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

APPROVAL

Employees must secure proper approval prior to enrolling in a Degree Program or Non-Degree Program, to avoid incurring expenses that are not reimbursable under the policy. Approval for all expenses under this policy is at the discretion of the President/CEO in conjunction with Human Resources.

The following steps should be taken to obtain approval prior to beginning a course or program:

1. Submit a completed Educational Reimbursement Plan Application, along with the documentation described on the form, to the immediate supervisor for approval.
2. Once the immediate supervisor approves the program, forward the documentation, along with a Tuition Reimbursement Repayment Agreement, to Human Resources.
3. Human Resources will notify the employee and the manager of the decision.

Once an employee submits an Educational Reimbursement Plan Application, if courses have not commenced within twelve (12) months of the date the form was approved, an updated Educational Reimbursement Plan Application must be resubmitted for approval. The following rules also apply:

1. If one or more years have passed from the time of the most recent course, an updated Educational Reimbursement Plan Application must be submitted.
2. An employee who is initially approved for a specific Degree Program and later changes to a new Degree Program, must complete a new Educational Reimbursement Plan Application, even if that employee is attending the same institution.
3. A new Educational Reimbursement Plan Application is not required if an employee transfers to a different institution but remains within the same Degree Program.

Educational Reimbursement Application Plan requests must be submitted prior to December 31st for courses to begin the new fiscal year (July 1). Applications submitted after December 31st, but prior to the start of the new fiscal year will not be approved for reimbursement until the start of the following fiscal year without approval from the President/CEO or designee.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 14, 2022

ITEM DESCRIPTION - New Business Item B

Approval of a Budget Amendment for the Terminal Landside Roadway Improvement Project

BACKGROUND

The FY2022 capital budget included an initial budget of \$4,000,000 for the Terminal Landside Roadway Improvement Project (Project). An additional \$6,500,000 was budgeted in the FY2023 capital budget to provide a total approved capital project budget of \$10,500,000.

As outlined in the approved Master Plan, the Project scope includes construction of a new terminal approach road around the north end of the future Garage C and Consolidated Rental Car Facility site which will increase the overall terminal frontage capacity for loading and unloading passengers by approximately 100%. The Project also includes the reconfiguration of the terminal curbside driving lanes and center island/median to a 4:2 lane configuration and the construction of two new roundabouts on GSP Drive with a slip lane at the north round-about for traffic movements from Aviation Parkway towards the new northern approach. These intersection modifications will improve traffic movement from Aviation Parkway to GSP Drive and improves general traffic circulation to Garage Parking and the Terminal curbside.

Project design is led by Kimley-Horn. The Construction Manager is Turner Construction (Turner).

Staff presented at the July 11, 2022 Commission meeting an overview of the phasing plans and Project timeline highlighting how the Project will be executed to minimize negative impacts to GSP customers and overall airport operations.

The current Project schedule forecasts a construction start for early January 2023 to minimize the terminal curbside impacts around the 2023 holiday peak season. Project construction is expected to take approximately 22 months for full completion.

The design phase was completed, and "Release for Pricing" documents were provided to Turner.

ISSUES

Turner solicited sub-contractor pricing and submitted the guaranteed maximum price (GMP) proposal to Staff for review. Construction costs for the project are higher than originally anticipated due to recent and continuing inflation negatively affecting labor and materials increasing construction costs, an expanding and highly competitive regional construction market, and the complexity and extended duration of the Project.

Turner has submitted a GMP of \$14,537,851. The total Project is now \$18,600,000 accounting for programming and design costs, direct cost of work and construction soft costs, and general Project soft costs including Project contingency. This updated Project cost is \$8,100,000 more than the current approved Project budget.

Staff has engaged the services of a local construction cost estimating firm to conduct an independent cost estimate to validate the GMP. Completion of the cost estimate is expected in early December.

Staff is requesting conditional approval of a budget increase to keep the Project on schedule. Approval allows Staff to mitigate further market impacts and to specifically minimize the terminal curb front closures during the 2023 holiday peak season. Staff will only proceed with the work if the independent cost estimate is within an acceptable range of the GMP submitted by Turner and the revised budget of \$18,600,000. Staff will not proceed to contract and will evaluate next steps to deliver the project if there is a significant variance between the independent cost estimate and the GMP.

ALTERNATIVES

While not recommended at this time, the Commission could elect to modify the Project or suspend the Project and not proceed with construction at this time. Based on the future growth of the airport and the need to implement the current development plan as outlined in the approved GSP Master Plan, there is the potential risk of even higher construction costs if the Project is delayed. Staff's opinion is that the District should



approve the revised Project budget, which will allow Staff to proceed with construction as planned.

FISCAL IMPACT

The current Commission approved budget is \$10,500,000. The revised Project budget of \$18,600,000 is an increase of \$8,100,000.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve a revised total Project budget in the amount of \$18,600,000 for the Terminal Landside Roadway Improvement Project; and (2) authorize the President/CEO to execute all necessary documents.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item A

September 2022 - Traffic Report

SUMMARY

For September 2022, passenger traffic was 85.3% of 2019 traffic levels. Preliminary passenger numbers for October 2022 are currently trending at a 82.8% recovery level. In September 2022 passenger traffic reflects a **9.4%** increase over the same month in 2021. Cargo numbers for September 2022 were down **21.5%** for the same period. Passenger load factors were up **17.8%** for the month, at an average of **88.7%**.

A comparison of the North America National Passenger Traffic Growth Averages for **2022** to GSP's Passenger Traffic Growth is depicted below:

Month	2022		
	GSP	National Average	Difference
Jan	92.60%	93.10%	-0.50%
Feb	117.70%	123.00%	-5.30%
Mar	83.00%	76.39%	6.61%
April	48.60%	58.30%	-9.70%
May	31.10%	38.40%	-7.30%
June	14.00%	23.04%	-9.04%
July	2.90%	15.09%	-12.19%
August	5.90%	Data Not Available	
September	9.40%	Data Not Available	
October			
November			
December			
Average	45.02%	61.05%	-16.02%

Attached are copies of the detailed traffic report for September 2022.

Providing a look forward into the service levels for **December 2022** is a schedule comparison for the month vs the same month last year, including flights and seats by airline and non-stop markets served. Currently in the schedules, GSP flights are down at 17.5%, and seats are down at 6.4%.

Schedule Monthly Summary Report for Passenger (Air - All) flights from GSP for travel December 2022 vs. December 2021									
All flights, seats, and ASMs given are per month.									
Travel Period		Dec 2022		Dec 2021		Diff		Percent Diff	
Mkt AI	Dest	Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats
3M	JAX	0	0	7	329	(7)	(329)	(100.0%)	(100.0%)
3M	MCO	9	423	9	573	0	(150)	0.0%	(26.2%)
3M	TPA	9	423	8	376	1	47	12.5%	12.5%
AA	CLT	181	17,500	205	14,283	(24)	3,217	(11.7%)	22.5%
AA	DCA	84	6,054	83	5,395	1	659	1.2%	12.2%
AA	DFW	60	10,320	84	8,688	(24)	1,632	(28.6%)	18.8%
AA	MIA	32	2,432	31	2,356	1	76	3.2%	3.2%
AA	ORD	30	1,864	44	2,200	(14)	(336)	(31.8%)	(15.3%)
AA	PHL	31	2,356	84	5,104	(53)	(2,748)	(63.1%)	(53.8%)
DL	ATL	178	23,620	182	25,812	(4)	(2,192)	(2.2%)	(8.5%)
DL	DTW	26	1,976	27	2,052	(1)	(76)	(3.7%)	(3.7%)
DL	LGA	68	4,982	71	5,306	(3)	(324)	(4.2%)	(6.1%)
G4	FLL	11	1,947	11	1,947	0	0	0.0%	0.0%
G4	PIE	11	1,896	11	1,983	0	(87)	0.0%	(4.4%)
G4	SFB	9	1,488	9	1,587	0	(99)	0.0%	(6.2%)
LF	BNA	9	270	23	690	(14)	(420)	(60.9%)	(60.9%)
UA	DEN	31	2,356	31	2,344	0	12	0.0%	0.5%
UA	EWR	60	4,458	86	5,090	(26)	(632)	(30.2%)	(12.4%)
UA	IAD	0	0	49	2,450	(49)	(2,450)	(100.0%)	(100.0%)
UA	IAH	31	2,330	43	3,230	(12)	(900)	(27.9%)	(27.9%)
UA	ORD	90	5,566	58	4,408	32	1,158	55.2%	26.3%
WN	ATL	62	9,858	65	9,839	(3)	19	(4.6%)	0.2%
WN	BWI	31	5,265	31	4,881	0	384	0.0%	7.9%
WN	HOU	5	875	31	4,721	(26)	(3,846)	(83.9%)	(81.5%)
TOTAL		1,058	108,259	1,283	115,644	(225)	(7,385)	(17.5%)	(6.4%)

Attachment

Monthly Traffic Report

Greenville-Spartanburg International Airport

September 2022



Category	Sep 2022	Sep 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change	*MOV12-2022	*MOV12-2021	Percentage Change
Passenger Traffic									
Enplaned	95,101	86,534	9.9%	808,068	612,334	32.0%	1,100,967	741,545	48.5%
Deplaned	<u>93,307</u>	<u>85,661</u>	8.9%	<u>799,595</u>	<u>606,756</u>	31.8%	<u>1,088,483</u>	<u>732,894</u>	48.5%
Total	188,408	172,195	9.4%	1,607,663	1,219,090	31.9%	2,189,450	1,474,439	48.5%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	778,509	811,814	-4.1%	7,010,714	8,946,516	-21.6%	9,348,503	11,652,197	-19.8%
Deplaned	<u>1,204,900</u>	<u>1,136,527</u>	6.0%	<u>9,662,850</u>	<u>9,890,196</u>	-2.3%	<u>13,026,258</u>	<u>13,198,868</u>	-1.3%
Subtotal	1,983,409	1,948,341	1.8%	16,673,564	18,836,712	-11.5%	22,374,761	24,851,065	-10.0%
Freight									
Enplaned	2,820,275	5,166,955	-45.4%	38,490,863	41,310,778	-6.8%	52,126,395	50,110,144	4.0%
Deplaned	<u>7,943,321</u>	<u>9,118,410</u>	-12.9%	<u>80,257,232</u>	<u>81,468,144</u>	-1.5%	<u>112,577,014</u>	<u>106,199,387</u>	6.0%
Subtotal	10,763,596	14,285,365	-24.7%	118,748,095	122,778,922	-3.3%	164,703,409	156,309,531	5.4%
Total	12,747,005	16,233,706	-21.5%	135,421,659	141,615,634	-4.4%	187,078,170	181,160,596	3.3%

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

Category	Sep 2022	Sep 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change	*MOV12-2022	*MOV12-2021	Percentage Change
Aircraft Operations									
Airlines	2,302	2,348	-2.0%	20,821	19,045	9.3%	28,265	24,101	17.3%
Commuter/Air Taxi	<u>534</u>	<u>781</u>	-31.6%	<u>5,531</u>	<u>6,122</u>	-9.7%	<u>7,775</u>	<u>7,338</u>	6.0%
Subtotal	2,836	3,129	-9.4%	26,352	25,167	4.7%	36,040	31,439	14.6%
General Av.	1,156	1,091	6.0%	10,475	8,439	24.1%	13,580	11,031	23.1%
Military	<u>236</u>	<u>159</u>	48.4%	<u>1,876</u>	<u>1,774</u>	5.7%	<u>2,534</u>	<u>2,433</u>	4.2%
Subtotal	1,392	1,250	11.4%	12,351	10,213	20.9%	16,114	13,464	19.7%
Total	4,228	4,379	-3.4%	38,703	35,380	9.4%	52,154	44,903	16.1%
Fuel Gallons									
General Aviation									
100LL	2,587	2,132	21.3%	22,027	22,558	-2.4%	29,361	29,036	1.1%
Jet A	<u>163,237</u>	<u>130,989</u>	<u>24.6%</u>	<u>1,438,466</u>	<u>1,198,767</u>	<u>20.0%</u>	<u>1,887,770</u>	<u>1,483,645</u>	<u>27.2%</u>
Subtotal	165,824	133,121	24.6%	1,460,493	1,221,325	19.6%	1,917,131	1,512,681	26.7%
Commercial Aviation									
Jet A	1,703,688	1,770,121	-3.8%	16,274,503	15,773,958	3.2%	21,724,576	18,908,325	14.9%
Total	1,869,512	1,903,242	-1.8%	17,734,996	16,995,283	4.4%	23,641,707	20,421,006	15.8%

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

Scheduled Airline Enplanements, Seats, and Load Factors

Greenville-Spartanburg International Airport

September 2022



	Sep 2022	Sep 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change
Allegiant Air						
Enplanements	2,408	2,190	10.0%	30,844	24,963	23.6%
Seats	2,865	3,045	-5.9%	36,576	39,063	-6.4%
Load Factor	84.0%	71.9%	16.9%	84.3%	63.9%	32.0%
American Airlines						
Enplanements	32,580	29,054	12.1%	279,454	220,774	26.6%
Seats	37,059	38,247	-3.1%	336,892	285,090	18.2%
Load Factor	87.9%	76.0%	15.7%	83.0%	77.4%	7.1%
Contour Airlines						
Enplanements	467	0	-	3,499	0	-
Seats	660	0	-	5,880	0	-
Load Factor	70.8%	-	-	59.5%	-	-
Delta Air Lines						
Enplanements	31,642	29,867	5.9%	278,611	180,514	54.3%
Seats	34,737	36,542	-4.9%	327,186	240,108	36.3%
Load Factor	91.1%	81.7%	11.4%	85.2%	75.2%	13.3%

	Sep 2022	Sep 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change
Silver Airways						
Enplanements	594	742	-19.9%	4,682	5,333	-12.2%
Seats	828	1,404	-41.0%	6,040	9,054	-33.3%
Load Factor	71.7%	52.8%	35.7%	77.5%	58.9%	31.6%
Southwest Airlines						
Enplanements	11,816	9,943	18.8%	92,296	81,260	13.6%
Seats	14,547	17,960	-19.0%	146,122	152,204	-4.0%
Load Factor	81.2%	55.4%	46.7%	63.2%	53.4%	18.3%
United Airlines						
Enplanements	14,925	14,448	3.3%	115,462	97,725	18.1%
Seats	15,774	17,340	-9.0%	134,762	121,364	11.0%
Load Factor	94.6%	83.3%	13.6%	85.7%	80.5%	6.4%
Totals						
Enplanements	94,432	86,244	9.5%	804,848	610,569	31.8%
Seats	106,470	114,538	-7.0%	993,458	846,883	17.3%

Load Factor	88.7%	75.3%	17.8%	81.0%	72.1%	12.4%
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***CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.**

Totals

Enplanements	94,432	86,244	9.5%	804,848	610,569	31.8%
Seats	106,470	114,538	-7.0%	993,458	846,883	17.3%

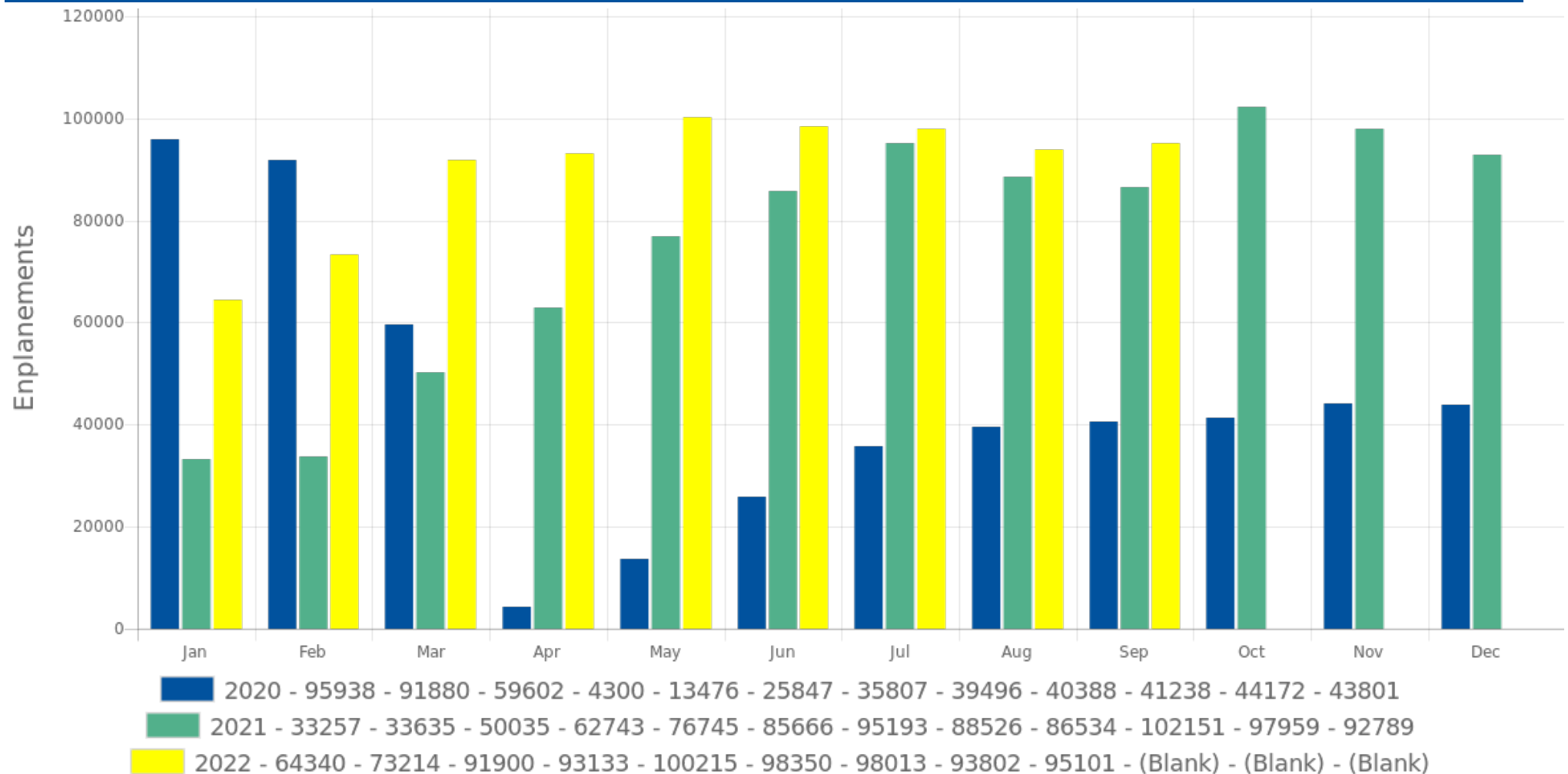
Load Factor	88.7%	75.3%	17.8%	81.0%	72.1%	12.4%
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***CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.**

Monthly Enplanements By Year

Greenville-Spartanburg International Airport

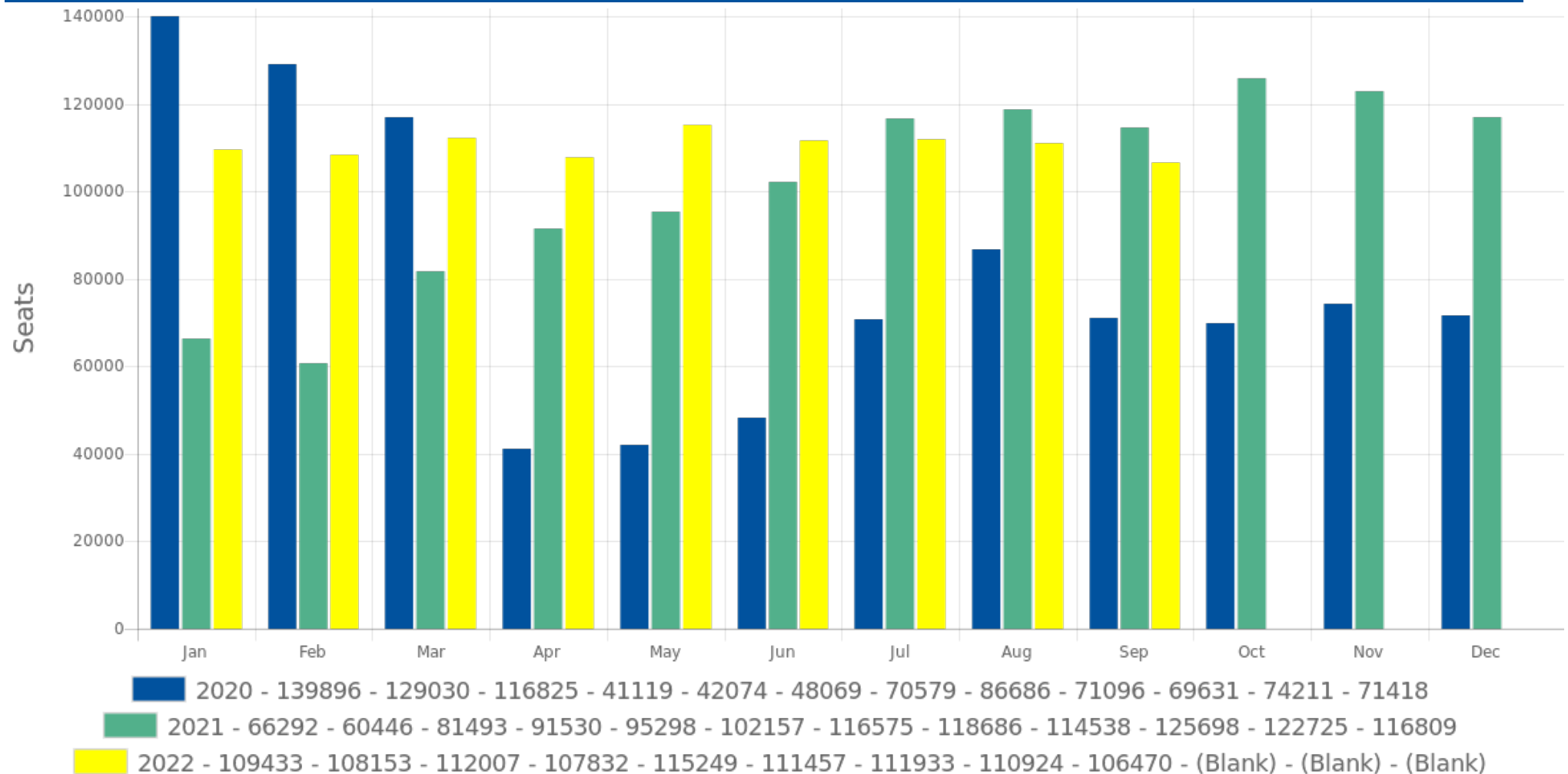
Report Period From January 2020 Through September 2022



Monthly Seats By Year

Greenville-Spartanburg International Airport

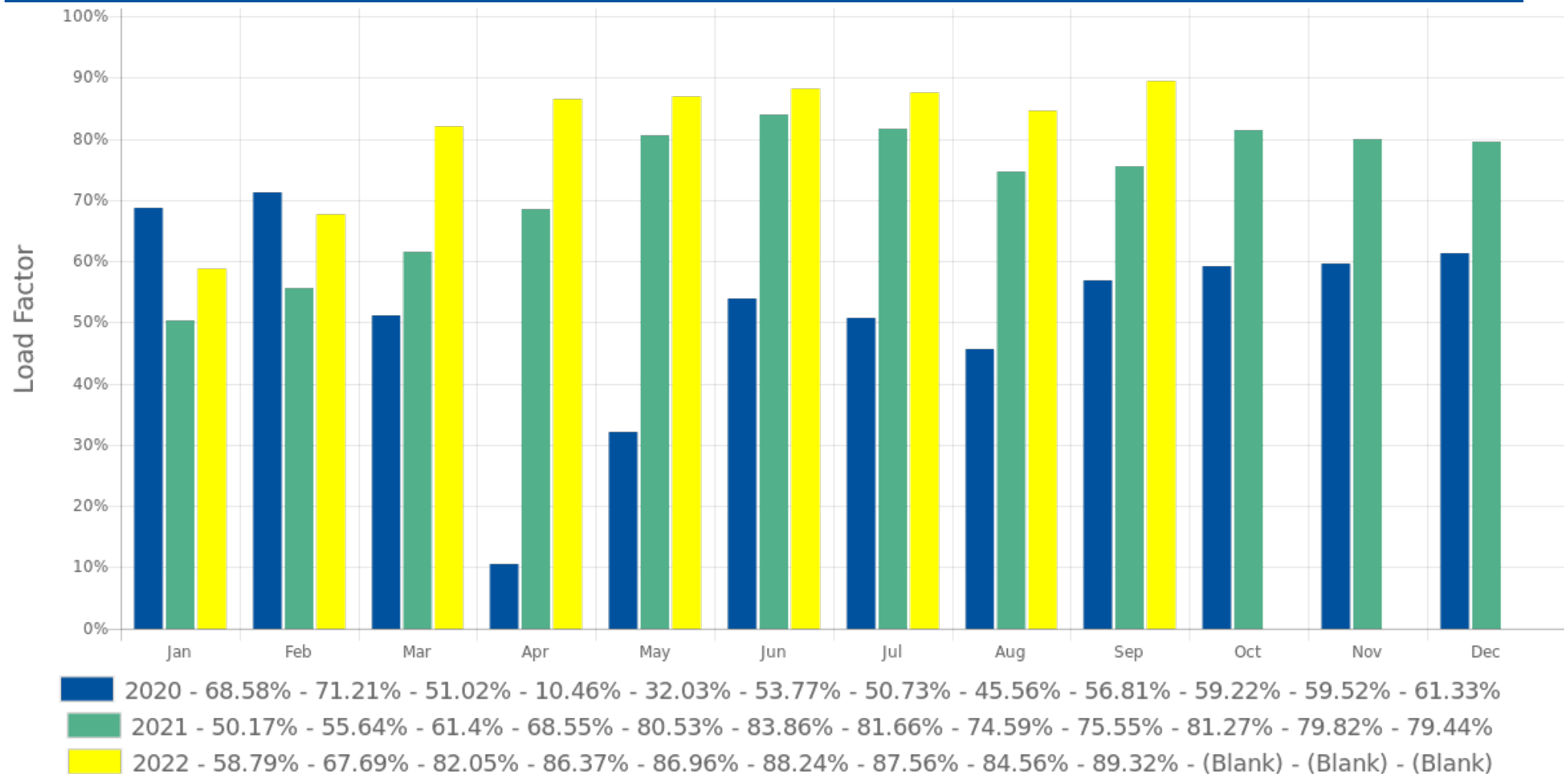
Report Period From January 2020 Through September 2022



Monthly Load Factors By Year

Greenville-Spartanburg International Airport

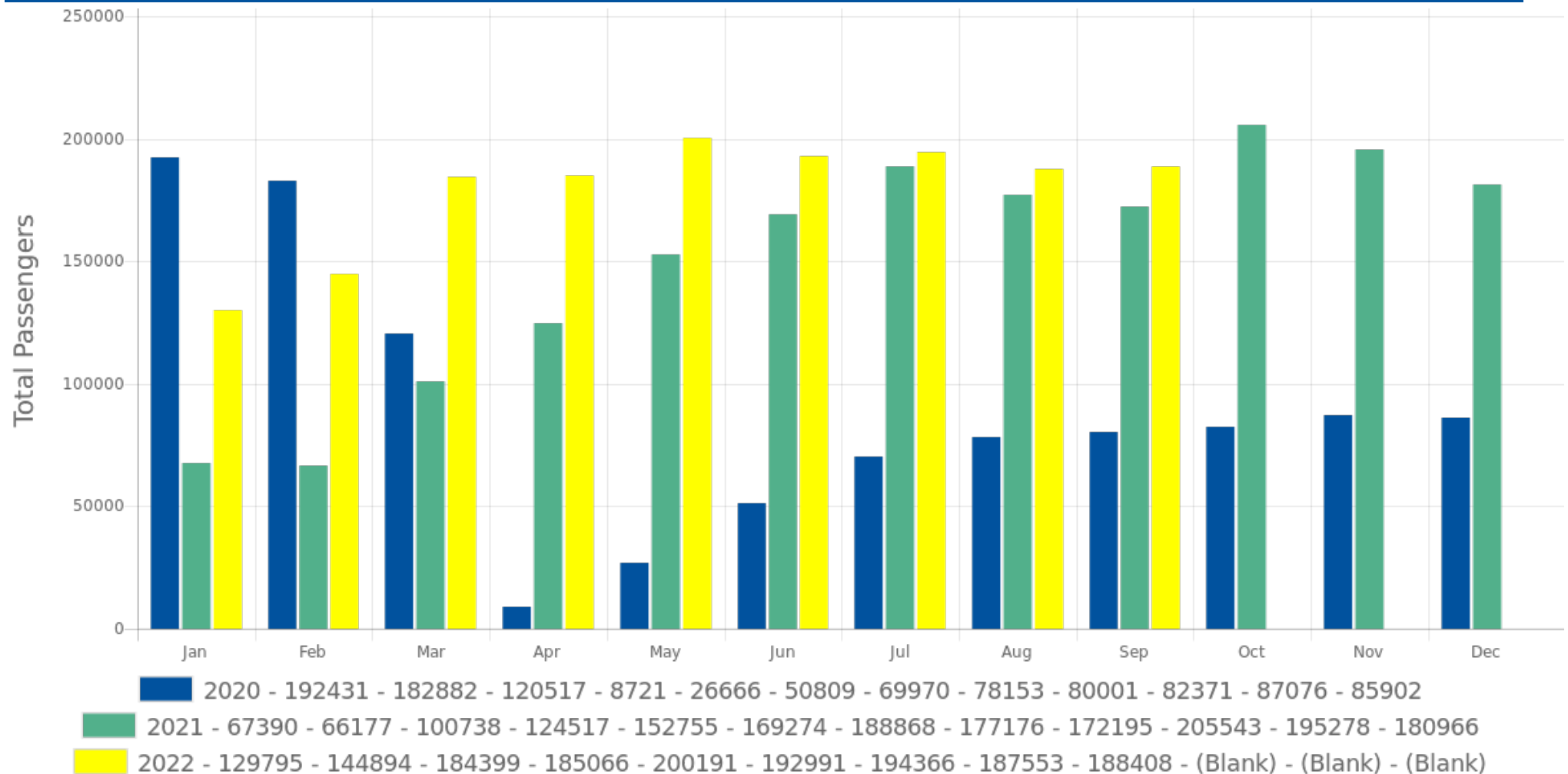
Report Period From January 2020 Through September 2022



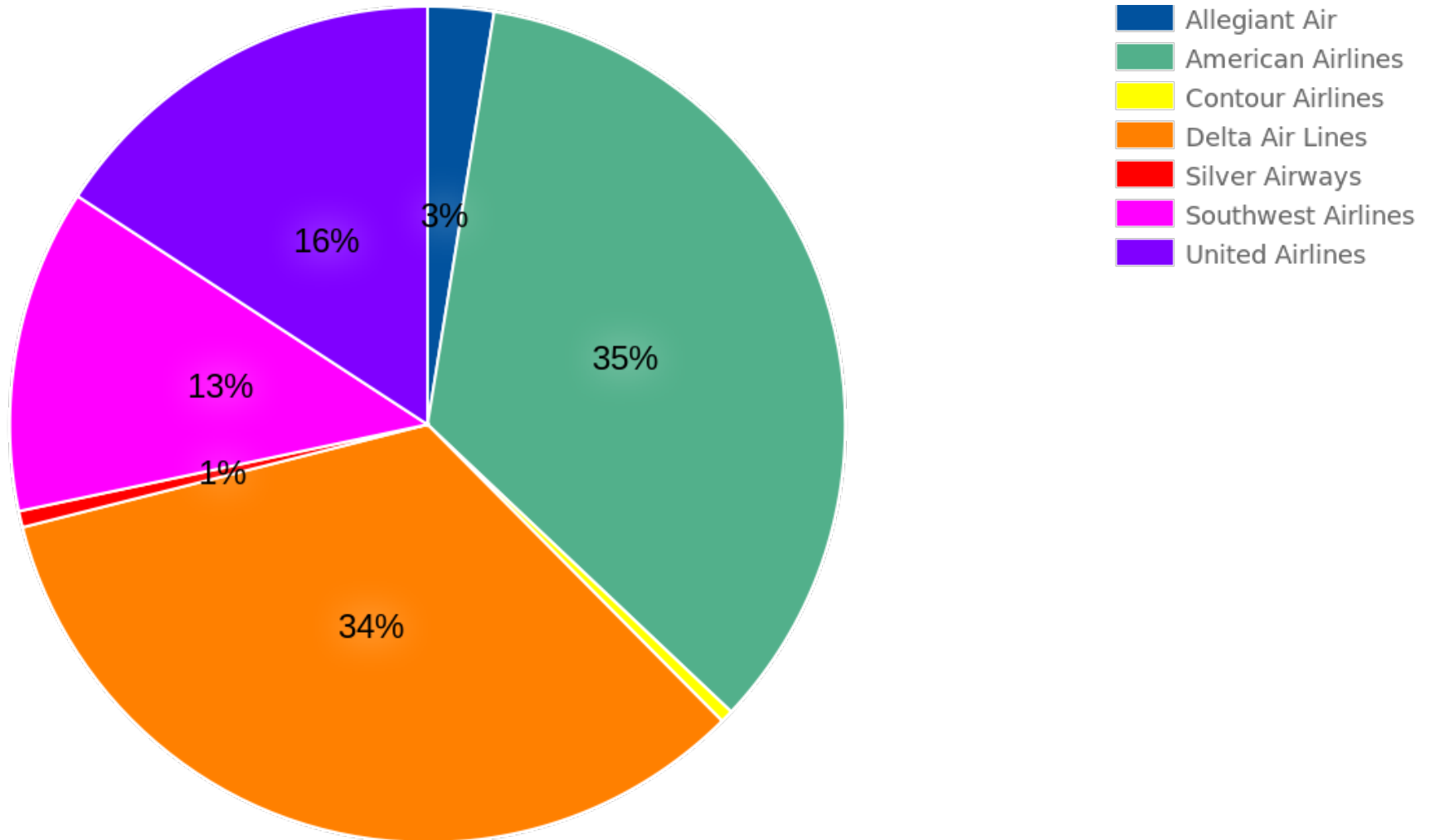
Total Monthly Passengers By Year

Greenville-Spartanburg International Airport

Report Period From January 2020 Through September 2022



Scheduled Airline Market Shares (Enplanements) Greenville-Spartanburg International Airport Report Period From September 2022 Through September 2022



Airline Flight Completions

Greenville-Spartanburg International Airport

September 2022



Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Air Atlanta Icelandic	13	0	0	0	0	0	100.0%
Air Tribe/Personas	1	0	0	0	0	0	100.0%
Allegiant Air	16	0	0	0	0	0	100.0%
American Airlines	471	1	0	0	0	1	100.0%
Ameristar Jet Charter	1	0	0	0	0	0	100.0%
Atlas Air	13	0	0	0	0	0	100.0%
Berry Aviation	3	0	0	0	0	0	100.0%
Castle Aviation	1	0	0	0	0	0	100.0%
Contour Airlines	22	0	0	0	0	0	100.0%
Delta Air Lines	319	0	0	0	1	1	100.0%
Delta Air Lines Charter	4	0	0	0	0	0	100.0%
Encore Air Cargo Sioux Falls	1	0	0	0	0	0	100.0%
Everts Air Cargo	2	0	0	0	0	0	100.0%
Federal Express	39	0	0	0	0	0	100.0%
Global X Airlines	2	0	0	0	0	0	100.0%
IFL Group	3	0	0	0	0	0	100.0%
Kalitta Air	1	0	0	0	0	0	100.0%
Kalitta Charters II	2	0	0	0	0	0	100.0%
MAS Air	24	0	0	0	0	0	100.0%
Priority Air Cargo	2	0	0	0	0	0	100.0%
Quest Diagnostics	1	0	0	0	0	0	100.0%

Airline	Scheduled Flights	<u>Cancellations Due To</u>				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Silver Airways	16	0	0	0	0	0	100.0%
Sonrise Aviation	1	0	0	0	0	0	100.0%
Southwest Airlines	93	0	0	0	0	0	100.0%
Sun Country Airlines	4	0	0	0	0	0	100.0%
Supreme Air Cargo	1	0	0	0	0	0	100.0%
United Airlines	213	0	0	0	0	0	100.0%
UPS	35	0	0	0	0	0	100.0%
USA Jet	2	0	0	0	0	0	100.0%
Total	1,306	1	0	0	1	2	100.0%



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item B

September 2022 – Monthly Financial Report

SUMMARY

Attached is a copy of the detailed financial report for September 2022.

Operating Income was down by **1.04%** when compared to the budget for Year-to-Date September 2022. Operating Expenses were down by **9.32%** when compared to the budgeted amount for the period. Net operating income was up by **30.35%** when compared to the budget through September 2022. For the period ending September 2022, which represents three (3) month of the fiscal year, a total of about **\$3.88 million** has been returned to the bottom line in operating income.

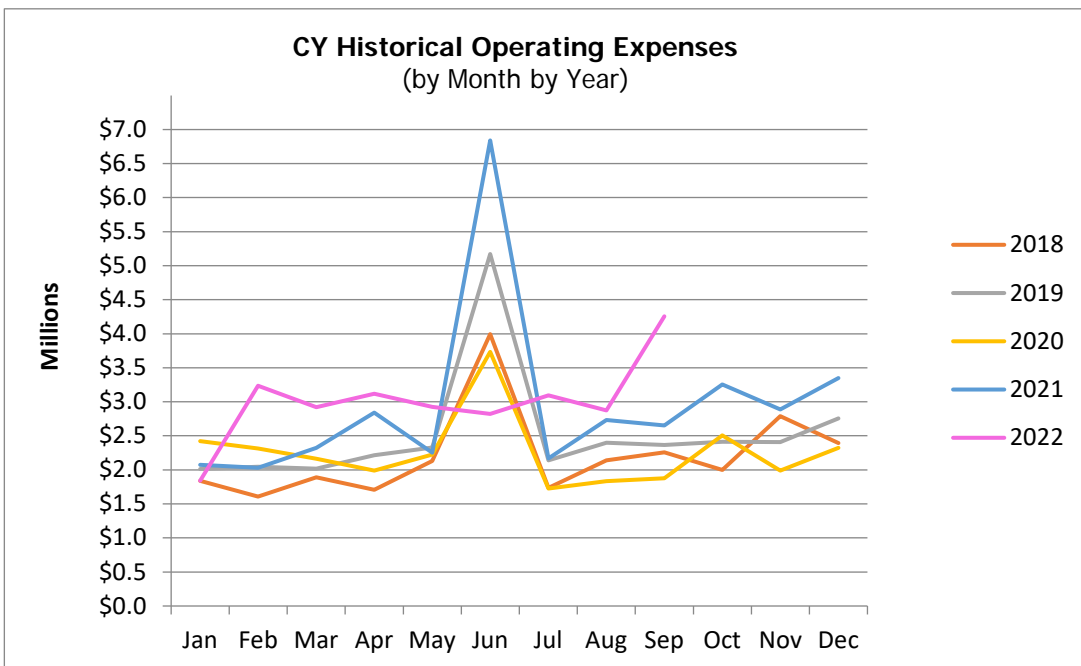
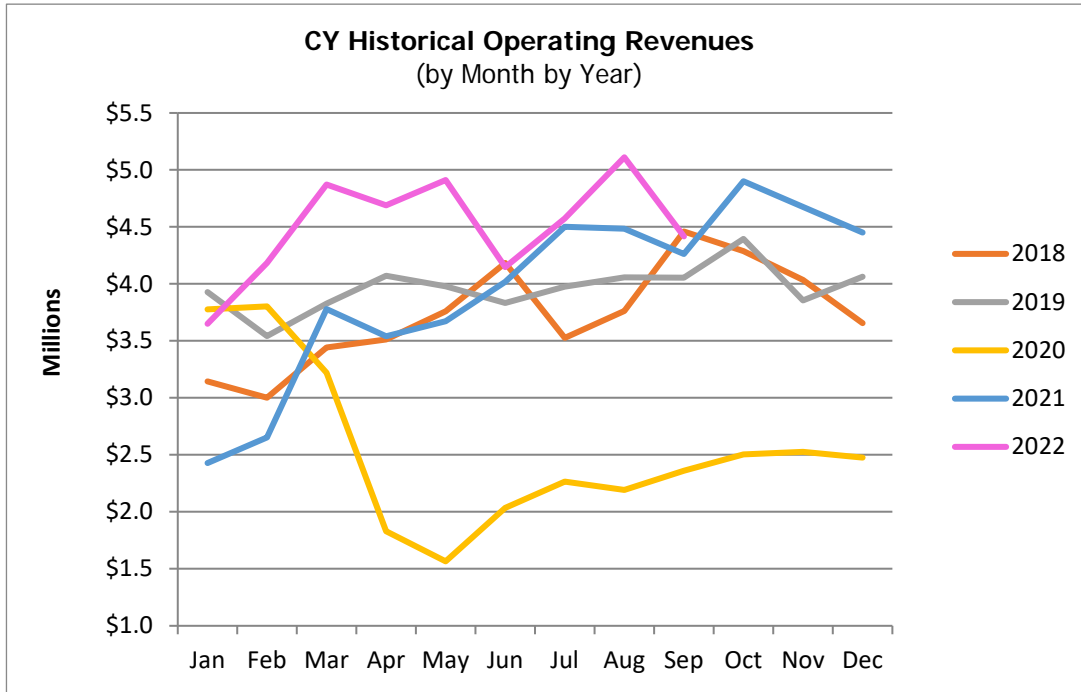
Please recognize that this is a preliminary report, unaudited, and only represents *one month* of activity resulting in variances from budget which can be quite volatile.

September 30, 2022 FINANCIAL STATEMENT PACKAGE

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	<u>Current FY 9/30/2022</u>	<u>Prior FY 9/30/2021</u>
Assets		
Cash Accounts	43,757,236.31	33,560,293.83
Investments-Airport	39,270,313.14	40,673,994.30
Accounts Receivable	9,803,636.41	4,748,734.56
Less: Reserve for Doubtful Accounts	(149,500.00)	(149,500.00)
Net Accounts Receivable	<u>9,654,136.41</u>	<u>4,599,234.56</u>
Inventory	585,591.51	491,191.42
Prepaid Insurance	873,589.96	674,022.24
Notes Receivable-RAC District Funds	176,828.96	460,766.75
Property, Plant & Equipment (PP&E)	519,631,498.86	489,065,963.92
Less: Accumulated Depreciation	(199,601,663.35)	(189,307,482.50)
Net PP&E	<u>320,029,835.51</u>	<u>299,758,481.42</u>
TOTAL ASSETS	<u>414,347,531.80</u>	<u>380,217,984.52</u>
PLUS: Deferred Outflows of Resources		
Deferred Pension & OPEB	5,100,003.57	6,822,099.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>5,100,003.57</u>	<u>6,822,099.00</u>
LESS: Liabilities		
Accounts Payable	9,013,292.64	5,914,653.25 (aa)
TD Bank Long Term Debt	31,499,999.84	33,249,999.92
SCRS Pension Liability	18,915,466.00	23,595,310.00
Benefit Liability	4,091,496.56	4,040,338.97
TOTAL LIABILITIES	<u>63,520,255.04</u>	<u>66,800,302.14</u>
LESS: Deferred Inflows of Resources		
Deferred Revenues	4,730,586.96	1,355,464.75
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>4,730,586.96</u>	<u>1,355,464.75</u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	288,353,006.71	266,047,714.75
Restricted		
Contract Facility Charge	2,506,906.00	2,406,820.00
Passenger Facility Charges	8,076,646.14	3,353,219.82
Total Restricted:	<u>10,583,552.14</u>	<u>5,760,039.82</u>
Unrestricted	52,260,134.52	47,076,562.06
TOTAL NET POSITION	<u>351,196,693.37</u>	<u>318,884,316.63</u>

GREENVILLE SPARTANBURG AIRPORT DISTRICT REVENUES AND EXPENSES TREND GRAPHS



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

<-----FISCAL YEAR TO DATE----->				
	September 30, 2022	September 30, 2022		
	Actual	Budget	Actual-Budget	% Change
INCOME				
Landing Area:				
Landing Fees	697,251.75	736,645.68	(39,393.93)	(5.34) %
Aircraft Parking Fees	114,020.53	106,749.96	7,270.57	6.81 %
Subtotal Landing Area	811,272.28	843,395.64	(32,123.36)	(3.80) %
Space and Ground Rentals	3,661,470.03	3,356,107.89	305,362.14	9.09 % (a)
Auto Parking	4,138,392.85	3,860,215.77	278,177.08	7.20 % (b)
Commercial Ground Transportation	116,406.58	119,864.28	(3,457.70)	(2.88) %
Concessions:				
Advertising	154,430.00	143,929.99	10,500.01	7.29 %
Food & Beverage	87,159.62	61,108.71	26,050.91	42.63 %
Rental Car	1,186,116.64	1,006,615.17	179,501.47	17.83 % (c)
Retail	144,165.51	118,250.01	25,915.50	21.91 %
Retail - Automated	20,512.21	14,826.00	5,686.21	38.35 %
Subtotal Concessions	1,592,383.98	1,344,729.88	247,654.10	18.41 %
Expense Reimbursements	573,259.22	442,295.13	130,964.09	29.61 % (d)
Other Income	69,630.19	48,021.66	21,608.53	44.99 %
Other-Aviation Services	1,045,153.83	1,793,583.72	(748,429.89)	(41.72) % (e)
Gross Profit on Fuel Sales	1,340,489.03	1,503,624.27	(163,135.24)	(10.84) % (f)
Gross Profit on Restaurant Sales	752,461.68	937,390.65	(184,928.97)	(19.72) % (g)
Total Operating Income	14,100,919.67	14,249,228.89	(148,309.22)	(1.04) %
EXPENSES				
Salaries & Benefits	5,783,833.22	6,139,219.56	(355,386.34)	(5.78) % (h)
Professional Services	118,631.04	207,834.79	(89,203.75)	(42.92) % (i)
Promotional Activities	102,415.34	206,605.18	(104,189.84)	(50.42) % (j)
Administrative	844,335.52	917,437.65	(73,102.13)	(7.96) % (k)
Insurance	300,124.98	300,124.98	0.00	0.00 %
Contractual Services	1,655,981.98	1,857,746.65	(201,764.67)	(10.86) % (l)
Rentals and Leases	107,623.15	116,086.08	(8,462.93)	(7.29) %
Repairs and Maintenance	165,909.90	340,094.16	(174,184.26)	(51.21) % (m)
Supplies and Equipment	520,720.67	612,986.53	(92,265.86)	(15.05) % (n)
Utilities	623,827.80	576,524.42	47,303.38	8.20 % (o)
Total Operating Expenses	10,223,403.60	11,274,660.00	(1,051,256.40)	(9.32) %
NET OPERATING INCOME	3,877,516.07	2,974,568.89	902,947.18	30.35 %

STATEMENT OF NET POSITION - CURRENT YTD ACTUAL FOOTNOTES - SUMMARY

aa

Accounts Payable	Consists of the following:		
	2,166,581	Retainage accrual required until the end of contract	
	2,866,638	Trade A/P, varies monthly, includes year end accruals	
	1,989,512	Year End Payroll, Vacation & Sick Benefits accrual	
	572,978	Security Deposits	
	236,272	RAC True-up	
	1,180,638	Food & Beverage	
	674	Other	
	<u>9,013,293</u>		

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

- (a) **Space & Ground Rentals** Space & Ground Rentals over budget due to the following:
- Per Turn Fees for Senator not budgeted
 - Rental Car Non Terminal Space actual is higher than budget
 - Airline Terminal Space actual is higher than budget
- (b) **Auto Parking** Auto Parking is over budget due to the following:
- Increase in valet utilization
 - The pre-book system upsells to the Garage from Economy
- (c) **Rental Car** Rental Car is over budget due to the following:
- AVIS, Budget, Enterprise and National 185K over budget
- | | <u>Actual YTD</u> | <u>Budget YTD</u> | <u>Diff</u> |
|--------------|-------------------|-------------------|----------------|
| AVIS | 209,652 | 176,077 | 33,575 |
| Budget | 207,604 | 186,972 | 20,633 |
| Enterprise | 246,356 | 185,683 | 60,673 |
| Hertz | 170,462 | 175,516 | (5,054) |
| National | 351,330 | 281,366 | 69,965 |
| GA | 711 | 1,001 | (290) |
| TOTAL | <u>1,186,117</u> | <u>1,006,615</u> | <u>179,501</u> |
- (d) **Expense Reimbursements** - Share Tenant Services over budget due to 107K American ticket kiosk project
- (e) **Other-Aviation Services** Other-Aviation Services is under budget due to the following:
- Ground A/C Handling Cargo 199K under budget due to no preighters and reduced hotshots
 - Warehouse Fees 537K under budget due to no preighters, smaller freighters being used by Senator, and reduced neutral freight
- (f) **Gross Profit on Fuel Sales** Fuel Sales under budget due to the following:
- Commercial Fuel Intoplane fees 163K under budget due to no preighters and reduced hotshots
- (g) **Gross Profit on Restaurant Sales** Restaurant Sales under budget due to the following:
- Thomas Creek's revenues from re-opening returned in August while budgeted to begin in July
 - 5 days of revenue booked back to prior year as a year end adjustment
- (h) **Salary & Benefits** - Less employees (215) than budgeted (251)
- (i) **Professional Services** Professional Services is under budget due to the following:
- Consulting fees 44K under budget
 - Legal fees 24K under budget
 - Audit 23K under budget due to invoice timing
- (j) **Promotional Activities** Promotional Activities is under budget due to the following:
- Advertising expense 59K under budget due to invoice timing
 - General marketing expenses 35K under budget due to invoice timing

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

- (k) **Administrative** Administrative is under budget due to the following:
- Uniforms 19K under budget
 - Payroll Service 24K over budget
 - Recruiting 91K over budget due to the executive staff turnovers
 - Travel/Training 128K under budget
 - Independent Contractor 19K under budget due to staffing shortages
- (l) **Contractual Services** Contractual Services is under budget due to the following:
- Both the employee lot and second economy lot shuttle are included in the budget, but not operating yet
 - Computer-annual contracts 26K under budget due to invoice timing
 - Janitorial Services 74K under budget due to some budgeted services not starting back yet
 - Service Agreements 48K under budget
 - Heating & Air 17K under budget
 - Radio Service 20K under budget
 - Miscellaneous 64K under budget
 - Reimbursement Service Program 55K under budget on CBP services (billable)
 - Centralized Receiving & Distribution 388K over budget due Buyout of Bradford contract
 - Automatic Doors 22K not budgeted
- (m) **Repairs & Maintenance** Repair & Maintenance is under budget due to the following:
- Boarding Bridges 11K under budget
 - Building 60K under budget
 - Equipment 32K under budget
 - Security System 10K under budget
 - Heating & Air 13K under budget
 - Radio 8K under budget
 - Fuel Farm and Fuel Truck 12K under budget
 - Project Unanticipated 15K under budget
- (n) **Supplies & Equipment** Supplies & Equipment is under budget due to the following:
- Computer-Software 52K under budget due to park assist upgrade not executed until early 2023
 - Lamps 14K under budget
 - Fuel-Vehicles 37K under budget
 - Nursery & Landscaping 11K over budget
 - Office Supplies 22K under budget
 - Tools & Hardware 20K under budget
 - Snow Removal 73K budgeted Deicer October 2022 through March 2023
 - Cargo Dunnage 13K under budget
- (o) **Utilities** Utilities is over budget due to the following:
- Electric 61K over budget
 - Gas 23K under budget

GREENVILLE SPARTANBURG AIRPORT DISTRICT
Other Operating and Maintenance Reserve Funds

	<u>FY \$ Amount Authorized</u>	<u>Estimated Cost</u>
Emergency Repair/Replacement/Operations Fund	\$ 500,000	
		<u>\$ -</u>
Uncommitted Balance	\$ 500,000	
Business Development Obligations/Incentives	\$ 500,000	
		<u>\$ -</u>
Uncommitted Balance	\$ 500,000	
Contingency Fund (Operational & Capital)	\$ 1,000,000	
		<u>\$ -</u>
Uncommitted Balance	\$ 1,000,000	

	Initial Purchase	Maturity Date	Interest Rate	Cost Basis or BOY FMV	Par	EOM FMV
U.S. Treasury Securities:						
Note	4/16/2021	12/31/2022	2.125%	827,352.54	800,000.00	797,288.00
Note	6/30/2021	1/31/2023	0.125%	999,759.69	1,000,000.00	988,420.00
Note	4/16/2021	2/28/2023	1.500%	820,472.00	800,000.00	792,592.00
Note	6/29/2021	3/31/2023	1.500%	818,740.28	800,000.00	988,240.00
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	794,344.00
Note	6/29/2021	5/31/2023	1.625%	1,027,459.69	1,000,000.00	983,910.00
Note	4/16/2021	6/30/2023	1.375%	821,388.85	800,000.00	783,848.00
Note	6/29/2021	7/31/2023	2.750%	1,052,615.76	1,000,000.00	988,520.00
Note	4/6/2022	8/31/2023	1.375%	395,883.12	400,000.00	389,672.00
Note	4/16/2021	8/31/2023	2.750%	848,617.50	800,000.00	789,528.00
Note	6/8/2021	9/30/2023	1.375%	976,516.29	950,000.00	923,096.00
Note	4/16/2021	10/31/2023	1.625%	1,224,841.13	1,200,000.00	1,166,160.00
Note	6/8/2021	11/30/2023	2.125%	1,048,025.62	1,000,000.00	975,660.00
Note	4/16/2021	12/31/2023	2.250%	1,045,987.00	1,000,000.00	975,590.00
Note	6/8/2021	1/31/2024	2.500%	1,060,259.38	1,000,000.00	976,520.00
Note	4/16/2021	2/29/2024	2.375%	1,051,398.00	1,000,000.00	973,750.00
Note	6/8/2021	3/31/2024	2.125%	1,502,990.00	1,000,000.00	968,440.00
Note	4/16/2021	4/15/2024	0.375%	801,705.50	800,000.00	753,472.00
Note	2/11/22	4/30/2024	2.250%	202,965.25	200,000.00	193,688.00
Note	6/8/2021	5/31/2024	2.000%	1,050,243.40	1,000,000.00	963,360.00
Note	6/29/2021	6/30/2024	1.750%	1,039,913.13	1,000,000.00	957,660.00
Note	6/29/2021	7/31/2024	2.125%	1,051,670.00	1,000,000.00	962,310.00
Note	9/23/2021	8/31/2024	1.250%	1,534,770.00	1,500,000.00	1,418,145.00
Note	9/23/2021	9/15/2024	0.375%	1,495,644.67	1,500,000.00	1,391,955.00
Note	1/6/2022	10/31/2024	1.500%	1,266,112.50	1,250,000.00	1,182,375.00
Note	1/6/2022	11/30/2024	2.125%	1,288,112.50	1,250,000.00	1,195,212.50
Note	1/6/2022	12/31/2024	2.250%	1,293,395.70	1,250,000.00	1,197,312.50
Note	1/6/2022	1/31/2025	1.375%	1,260,675.00	1,250,000.00	1,171,000.00
Note	2/11/2022	2/28/2025	2.750%	1,287,869.52	1,250,000.00	1,206,637.50
Note	4/6/2022	3/31/2025	2.625%	1,199,235.74	1,200,000.00	1,154,292.00
Note	6/10/2022	4/30/2025	2.875%	992,854.38	1,000,000.00	966,330.00
Note	6/10/2022	5/31/2025	2.875%	992,746.25	1,000,000.00	965,040.00
Note	6/10/2022	6/30/2025	2.750%	988,585.62	1,000,000.00	961,450.00
Note	8/24/2022	7/15/2025	3.000%	1,238,307.42	1,250,000.00	1,208,400.00
Note	8/24/2022	8/15/2025	3.125%	1,242,443.36	1,250,000.00	1,211,912.50
U.S. Government Bonds:						
Note	3/22/2021	10/13/2022	1.600%	1,084,287.35	1,200,000.00	1,199,412.00
Note	3/22/2021	11/23/2022	0.125%	1,084,287.35	1,200,000.00	1,194,792.00
Subtotal-UST				38,965,095.49	37,900,000.00	\$ 36,710,334.00
Money Market Fund Balance (matured UST)						\$ 2,559,979.14
Total Investment Balance						\$ 39,270,313.14

Weighted blended
yield = **1.856%**

Company Name: Greenville–Spartanburg Airport District

Report Name: Procurement / Capital Acquisitions

Created On: 10/19/2022

Project Type	Project name	Vendor Name	Date	Amount
Capital Improvement	Airfield Pavement Improvements Program Priority 2 & 4 - Construction: RPR	Mcmillan Pazdan Smith	9/30/2022	10,080.40
Capital Improvement	General Aviation Hangar Facility (Hangar (25,000 s.f.) Office (5,000 s.f.): Design	Mcmillan Pazdan Smith	9/30/2022	13,305.04
Capital Improvement	Airfield Pavement Improvements Program Priority 2 & 4 - Construction: Construction Administration	Wk Dickson	9/30/2022	14,100.00
Capital Improvement	Fuel Farm Expansion-2021: Construction Administration	Kimley- Horn And Associates	9/30/2022	15,547.50
Capital Improvement	Airfield Pavement Improvements Program Priority 2 & 4 - Construction: Construction Administration	Wk Dickson	9/30/2022	17,860.00
Capital Improvement	Airfield Improvement Program Ph 1 - Construction	Mcmillan Pazdan Smith	9/30/2022	19,489.81
Capital Improvement	Airfield Improvement Program Ph 1 - Construction	Kimley- Horn And Associates	9/30/2022	26,830.00
Capital Improvement	Security Access Control Project	A3 Communications, Inc.	9/30/2022	54,725.36
Capital Improvement	General Aviation Hangar Facility (Hangar (25,000 s.f.) Office (5,000 s.f.): Construction	Myers & Chapman, Inc.	9/30/2022	96,864.58
Capital Improvement	FBO Expansion - Design: Design	Mcmillan Pazdan Smith	9/30/2022	105,972.59
Capital Improvement	General Aviation Site 1a Paving	Mavin Construction	9/28/2022	119,285.10
Capital Improvement	Terminal Landside Roadway Improvements: Design	Kimley- Horn And Associates	9/30/2022	189,129.00
Capital Improvement	Airfield Pavement Improvements Program Priority 2 & 4 - Construction: Construction	Hi-Way Paving, Inc.	9/30/2022	959,534.76
Professional Service Project	Environmental Assessment (EA): Programming Development of GSP Standard Division 00 and 01 Specifications: Programming	Mcfarland Johnson	9/30/2022	14,398.89
Professional Service Project	Tow Bars (737), (3) Slave pallets for build up	Kimley- Horn And Associates	9/30/2022	29,348.88
Small Capital & Equipment	Lektro Tug 8850	Aero Specialties	9/30/2022	26,420.55
Small Capital & Equipment	FY2023 Airfield Improvement Project (AIP) Priority 3 - Design: Geotechnical	JBT Lektro, Inc.	9/28/2022	52,384.71
	FY2023 Airfield Improvement Project (AIP) Priority 3 - Design: Programming	S&Me, Inc	9/30/2022	23,358.80
		Kimley- Horn And Associates	9/30/2022	34,700.00
	FY2023 Closure of Stevens Road: Construction	Seegars Fence Co. Of Sptg	9/30/2022	36,011.00
Sum Total				1,859,346.97



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item C

October 2022 – Development/Project Status Report

SUMMARY

2102 GSP Drive Hangar Renovation Project:

Status – Revising Renovation Scope
Project Budget – \$1,675,000
Estimated Completion Date – TBD

This project includes the renovation of the hangar located at 2102 GSP Drive adjacent to the FBO Terminal. Planned renovation scope includes interior finishes, restroom improvements, exterior paint, door hardware and integration to the GSP campus access control and CCTV systems. The original project budget was reduced by \$2,000,000 at the November 23, 2020 Commission meeting. The start of this project was delayed until other projects could be finalized. Staff is revising the scope to advance this project.

General Aviation Hangar Site 1 Infrastructure Project:

Status – Road and Utilities in Construction Phase; Apron in Pre-Procurement
Project Budget - \$2,900,000
Estimated Completion Date – Infrastructure Substantially Complete; Apron Paving in Spring '23

The GA Hangar Site 1 Infrastructure Project includes certain infrastructure necessary for the development of the new hangar sites. Work includes taxilane, apron, road, utilities, and other related site work. WK Dickson is the engineer of record for this project. The utility, roadway and retaining wall work for the project was competed amongst the IDIQ



contractor pool and Mavin Construction was selected for this work. The apron paving portion of the hangar project will be bid with the cargo apron phase 2 work to improve overall pricing for both components. Mavin is substantially complete with the infrastructure scope of work.

Access Control/VMS Upgrade Project:

Status – Construction Phase

Project Budget - \$2,000,000

Estimated Completion Date – December 2022

The Access Control & VMS Upgrade Project includes replacement of the primary airport security and CCTV systems. A competitive RFQ and RFP process was held, and the project was awarded to A3. The project is expected to be substantially complete in December.

Campus Signage Replacement Program - Phase II:

Status – Close Out Phase (campus signage); Design Phase (entry signage)

Project Budget - \$750,000

Estimated Completion Date – Substantially Complete (campus signage); Spring '23 (I-85 entry signage)

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 directional and wayfinding signage is substantially complete. Design for the new entry sign is underway and construction is expected to start in early 2023 and be completed by June.

Terminal Landside Roadway Improvement Project:

Status – GMP/Procurement Phase

Project Budget - \$4,000,000

Estimated Completion Date – Construction in December 2024

This project includes the design and construction of the initial roadway improvements in the Terminal Complex per the Airport Masterplan and Terminal Planning Study. Design

is underway and 95% documents were recently submitted for Staff review. Turner was selected to serve as the construction manager for this project and recently submitted a GMP to Staff for review. The project budget and next steps will be discussed at the November 14 Commission meeting.

FBO Expansion Project:

Status – Design Phase

Project Budget – \$500,000 (Design Phase); \$7,300,000 (Construction Phase)

Estimated Completion Date – Construction in Spring 2024

Design is in the final phases and is led by McMillan Pazdan Smith. Turner was selected as the construction manager for this project. Construction is expected to start in early 2023 and expected to take approximately 12 months.

Cargo Ramp Phase 2:

Status – Procurement Phase

Project Budget – \$10,800,000

Estimated Completion Date – Construction Fall 2023

This project includes construction of the Phase 2 Cargo Apron at the Center Cargo Facility. The new apron will approximately double the cargo apron capacity at Cerulean to accommodate up to 6 wide body freighters on the ramp simultaneously. WK Dickson is the prime engineer for the project. The project is partially funded with an EDA grant. The project will be bid as soon as final approvals are received from the EDA. Construction is expected to start in spring '23 and completed in fall '23.

FedEx Roof Replacement Project:

Status – Construction Phase

Project Budget – \$2,000,000

Estimated Completion Date – Summer 2023

This project will provide a new roof at the FedEx facility. Blount Shepard & Associates provided project specifications and bidding documents and the project was competitively bid. Rike Roofing was awarded the contract and will be starting the project soon. The project is expected to take 4-5 months.

Airfield Priorities 2 & 4 Project:

Status – Construction Phase

Project Budget – \$6,437,325

Estimated Completion Date – Early 2023

Airfield Priorities 2 & 4 include concrete joint repairs, slab and spall repairs and miscellaneous concrete repairs on all apron surfaces. WK Dickson was the prime engineer for the project. Hi Way Paving is the contractor. Work is underway and is expected to be complete in early '23.

Runway Guard Lights (RGL) Modification Project:

Status – Design Phase

Project Budget – \$175,000

Estimated Completion Date – Design Spring 2023 Construction 2024

This project involves installing new electrical cabling and separating an existing circuit for the runway guard lights (RGL). Kimley-Horn is under contract to provide engineering services. Design documents will be completed in spring 2023. Construction will be budgeted for FY24.

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

Parking Garage C & CONRAC Facility:

Status – On Hold

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

Estimated Completion Date – TBD

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



Facilities Department Building Expansion Project:

Status – On Hold

Project Budget – TBD

Estimated Completion Date – TBD

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



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item D

October 1 – October 31, 2022 – Communications Status Report

SUMMARY

News Stories ~ Broadcast, Print and Online 9/1/22 through 9/30/22:

Airport Updates

GVltoday: [All you need to know about GSP](#)

Chief Commercial Officer

Airport Experience News: [Judd joins GSP as VP, Chief Commercial Officer](#)

Aviation Pros: [GSP Airport District names new Vice President/CCO](#)

Podcar System

The Post and Courier: [GSP Airport ponders \\$70M podcar system to shuttle passengers](#)

Maersk Cargo Connection to Asia

SC Biz News: [First air cargo operation between South Carolina, Asia to launch at GSP](#)

WYFF: [Maersk begins new cargo connection from GSP to Seoul, Korea](#)

Air Cargo World: [Maersk outlines transpacific air cargo routes](#)

FreightWaves: [Maersk Air Cargo open US base with South Korea service set to debut](#)

The Loadster: [Maersk Air Cargo gear up for transpac take-off, despite soft market](#)

Logistics Manager: [Maersk launches air cargo link between USA and Korea](#)

60th Anniversary

Airport Improvement Magazine: [GSP Airport District celebrate 60 years](#)

The Greenville Journal: [Milestone: Greenville-Spartanburg International Airport celebrates 60 years](#)



TSA PreCheck

WSPA: [GSP to host TSA PreCheck enrollment event](#)

Reach of GSP Media Coverage

4,084,890

Airport Digital and Social Media 10/1/22-10/31/22:

Website

Sessions – 83,829

New Users –58,770

Page Views –299,824

Facebook

Total followers –15,772

New followers –153

Page Views –1,674

Reach —438,674

Post Engagements –56,964

Instagram

Total Reach –3,319

Total Impressions –4,954

Followers –3,275

New followers –65

Twitter

Impressions –3,174

Visits –1,201

Followers –6,625

New followers –11

Mentions –29

Top Performing Social Media Posts

Top Twitter Post

Top Tweet earned 1,130 impressions

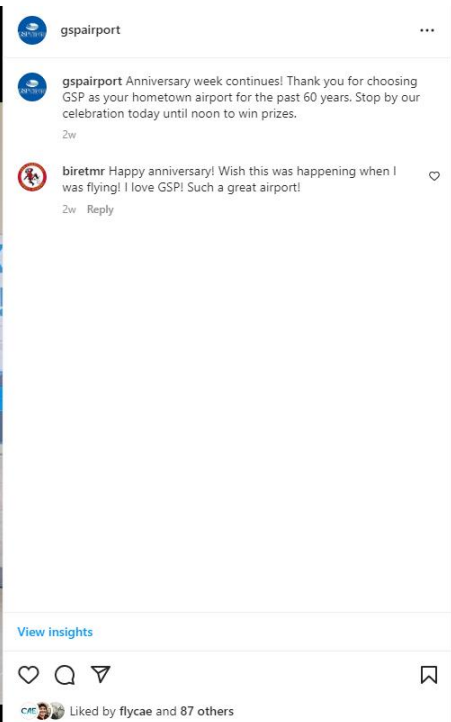
GSP is conducting an emergency preparedness drill today beginning at 9 AM. You may see emergency units training on the airfield. This is only a drill.

1 5 7

[View Tweet activity](#)

[View all Tweet activity](#)

Top Instagram Post



Top Facebook Post:

 **Greenville-Spartanburg International Airport**
Published by Tiffany Cherry · October 6 at 4:01 PM · 🌐

The IdentoGO® by IDEMIA mobile truck will be offering TSA PreCheck® enrollment at GSP from Monday, October 24th through Friday, October 28th, 2022.

Visit <https://tsaenrollmentbyidemia.tsa.dhs.gov/programs/precheck> to start your application and schedule an appointment.

TSA Pre✓
Enrollment Provided by:
 IDEMIA

Pop-up Enrollment

**Coming to GSP
October 24-28**

 The image shows a white mobile truck with blue and yellow graphics. The side of the truck features the text "Keep your shoes on. Enjoy streamlined airport security. Sign up here!" and the TSA Pre✓ logo with "Enrollment Provided by: IDEMIA".

SCHEDULE: IdentoGO.com/RV
APPOINTMENTS: universalenroll.tsa.gov



Marketing Event Summary

Airport History Book Project:

Status – Complete

Project Budget – \$40,000

Estimated Completion Date – Complete

The first edition of Flight Plan: GSP Reaches New Heights was released at the 60th Anniversary celebration.

GSP Ambassadors Program Launch (Volunteer Program):

Status – Volunteer manual has been finalized and breakroom area completed.

Our first Ambassador started training on October 21, 2022

Project Budget - \$1,000

Estimated Completion Date – Complete

GSP Ambassador volunteers will help passengers with wayfinding, provide assistance to passengers and conduct escorts for the Airport District's art and music programs, and participate in special events in the terminal building. The program will start with 4-6 volunteers and build in response to passenger volume and demand.

Greer Chamber – Arts & Eats Festival:

Status – Complete

Event Budget – \$3,000

Completion Date – Complete

The Arts and Eats Festival is an annual community event in downtown Greer. The Airport District was a sponsor and had a tent set up near City Hall to help educate attendees on the airport as well as give out some GSP branded swag. This year's event took place on October 29, 2022. The event was re-scheduled from September 30-October 1, 2022 due to Hurricane Ian.

City of Greenville – Fall for Greenville:

Status – Complete

Event Budget – \$5,000

Completion Date – Complete

Fall for Greenville is an annual community event in downtown Greenville. The Airport District was a sponsor and had a tent set up in front of City Hall on Main Street to help

educate attendees on the airport as well as give out some GSP branded swag. This year's event ran from October 14-16, 2022.

2022 National Business Aviation Association (NBAA) Conference:

Status – Complete

Business Development Budget – \$25,000

Completion Date – Complete

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 was in Orlando, FL and ran from October 18-20, 2022.

TSA Pre-Check Mobile Enrollment Event

Status – Completed

Communications Budget - \$200

Completion Date – Complete

Idemia hosted a TSA Pre Check enrollment event from October 24-28, 2022 at GSP. Enrollments were held in a branded RV parked near Garage A from 9am to 12pm and 1pm to 4pm Monday through Friday.

2022 One Spartanburg Procurement Event

Status – Complete

Business Development Budget - \$0

Completion Date – Complete

GSP participated in the first annual Procurement Event by hosting a display and taking part in a panel discussion on Air Cargo Trends and Why GSP is Your Airport of Choice. This opportunity was provided free of charge through our ongoing sponsorship of One Spartanburg.

2022 South Carolina Manufacturers Conference

Status – Scheduled

Business Development Budget - \$1,500

Completion Date – November 4, 2022

GSP will host a display promoting land development and GSP 360 at this statewide gathering of manufacturers. Cerulean Aviation will also be in attendance.



2022 Air Cargo Forum Miami & Transport Logistics Americas Conference:

Status – Scheduled

Business Development Budget – \$20,000

Completion Date – November 11, 2022

Air Cargo Forum 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 runs from November 8-10, 2022.

REAL-ID Mobile Enrollment Event

Status – Scheduled

Communications Budget - \$200

Completion Date – November 15, 2022

The South Carolina DMV will host a mobile Real ID event in the airport conference center on November 15, 2022 from 10am to 2pm.

2022 GSP / Salvation Army Kids Holiday Party

Status – Scheduled

Communications Budget - \$2,000

Completion Date - December 14, 2022

GSP staff and tenants will once again host a holiday party for kids participating in the Salvation Army's holiday program. Through this event, groups and individuals play Santa for 25-30 children participating in Salvation Army programs.

2022 Holiday Concert Series

Status – Scheduled

Communications Budget - \$0

Completion Date – November 29-December 15, 2022

We are excited for the return and opportunity to host talented musicians from Upstate area schools at GSP. Performances featuring "Sounds of the Holiday Season" will take place in Baggage Claim.



2023 MRO Americas Conference:

Status – Booth location selected.

Business Development Budget – \$15,000

Completion Date – April 21, 2023

MRO Americas is a business development and exhibiting opportunity for the Airport District to showcase our GSP360 land development program as well as target MRO development on the airport like PSA Airlines. Next year's conference is in Atlanta, GA and runs from April 18-20, 2023.



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item E

October 2022 – Commercial Business Report

Airport Mailers Kiosk:

Status – Concessions agreement under review by their owner for signature.

Project Budget – All costs are being covered by Airport Mailers.

Estimated Completion Date – Project on Hold

Airport Mailers provides shipping services to passengers that have prohibited items which aren't allowed through the TSA security checkpoint. Instead of surrendering the item to TSA or taking it back to their vehicle, they can ship the item to their home or office. This is a service that has been requested by the traveling public, as many people don't want to leave behind something of significant monetary or personal value.

SB Acquisitions – Tract A Development Site:

Status – District staff has inspected the site and is working with BMW on addressing discrepancies in order to release the bond.

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

Estimated Completion Date – November 30, 2022

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

Palmetto Sites Program:

Status – Staff is working with our consultant on some challenges related to a recent policy change related to the U.S. Army Corp of Engineers no longer providing Jurisdictional Wetland Determinations (JWD) if a permit is not being requested for a construction project. JWD's are a requirement of the Palmetto Sites Program. In addition, the U.S. Army Corp of Engineers has identified some additional jurisdictional wetland areas that need to be further surveyed and incorporated into the District's wetland map.

Project Budget – All Phase I costs are being covered by SC Department of Commerce. All Phase II costs are being covered by the Airport District for Tracts A, C, F/H, and G.

Estimated Completion Date – December 31, 2022

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. The Airport District has moved forward with Phase II on Tracts A, C, F/H. and G.

Land Development Design Standards Manual Project:

Status – On Hold.

Project Budget – \$50,000

Estimated Completion Date – TBD

The Airport District has 2,500 acres of land within the GSP360 Beyond the Runway land development program. The design standards manual will provide a guide for developers to use as they plan and develop construction documents for future development sites on Airport District property. In addition, it will address tenant improvement projects once facilities are completed.

Stevens Road Closure Project:

Status – The road will be closed permanently to public traffic effective on November 28, 2022.

Project Budget – \$10,000

Estimated Completion Date – December 1, 2022

To properly plan for future development in accordance with the Airport District's FAA approved master plan, Stevens Road will need to be closed to transitory traffic. This is the first step in that process, to ensure that the Airport District has clear ownership of the roadway itself as well as the associated right-of-way, as there are not clear ownership records on file.

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

Status – Drafting a new lease agreement for T-Mobile that will replace the current Sprint site. The Sprint site with 3G and LTE networks will be decommissioned in summer of 2022.

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

Estimated Completion Date – TBD

T-Mobile has received customer service complaints regarding the 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 signal strength and data transfer speeds around the airport campus.

FedEx Cargo Facility Agreement:

Status – In progress.

Project Budget – Not Applicable.

Estimated Completion Date – December 31, 2022.

The District is in correspondence with FedEx on renewing the Cargo Facility agreement.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly G. Dawsey, Vice President/CHRO

DATE: November 14, 2022

ITEM DESCRIPTION – Information Section Item F

October – OSHA Recordable Injury Report

SUMMARY

Monthly Activity October 31, 2022

- 0 OSHA Recordable Injuries

2022 Calendar Year-to-Date

- 8 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
2021	206	378,484	12	2	53
2020	205	362,821	12	1	290