



GSP COMMISSION MEETING

January 23, 2023



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Commission Boardroom
Monday, January 23, 2023
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 November 14, 2022 Regular Meeting Minutes ([document](#))
- III. PRESENTATION:
 - A. AAAE Distinguished Service Award ([document](#))
- IV. OLD BUSINESS: None
- V. NEW BUSINESS:
 - A. Approval of a Budget Amendment for the Cargo Apron Phase 2 Project ([document](#))
 - B. Approval of a Budget Amendment for the GA Apron Paving Project ([document](#))
- VI. PRESIDENT/CEO REPORT:
 - A. Aviation Industry Update
 - B. Federal and State Legislative Update
 - C. 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. November 2022 – Traffic Report ([document](#))
- B. November 2022 – Financial Report ([document](#))
- C. December 2022 – Development/Project Status Report ([document](#))
- D. December 2022 – Communications Status Report & Marketing Event Summary ([document](#))
- E. December 2022 – Commercial Business Report ([document](#))
- F. December 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

November 14, 2022

The Greenville-Spartanburg Airport Commission met on November 14, 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 (via teleconference), Hank Ramella, Leland Burch, Valerie Miller, Jay Beeson

MEMBERS NOT PRESENT: Doug Smith

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

GUESTS PRESENT: Jon McCalmont, Parrish & Partners; John Mafera, McFarland Johnson; Amanda Sheridan, McFarland Johnson; Christopher Alexander, FHN Financial Capital Markets; Eric Rysdor, HDR

CALL TO ORDER: Vice-Chair Hank Ramella called the meeting to order at 9:04 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 September 12, 2022 Regular Meeting Minutes.
- B. The Greenville-Spartanburg Audit Committee November 10, 2022 Regular Meeting Minutes.

OLD BUSINESS: None.

PRESENTATIONS:

A. Microgrid Feasibility Study

David Edwards, President/CEO, provided a presentation on a recently completed Microgrid Feasibility Study. Firstly, he provided a definition of a microgrid and why it is important to consider at the District, explaining that the airport is a critical infrastructure facility in the rapidly growing Upstate South Carolina region, and that while the airport does not have a history of long lasting or frequent grid outages, this does not mean there is not a risk of one occurring in the future. Mr. Edwards explained that as the region grows, existing electric grid resources will start to hit capacity limits and be unable to meet the demand at peak times. Therefore, microgrid assets at GSP would benefit the entire community by providing a non-wired solution to some of these capacity constraints.

Mr. Edwards then went on to describe the microgrid development process. The first step of the process is to gather and analyze data on existing electric utilities, analyzing the District's existing assets and equipment, and considering recommended components such as solar PV, battery energy storage and diesel and natural gas generators. Secondly, the District would analyze the recommended sites for both solar PV assets, a central bus (which would allow buildings to switch between grid-connected and island mode), and a battery energy storage location. From there, Mr. Edwards described the process of modeling the microgrid and creating a conceptual design with the project to be completed in phases, noting the various microgrid boundary/coverage options that were explored in the study as well as the solar PV and battery sizing recommendations for each phase.

Mr. Edwards then discussed the three deployment options that were determined as part of the feasibility study. These options ranged from a Clean deployment of only a solar PV to provide ~33% of the Terminal load, an Adaptive deployment of a solar PV with the addition of a BESS and microgrid infrastructure to support limited islanding operation, and a Resilient deployment that includes an expanded solar PV, BESS energy capacity and microgrid infrastructure to connect and provide 12+ hours of islanding capabilities to the entire GSP campus. Mr. Edwards then shared the cost estimation for each of these deployment options.

Providing a glimpse into what microgrid ownership and operation looks like, Mr. Edwards shared information on similar Duke Energy microgrid project investments in Upstate South Carolina and Western North Carolina and how that compares to direct microgrid ownership and operation by the District. Another option being considered is third party microgrid ownership. Mr. Edwards shared the advantages and disadvantages of each.

Mr. Edwards then shared the microgrid benefit cost analysis results for each deployment option that was performed as part of the feasibility study. Following these results, he then shared with the Commission the necessary next steps to proceed to the next phase of the project, to include the design for the solar PV and battery energy storage system, as well as determining if additional generation is to be installed and where, and completing an environmental review to determine environmental impact and permitting requirements. Additionally, Mr. Edwards identified key funding sources and opportunities for the project, including the FAA, DOE and FEMA. The floor was then opened to discussion.

Commissioner Ramella sought clarification on what buildings would be included in the microgrid connectivity area, determining that the airfield and District Operations offices would be connected to the microgrid, however the Air Traffic Control Tower would not. Commissioner Burch asked what the timeframe would be for project completion, to which Mr. Edwards said that it would be approximately two years for the project to be completed once started. Conversation ensued between the Commissioners and Mr. Edwards regarding the impact this project would have on future Electric Vehicle Take Off and Landing aircraft (eVTOLs), operational cost savings built into the project ROI, and funding opportunities.

Following questions and answers, Mr. Ramella asked if the Commission believes that this is a project the District Staff should continue to consider, to which all Commissioners agreed that it is, with a note that Staff needs to do in-depth research to make sure that the project will not negatively impact the environment.

B. Terminal Landside Roadway Improvement Project Media Plan

Tom Tyra, Director of Communications & Air Service Development, provided a presentation of the media plan for the upcoming Terminal Landside Roadway Improvement Project (TRIP). To better communicate with customers through this project Staff has created a logo and acronym (TRIP) that is easy to remember. This logo and acronym will be used in media releases, signage, and communications rather than explaining the project in each release.

Mr. Tyra explained that in January 2023, work will begin on TRIP. This project will allow the Airport District to make roadway, curb, and pedestrian enhancements to provide improved traffic flow around the Terminal Complex and install necessary infrastructure that will allow the airport to grow in the future. Mr. Tyra's presentation provided an overview of the media strategy that will be used to keep the traveling public, media, employees, and tenants informed during the project.

Mr. Tyra provided a rundown of the ways in which the project updates will be communicated, including a dedicated section of the GSP website, which will hold information as it is released in accordance with the project timeline, and newsletters that will go out internally to employees and externally to customers signed up to receive GSP updates. Additionally, Staff will create a new newsletter for tenants to provide frequent updates on the project. Staff will also use the District's quarterly tenant meetings to present updates on employee parking and access. Notifications will also be sent out to the District's Pre-Book parking database of customers periodically. Social media reminders will also provide frequent updates via the District's primary channels including Facebook and Twitter. Mr. Tyra provided a demonstration of an animation Staff will create with voice over that will highlight all construction phases. These animations will be used on our website, social media, press releases and on YouTube. Staff additionally plans on heavily promoting pre-book parking at GSP, which will allow the District to reduce traffic entering and exiting the garages and allow for more people to be added to the pre-book customer database. Once in the pre-book database, Staff can send those customers timely updates on each phase of the project.

Mr. Tyra also explained that in addition to the digital media strategy for the project, Staff will also create one-page handouts for each phase which will be available at the Information Booth and from the GSP Ambassadors, as well as in-terminal communications on information screens and signage to be placed in the shuttle busses. Large, visible roadway signage in multiple locations will also direct traffic through each phase of construction. This concluded the presentation and the floor was opened for discussion.

Conversation ensued about the upcoming closure of Stevens Road and the tactics implemented to also communicate this traffic change.

NEW BUSINESS:

A. Approval of Revisions to and Readoption of the Greenville-Spartanburg Human Resources Policies and Procedures

Kelly Dawsey, Vice President/CHRO, started by providing a background on the existing Human Resources Policies and Procedures, noting that the last time changes were approved was September 9, 2019. Staff, from time to time, has made recommendations for changes to the Human Resources Policies and Procedures in order to maintain compliance with applicable laws and regulations, and to clarify policy.

On this day, Mrs. Dawsey requested approval of recommended changes, including minor updates to titles of the Human Resources Information System, the HR job title, Chief Commercial Officer title, as well as changes to entire sections of the Policies and Procedures. The section changes recommended are to Section 201.01 regarding Personal Appearance and Dress Code, Section 201.04 regarding the Employee Termination Process, Section 201.07 regarding Employee Performance Evaluations, Section 204.00 regarding Recruitment, Selection and Appointment, Section 206.09 regarding Military Leave, Section 207.02 regarding the Exempt Employee Benefit Program, Section 207.03 regarding the Employee Incentive Pay Plan, and Section 207.04 regarding Reimbursement of Educational Expenses.

Mrs. Dawsey recommended no alternatives at this time and noted that the only fiscal impact is the impact of the increase in the Tuition Reimbursement from \$4,000 to \$5,250, with the current annual utilization rate of 5 employees per year, which is forecasted at an additional \$6,250 per year.

Commissioner Shaw requested clarification on the changes made to the new hire application process and Mr. Burch requested clarification on the reason why Administrative Leave is being removed from the Policies and Procedures.

Mrs. Dawsey provided the Resolution for approval by the Commission. Mr. Burch made a motion to a readopt the Greenville-Spartanburg Airport District Human Resources Policies and Procedures with the substantive revisions as outlined in the Commission Board Package and presentation. The motion was seconded by Commissioner Miller, and unanimously approved.

B. Approval of a Budget Amendment for the Terminal Landside Roadway Improvements Project

Kevin Howell, Senior Vice President/COO, presented a request for a budget amendment to the Terminal Landside Roadway Improvements Project. He started by providing background on the project. The FY2022 capital budget included an initial budget of \$4,000,000 for the Terminal Landside Roadways Improvements 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 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 round-a-bouts on GSP Drive with a slip lane at the north round-a-bout 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.

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 Construction.

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.

Discussion ensued about where the budget overage amount be coming from, to which Mr. Edwards answered that it would come from the District's fund balance.

Commissioner Miller made a motion to (1) approve a revised total Project budget in the amount of \$18,600,000 for the Terminal Landside Roadway Improvements Project; and (2) authorize the President/CEO to execute all necessary documents. The motion was seconded by Commissioner Burch and unanimously approved.

PRESIDENT/CEO REPORT:

Introduction to Deven Judd, VP/Chief Commercial Officer

Mr. Edwards introduced the newest member of the District's executive team, Deven Judd, who has recently started in the position of Vice President, Chief Commercial Officer. The Commission also joined Mr. Edwards in welcoming Mr. Judd to the GSP Team.

Aviation Industry Update:

Mr. Edwards noted that regarding airline capacity, the industry is still struggling. Some air carriers have started in new markets, and that Mr. Tyra, Director of Communications & Air Service Development, has requested that GSP be included in these considerations so that the Airport District can have additional capacity provided to its customers. Mr. Edwards noted that business travel has returned to approximately 80% of 2019 levels, domestic travel has returned back to a capacity of approximately 90%, and international travel has returned back to a capacity of approximately 70-72% industry-wide when compared to 2019, with travel to China having a large impact on international levels. Mr. Edwards also noted that airlines have made many improvements as it pertains to hiring and training, and he is hopeful that by Summer 2023 there will be a return to normalcy relating to cancellation levels and flight crew availability.

Federal and State Legislative Update:

Regarding federal legislation, Mr. Edwards shared that the focus is still on the Federal Aviation Administration (FAA) Reauthorization. The current five-year bill will expire on September 30, 2023, and the interest now is in how quickly the new congress will start working on the anticipated changes. Regarding state legislation, in the next legislative session, recurring airport funding for state commercial airports will be discussed, along with a discussion on how current funding is to be dispersed. Mr. Edwards noted that there will be prominent Upstate South Carolina legislative representation in the upcoming legislative session.

Financial Update:

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

COMMISSIONER'S REPORT: Mr. Burch provided an updated on PFAS, components found in the aqueous film-forming foam (AFFF) used by Airport Rescue and Fire Fighting operations at all US airports, and which are found to cause harm to the environment. The Environmental Protection Agency has granted another year to designate two alternative suppression foams.

Mr. Ramella shared that the ACI-NA Business Information Technology Committee is continuing to raise awareness of cybersecurity at airports as a primary focus in the wake of recent national security breaches.

EXECUTIVE SESSION:

The Commission Vice-Chair requested that the Commission go into Executive Session for the purpose of discussing economic development projects. The motion was made by Mr. Burch, seconded by Mrs. Miller, and approved to go into Executive Session at 10:59 a.m.

At approximately 11:10am public session resumed with no action taken in Executive Session.

ADJOURNMENT:

There being no further business, a motion was made by Commissioner Miller, seconded by Commissioner Burch and unanimous vote received to adjourn meeting. The meeting was adjourned at approximately 11:16 a.m. The next meeting regular, non-emergency Commission meeting is scheduled for Monday, January 23, 2023.

SIGNATURE OF PREPARER:



Casey Cooperman



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 23, 2023

ITEM DESCRIPTION – Presentation Item A

AAAE Distinguished Service Award Presentation

BACKGROUND

Mark Gale, Chair of the AAAE Executive Committee and CEO/Director of Aviation for the Broward County Aviation Department, will present AAAE's Distinguished Service Award (DSA) to Mr. David Edwards. The Distinguished Service Award is one of AAAE's highest levels of recognition. Airport professionals receive this award as a reflection of outstanding accomplishments in their professional and personal lives. Respected leaders of their own communities, these men and women contribute to other aviation organizations, serve AAAE and its regional chapters, and participate in civic and community affairs. DSA winners exemplify the best in airport management by continually bringing credit to the profession and the aviation community. All DSA winners are Accredited Airport Executives (A.A.E.s) and exemplify the standards accreditation seeks to inspire.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 23, 2023

ITEM DESCRIPTION - New Business Item A

Approval of a Budget Amendment for the Cargo Apron Phase 2 Project

BACKGROUND

The FY2023 capital budget included a budget of \$10,800,000 for the Cargo Phase 2 Apron Project (Project).

The Project scope includes expansion of the Center Cargo Ramp (CCR) which will double the capacity for parking widebody cargo freighter aircraft.

Project design was led by WK Dickson, and the project was bid in December '22. Three bids were received, and the lowest responsive bidder is Weber at \$14,443,236.

ISSUES

The lowest responsive bid along with costs for contract administration (CA) services, resident project representative (RPR) and inspection services, quality assurance testing and a 10% project contingency budget puts the new total project budget at \$16,500,000. Commission approval of a budget amendment is necessary prior to proceeding with the project.

ALTERNATIVES

While not recommended at this time, the Commission could elect to suspend the Project and not proceed with construction at this time. It is important to note that GSP has been awarded a grant from the EDA in the amount of \$5,232,611 towards the construction of this project. Based on the expected continued growth of air cargo at GSP and the ultimate need to implement the proposed cargo apron expansion 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 \$10,800,000. The revised Project budget of \$16,500,000 is an increase of \$5,700,000.

The FY23 capital budget proposed multiple sources of funding with the following breakdown.

EDA Grant	\$5,215,615
AIP Entitlement	\$3,372,500
BIL/AIG	\$1,653,447
GSP	\$558,438
Total	\$10,800,000

The revised funding breakdown with additional funding from EDA, AIP discretionary grant and South Carolina Aeronautics FY23 primary airport funding program is further detailed below.

EDA Grant	\$5,232,611
AIP Entitlement	\$4,169,000
SC Aeronautics	\$4,259,033
GSP	\$2,839,356
Total	\$16,500,000 (*assumes entire 10% project contingency budget is expended)

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve a revised total Project budget in the amount of \$16,500,000 for the Cargo Apron Phase 2 Project; and (2) authorize the President/CEO to execute all necessary documents.



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 23, 2023

ITEM DESCRIPTION - New Business Item B

Approval of a Budget Amendment for the GA Apron Paving Project

BACKGROUND

In November 2020, the Commission approved a budget of \$2,900,000 for the GA Site 1 Infrastructure Project. The GA Infrastructure Project scope included the construction of utilities, roadway extension, retaining wall and taxilane/apron paving required for the new corporate hangar being constructed at the GA expansion area site 1.

The infrastructure portion of the work was competed amongst the IDIQ contractors and awarded to Mavin Construction. Mavin is substantially complete with the infrastructure work. Approximately \$800,000 is remaining from the original project budget.

An additional \$1,400,000 was budgeted in the FY23 capital budget for the GA Apron Paving Project.

The apron paving was designed by WK Dickson and bid along with the Cargo Apron Phase 2 Project for cost efficiency. The lowest responsive bidder on the Cargo Apron Project is also the lowest responsive bidder on the GA Apron Paving Project with a bid of \$2,128,970.

ISSUES

The lowest responsive bid along with costs for contract administration (CA) services, resident project representative (RPR) and inspection services, quality assurance testing and a 10% project contingency budget puts the new total GA Apron Paving Project budget at \$2,600,000. Commission approval of a budget amendment is necessary prior to proceeding with the project.



ALTERNATIVES

Not recommended at this time. Taxilane access and aircraft apron are necessary for the new corporate hangar that is under construction.

FISCAL IMPACT

Approximately \$800,000 is remaining from the original GA Site 1 Infrastructure Project budget. An additional \$1,400,000 was budgeted in the FY23 capital budget.

With the construction costs, contract administration (CA) services, resident project representative (RPR) and inspection services, quality assurance (QA) testing services and a 10% project contingency budget, the remaining project budget is \$2,600,000.

A \$400,000 project budget amendment is being requested to fully fund the remaining project scope.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to (1) approve budget amendment to provide an additional \$400,000 in capital funds towards the GA Apron Paving 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: January 23, 2022

ITEM DESCRIPTION – Information Section Item A

November 2022 - Traffic Report

SUMMARY

For November 2022, passenger traffic was 86.9% of 2019 traffic levels. Preliminary passenger numbers for December 2022 are currently trending at a 83.5% recovery level. In November 2022 passenger traffic reflects a **0.4%** decrease over the same month in 2021. Cargo numbers for November 2022 were down **8.9%** for the same period. Passenger load factors were up **10.4%** for the month, at an average of **87.6%**.

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%	19.22%	-13.32%
September	9.40%	27.43%	-18.03%
October	0.80%	Data Not Available	
November	-0.40%	Data Not Available	
December			
Average	36.87%	52.66%	-15.79%



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

Providing a look forward into the service levels for **February 2023** 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 15.6%, and seats are down at 4.0%.

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from GSP to for travel February 2023 vs. February 2022												
<i>All flights, seats, and ASMs given are per week.</i>												
Mkt AI	Travel Period			Feb 2023		Feb 2022		Diff		Percent Diff		
	Orig	Dest	Miles	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
3M	GSP	MCO	449	3	141	0	0	3	141			
3M	GSP	TPA	478	3	141	2	94	1	47	50.0%	50.0%	
AA	GSP	CLT	76	42	4,312	50	3,464	(8)	848	(16.0%)	24.5%	
AA	GSP	DCA	396	19	1,378	20	1,300	(1)	78	(5.0%)	6.0%	
AA	GSP	DFW	862	14	2,408	21	1,596	(7)	812	(33.3%)	50.9%	
AA	GSP	MIA	638	7	532	7	532	0	0	0.0%	0.0%	
AA	GSP	ORD	577	7	455	9	480	(2)	(25)	(22.2%)	(5.2%)	
AA	GSP	PHL	514	7	532	19	1,106	(12)	(574)	(63.2%)	(51.9%)	
DL	GSP	ATL	153	45	6,000	47	7,700	(2)	(1,700)	(4.3%)	(22.1%)	
DL	GSP	DTW	508	6	456	11	836	(5)	(380)	(45.5%)	(45.5%)	
DL	GSP	LGA	610	18	1,296	18	1,368	0	(72)	0.0%	(5.3%)	
G4	GSP	FLL	620	2	354	2	354	0	0	0.0%	0.0%	
G4	GSP	PIE	482	2	372	2	372	0	0	0.0%	0.0%	
G4	GSP	SFB	426	2	354	2	372	0	(18)	0.0%	(4.8%)	
LF	GSP	BNA	266	0	0	5	150	(5)	(150)	(100.0%)	(100.0%)	
UA	GSP	DEN	1,278	7	532	7	532	0	0	0.0%	0.0%	
UA	GSP	EWR	594	14	998	12	600	2	398	16.7%	66.3%	
UA	GSP	IAD	383	0	0	11	550	(11)	(550)	(100.0%)	(100.0%)	
UA	GSP	IAH	838	7	532	7	490	0	42	0.0%	8.6%	
UA	GSP	ORD	577	21	1,456	14	830	7	626	50.0%	75.4%	
WN	GSP	ATL	153	14	2,418	14	2,418	0	0	0.0%	0.0%	
WN	GSP	BWI	425	7	1,225	7	1,001	0	224	0.0%	22.4%	
WN	GSP	HOU	845	1	175	7	1,001	(6)	(826)	(85.7%)	(82.5%)	
			TOTAL	248	26,067	294	27,146	(46)	(1,079)	(15.6%)	(4.0%)	

Attachment

Monthly Traffic Report

Greenville-Spartanburg International Airport

November 2022



Category	Nov 2022	Nov 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change	*MOV12-2022	*MOV12-2021	Percentage Change
Passenger Traffic									
Enplaned	97,809	97,959	-0.2%	1,009,196	812,444	24.2%	1,101,985	856,245	28.7%
Deplaned	<u>96,617</u>	<u>97,319</u>	-0.7%	<u>999,989</u>	<u>807,467</u>	23.8%	<u>1,088,166</u>	<u>849,568</u>	28.1%
Total	194,426	195,278	-0.4%	2,009,185	1,619,911	24.0%	2,190,151	1,705,813	28.4%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	689,953	709,019	-2.7%	8,378,613	10,412,969	-19.5%	9,249,949	11,259,611	-17.8%
Deplaned	<u>1,052,805</u>	<u>1,011,365</u>	4.1%	<u>11,819,661</u>	<u>11,922,313</u>	-0.9%	<u>13,150,952</u>	<u>13,221,423</u>	-0.5%
Subtotal	1,742,758	1,720,384	1.3%	20,198,274	22,335,282	-9.6%	22,400,901	24,481,034	-8.5%
Freight									
Enplaned	2,736,718	3,697,021	-26.0%	44,418,158	50,857,498	-12.7%	48,506,970	53,666,523	-9.6%
Deplaned	<u>8,860,896</u>	<u>9,228,528</u>	-4.0%	<u>97,971,685</u>	<u>104,470,386</u>	-6.2%	<u>107,289,225</u>	<u>113,678,989</u>	-5.6%
Subtotal	11,597,614	12,925,549	-10.3%	142,389,843	155,327,884	-8.3%	155,796,195	167,345,512	-6.9%
Total	13,340,372	14,645,933	-8.9%	162,588,117	177,663,166	-8.5%	178,197,096	191,826,546	-7.1%

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

Category	Nov 2022	Nov 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change	*MOV12-2022	*MOV12-2021	Percentage Change
Aircraft Operations									
Airlines	2,135	2,453	-13.0%	25,289	24,130	4.8%	27,648	25,963	6.5%
Commuter/Air Taxi	<u>679</u>	<u>761</u>	-10.8%	<u>6,865</u>	<u>7,587</u>	-9.5%	<u>7,644</u>	<u>7,970</u>	-4.1%
Subtotal	2,814	3,214	-12.4%	32,154	31,717	1.4%	35,292	33,933	4.0%
General Av.	1,106	1,137	-2.7%	12,798	10,562	21.2%	13,780	11,380	21.1%
Military	<u>311</u>	<u>251</u>	23.9%	<u>2,408</u>	<u>2,201</u>	9.4%	<u>2,639</u>	<u>2,408</u>	9.6%
Subtotal	1,417	1,388	2.1%	15,206	12,763	19.1%	16,419	13,788	19.1%
Total	4,231	4,602	-8.1%	47,360	44,480	6.5%	51,711	47,721	8.4%
Fuel Gallons									
General Aviation									
100LL	2,388	1,833	30.3%	26,910	27,754	-3.0%	29,048	29,598	-1.9%
Jet A	<u>180,132</u>	<u>147,313</u>	<u>22.3%</u>	<u>1,807,805</u>	<u>1,506,603</u>	<u>20.0%</u>	<u>1,949,273</u>	<u>1,583,530</u>	<u>23.1%</u>
Subtotal	182,520	149,146	22.4%	1,834,715	1,534,357	19.6%	1,978,321	1,613,128	22.6%
Commercial Aviation									
Jet A	1,766,469	1,727,929	2.2%	20,006,510	19,419,227	3.0%	21,811,314	20,525,673	6.3%
Total	1,948,989	1,877,075	3.8%	21,841,225	20,953,584	4.2%	23,789,635	22,138,801	7.5%

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

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

November 2022



	Nov 2022	Nov 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change
Allegiant Air						
Enplanements	3,127	3,951	-20.9%	36,421	32,330	12.7%
Seats	3,924	5,055	-22.4%	43,410	48,435	-10.4%
Load Factor	79.7%	78.2%	2.0%	83.9%	66.7%	25.7%
American Airlines						
Enplanements	35,438	31,761	11.6%	351,633	286,705	22.6%
Seats	40,812	39,168	4.2%	419,254	365,584	14.7%
Load Factor	86.8%	81.1%	7.1%	83.9%	78.4%	6.9%
Contour Airlines						
Enplanements	169	214	-21.0%	4,008	214	1772.9%
Seats	240	330	-27.3%	6,600	330	1900.0%
Load Factor	70.4%	64.8%	8.6%	60.7%	64.8%	-6.4%
Delta Air Lines						
Enplanements	32,515	33,739	-3.6%	343,437	247,304	38.9%
Seats	36,216	41,065	-11.8%	400,593	321,039	24.8%
Load Factor	89.8%	82.2%	9.3%	85.7%	77.0%	11.3%

	Nov 2022	Nov 2021	Percentage Change	*CYTD-2022	*CYTD-2021	Percentage Change
Silver Airways						
Enplanements	540	743	-27.3%	5,951	6,850	-13.1%
Seats	828	1,142	-27.5%	7,696	11,600	-33.7%
Load Factor	65.2%	65.1%	0.2%	77.3%	59.1%	30.9%
Southwest Airlines						
Enplanements	12,464	12,365	0.8%	118,013	105,979	11.4%
Seats	15,170	18,805	-19.3%	176,618	189,208	-6.7%
Load Factor	82.2%	65.8%	25.0%	66.8%	56.0%	19.3%
United Airlines						
Enplanements	12,627	14,630	-13.7%	144,368	129,895	11.1%
Seats	13,370	17,160	-22.1%	165,650	159,110	4.1%
Load Factor	94.4%	85.3%	10.8%	87.2%	81.6%	6.8%
Totals						
Enplanements	96,880	97,403	-0.5%	1,003,831	809,277	24.0%
Seats	110,560	122,725	-9.9%	1,219,821	1,095,306	11.4%

Load Factor	87.6%	79.4%	10.4%	82.3%	73.9%	11.4%
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***CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.**

Totals

Enplanements	96,880	97,403	-0.5%	1,003,831	809,277	24.0%
Seats	110,560	122,725	-9.9%	1,219,821	1,095,306	11.4%

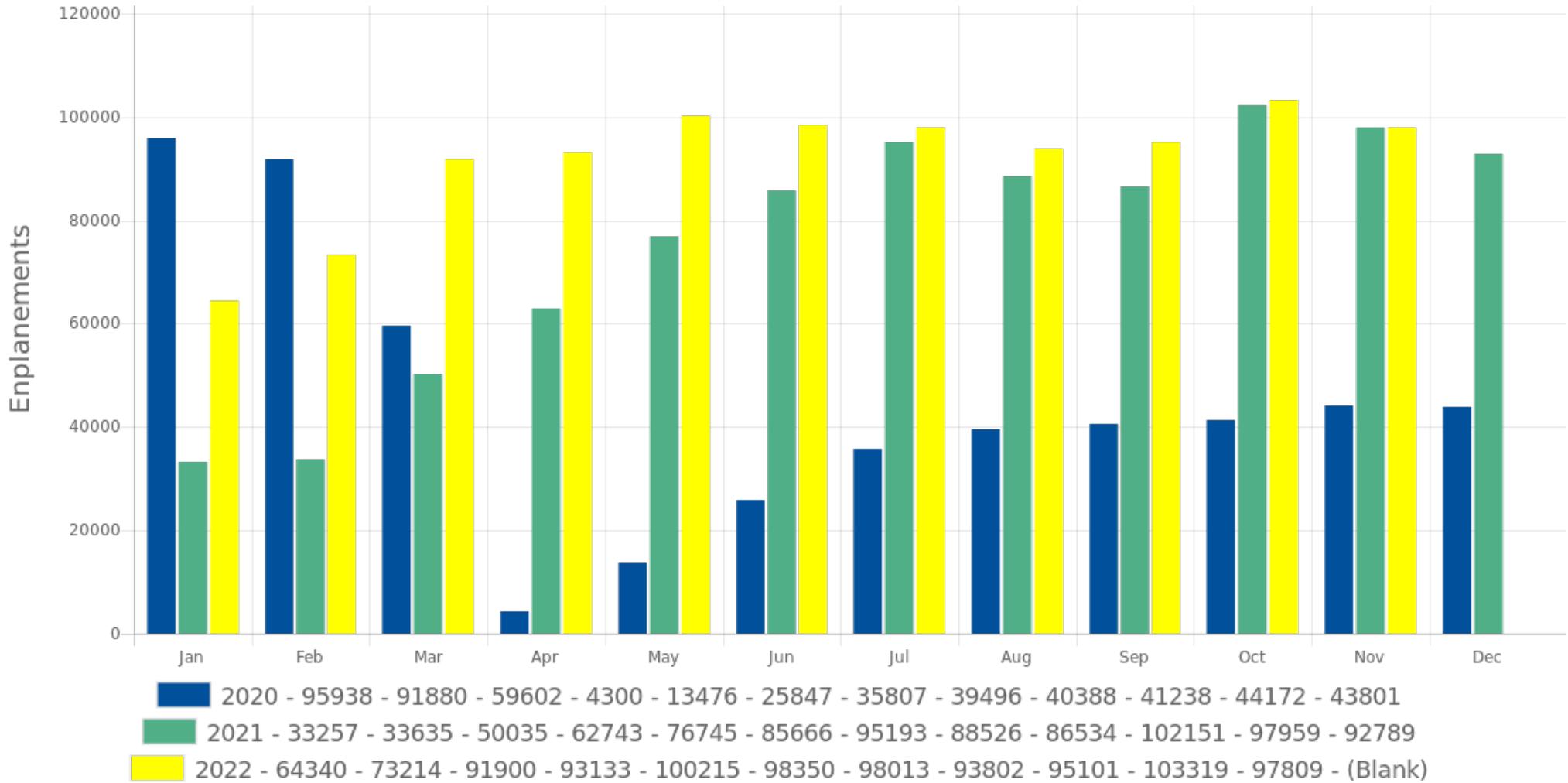
Load Factor	87.6%	79.4%	10.4%	82.3%	73.9%	11.4%
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***CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.**

Monthly Enplanements By Year

Greenville-Spartanburg International Airport

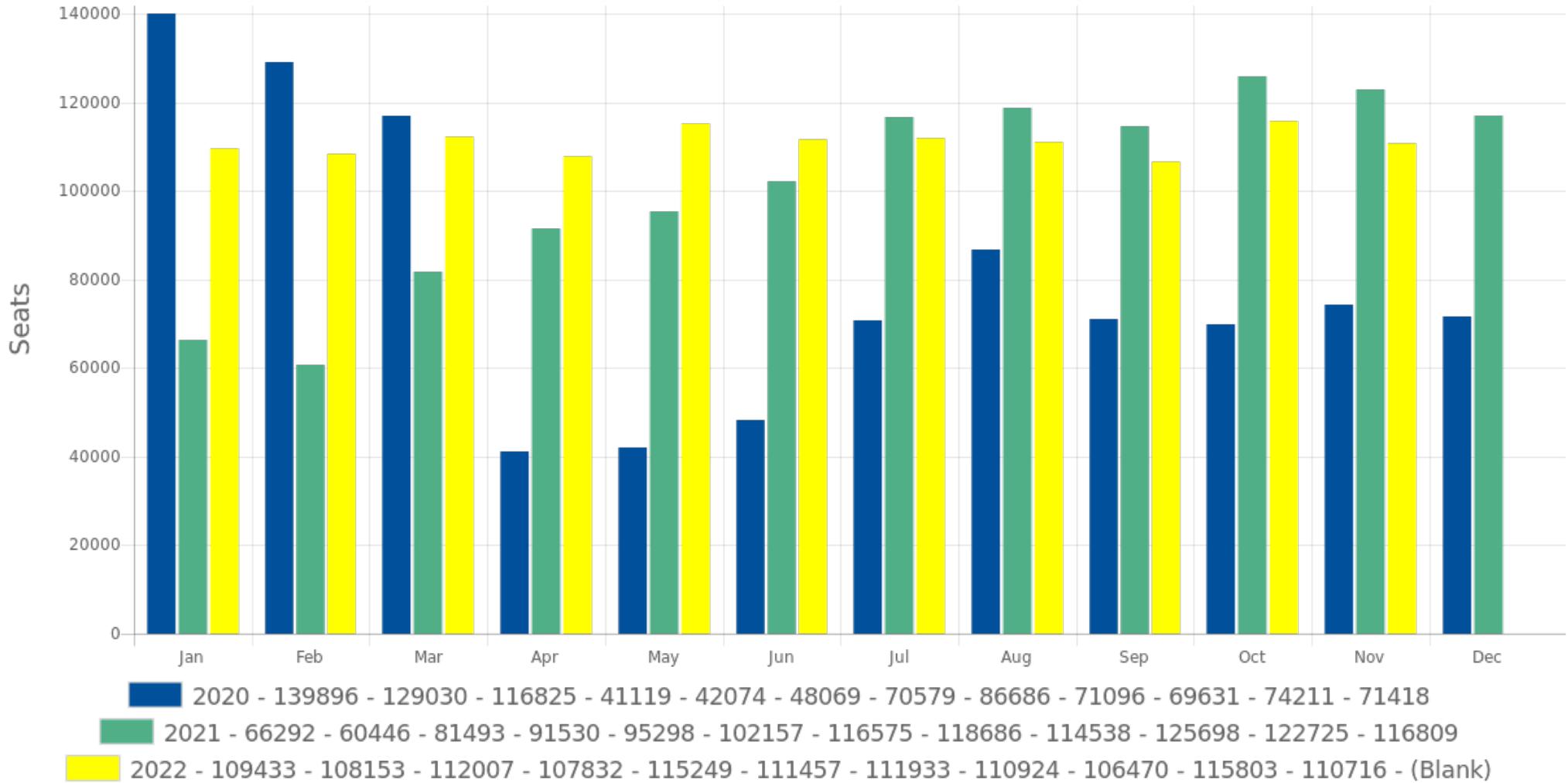
Report Period From January 2020 Through November 2022



Monthly Seats By Year

Greenville-Spartanburg International Airport

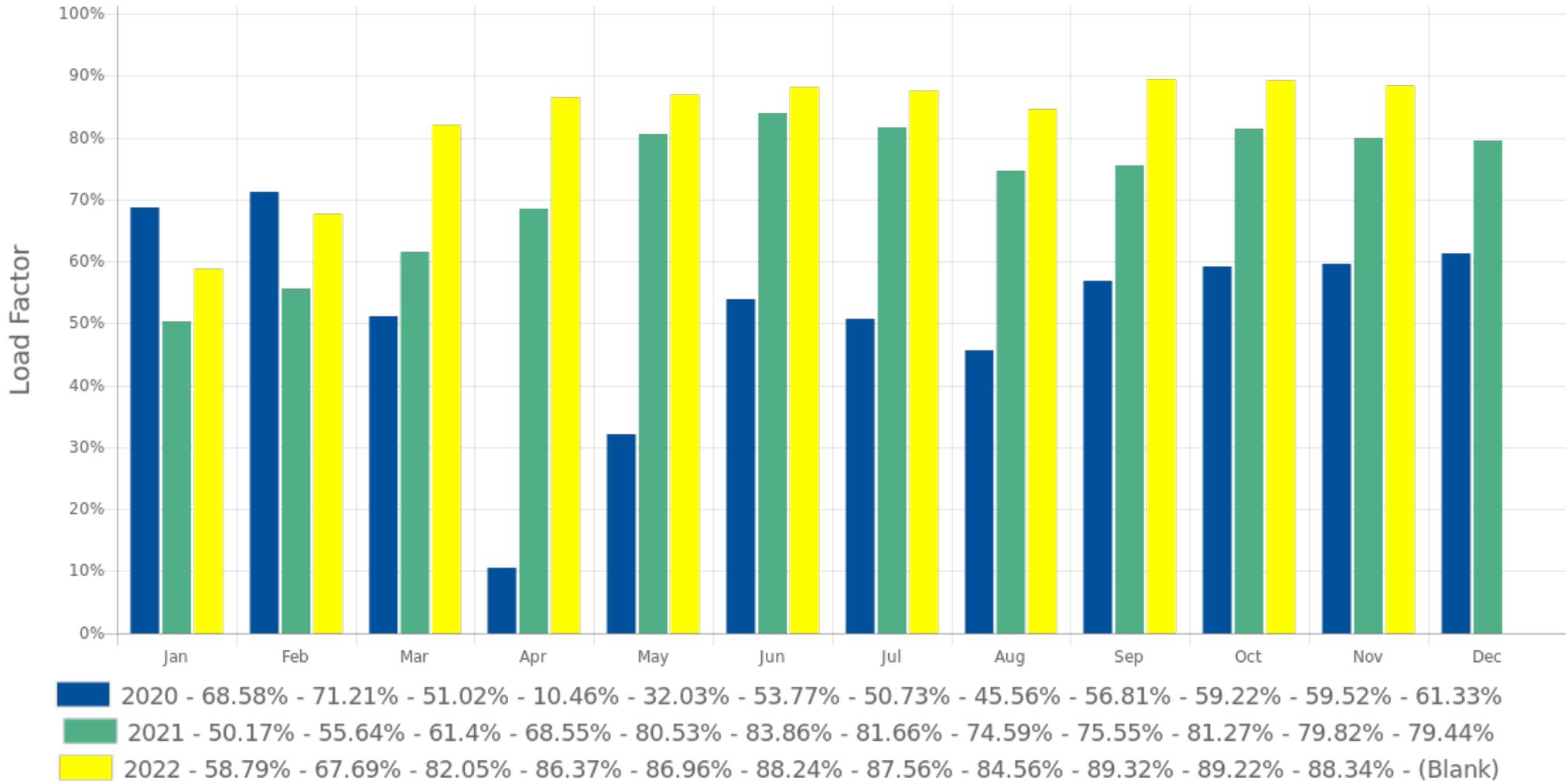
Report Period From January 2020 Through November 2022



Monthly Load Factors By Year

Greenville-Spartanburg International Airport

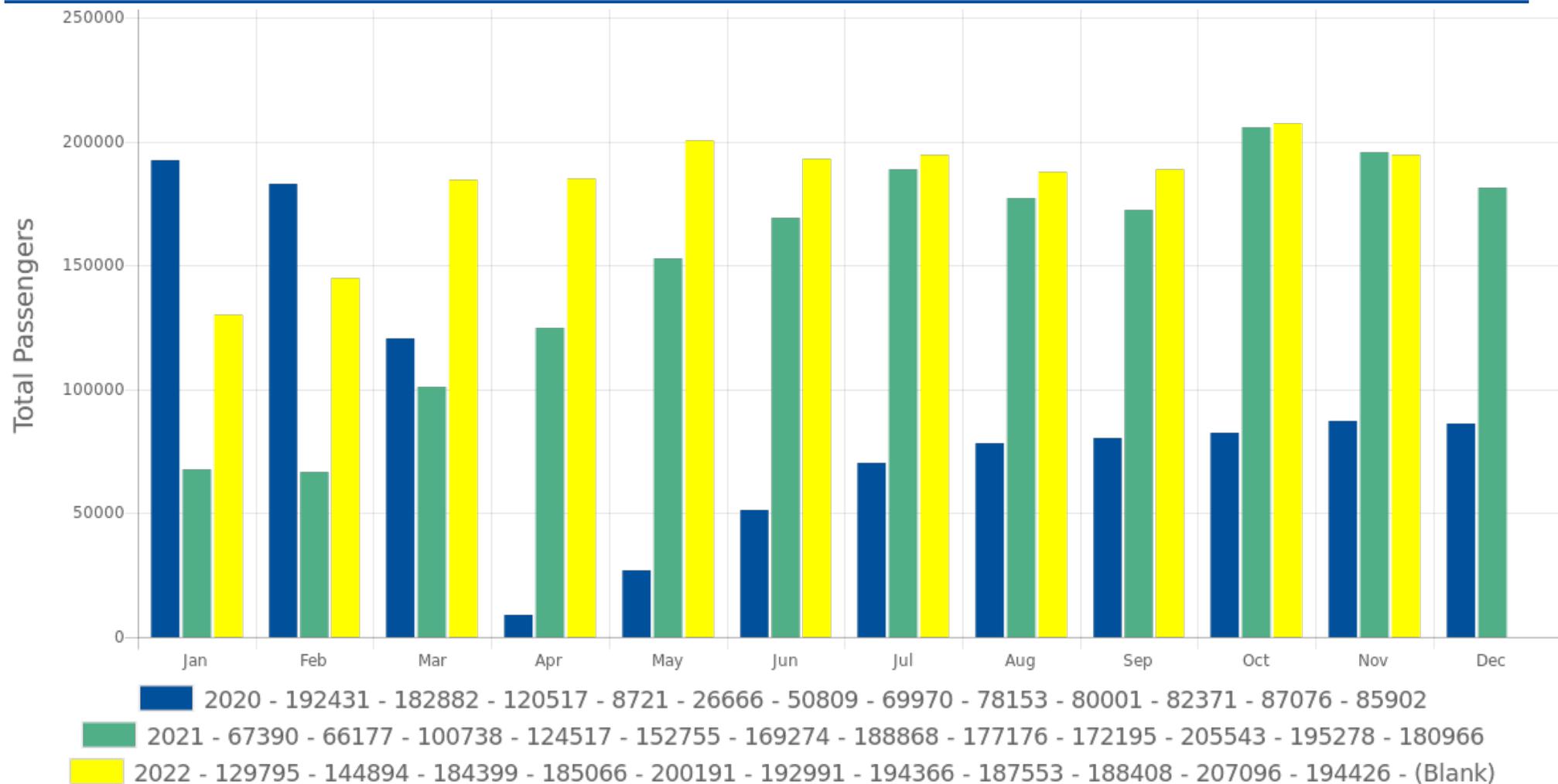
Report Period From January 2020 Through November 2022



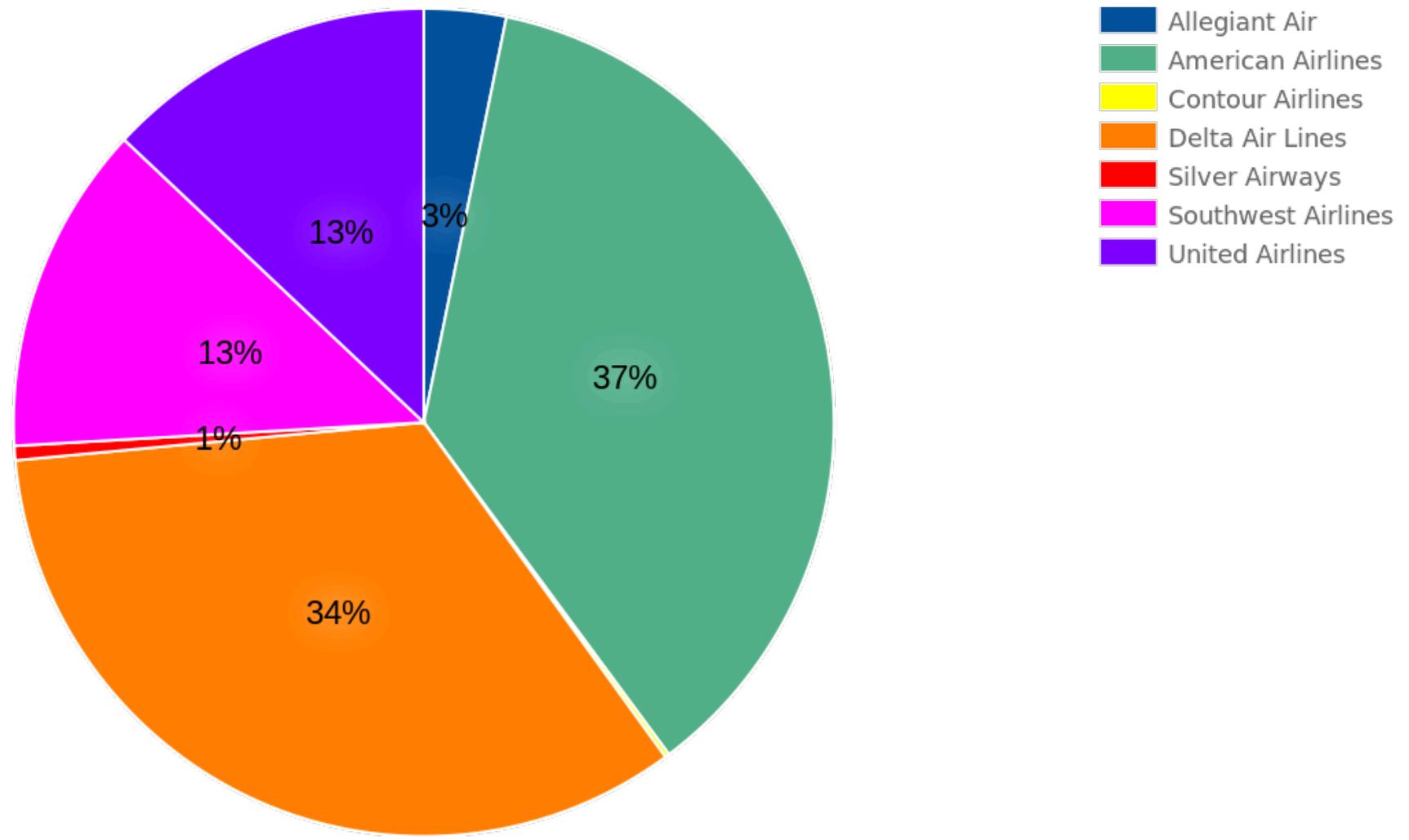
Total Monthly Passengers By Year

Greenville-Spartanburg International Airport

Report Period From January 2020 Through November 2022



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



Airline Flight Completions

Greenville-Spartanburg International Airport

November 2022



Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Air Atlanta Icelandic	19	0	0	0	0	0	100.0%
Air Cargo Carriers	2	0	0	0	0	0	100.0%
AIRNET	3	0	0	0	0	0	100.0%
Allegiant Air	22	0	0	0	0	0	100.0%
Allegiant Charter	3	0	0	0	0	0	100.0%
American Airlines	466	13	0	0	0	13	97.2%
American Airlines Charter	1	0	0	0	0	0	100.0%
Ameriflight	1	0	0	0	0	0	100.0%
Amerijet Intl	7	0	0	0	0	0	100.0%
Ameristar Jet Charter	3	0	0	0	0	0	100.0%
Atlas Air	12	0	0	0	0	0	100.0%
Berry Aviation	2	0	0	0	0	0	100.0%
Breeze Airways	1	0	0	0	0	0	100.0%
Contour Airlines	9	0	1	0	0	1	88.9%
Delta Air Lines	318	0	1	3	0	4	98.7%
Delta Air Lines Charter	4	0	0	0	0	0	100.0%
Everts Air Cargo	2	0	0	0	0	0	100.0%
Federal Express	38	0	0	0	0	0	100.0%
Freight Runners Express	1	0	0	0	0	0	100.0%
Global X Airlines	1	0	0	0	0	0	100.0%
IFL Group	1	0	0	0	0	0	100.0%

Airline	Scheduled Flights	Cancellations Due To				Total Cancellations	Completed Flights (%)
		Field	Mechanical	Weather	Other		
Kalitta Charters II	2	0	0	0	0	0	100.0%
Legends AirWays	4	0	0	0	0	0	100.0%
MAS Air	11	0	0	0	0	0	100.0%
McNeely Charter Service	1	0	0	0	0	0	100.0%
Mountain Air Car	13	0	0	0	0	0	100.0%
Royal Air Freight	9	0	0	0	0	0	100.0%
Silver Airways	15	0	0	0	0	0	100.0%
Southwest Airlines	94	0	0	0	0	0	100.0%
Sun Country Airlines	2	0	0	0	0	0	100.0%
Swift Air, LLC	2	0	0	0	0	0	100.0%
United Airlines	196	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	1,302	13	2	3	0	18	98.6%



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kirk Eickhoff, Senior Vice President/CFO

DATE: January 23, 2023

ITEM DESCRIPTION – Information Section Item B

November 2022 – Monthly Financial Report

SUMMARY

Attached is a copy of the Financial Statement Package (unaudited) for November 2022.

The year-to-date net operating income for the four months ended November 30, 2022 is \$7.71M, which is \$1.87M or 32.06% favorable to budget. This is largely attributable to lower-than-expected operating expenses, as operating income is generally in line with the budget.

Operating income is tracking closely with the FY 2023 budget, with a relatively small unfavorable variance of \$20,735 or 0.09%. Lower-than-expected income from other aviation services and restaurant sales is largely offset by higher-than-expected income from rental car, auto parking, and space and ground rentals.

Operating expenses are \$1,892,618 or 10.41% less than budgeted due to favorable variances from all expense categories. Salaries & benefits, contractual services, repairs and maintenance, and professional services produced the largest favorable variances. The salaries & benefits variance is largely attributable to personnel vacancies. Other expense items related to the acquisition of goods and services can be less predictable in their timing and are expected to align more closely with the budget as the fiscal year progresses.

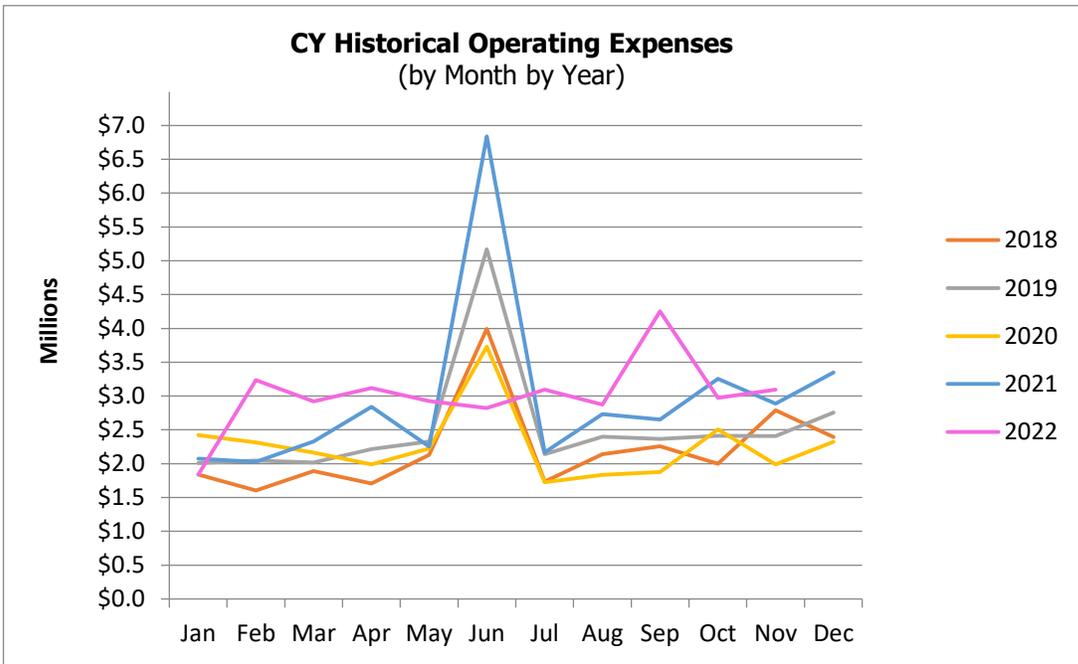
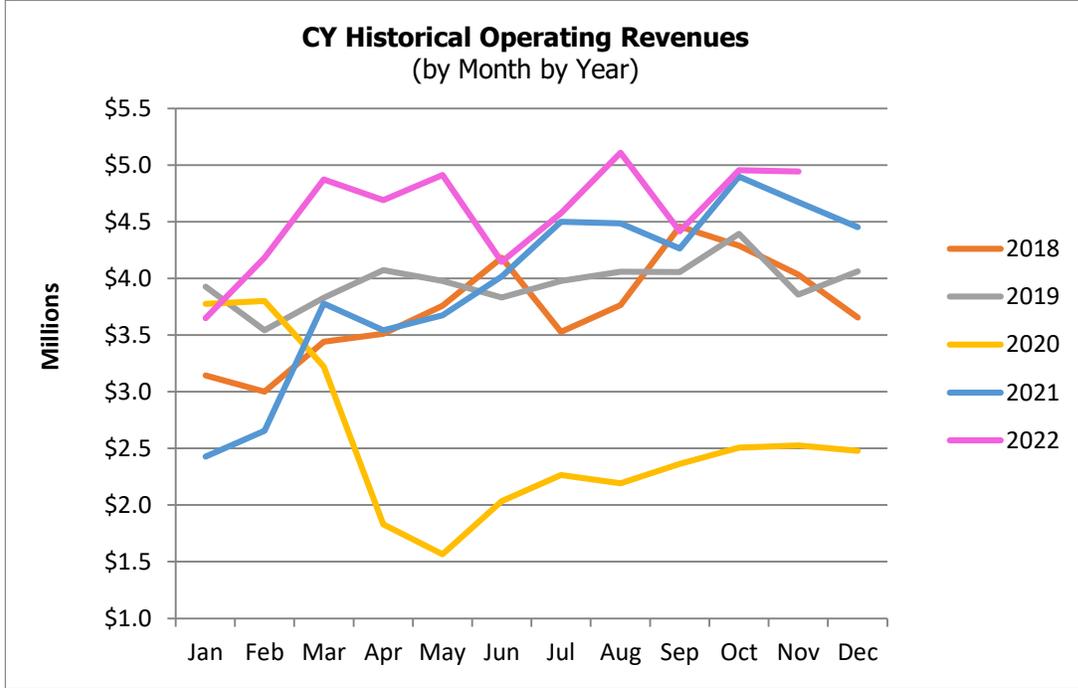
Detailed explanations of the financial statements and are included in the accompanying November 30, 2022 Financial Statement Package.

November 30, 2022 FINANCIAL STATEMENT PACKAGE

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

	Current FY 11/30/2022	Prior FY 11/30/2021	
Assets			
Cash Accounts	53,386,593.89	53,425,184.89	
Investments-Airport	36,769,688.50	35,222,240.28	
Accounts Receivable	3,317,650.52	3,893,469.04	
Less: Reserve for Doubtful Accounts	(149,500.00)	(149,500.00)	
Net Accounts Receivable	3,168,150.52	3,743,969.04	
Leases Receivable	38,541,080.00		(bb)
Inventory	866,297.60	605,032.24	
Prepaid Insurance	673,632.64	500,953.90	
Notes Receivable-RAC District Funds	137,533.38	410,767.99	
Lease Assets	1,606,198.00		
Less: Accumulated Amortization	(308,194.00)		
Net Lease Assets	1,298,004.00	0.00	(bb)
Property, Plant & Equipment (PP&E)	523,524,980.12	495,785,734.84	
Less: Accumulated Depreciation	(199,601,663.35)	(191,976,266.48)	
Net PP&E	323,923,316.77	303,809,468.36	
TOTAL ASSETS	458,764,297.30	397,717,616.70	
 PLUS: Deferred Outflows of Resources			
Deferred Pension, OPEB & Leases	5,100,003.57	6,822,099.00	
TOTAL DEFERRED OUTFLOWS OF RESOURCES	5,100,003.57	6,822,099.00	
 LESS: Liabilities			
Accounts Payable	8,442,318.87	8,705,270.18	(aa)
TD Bank Long Term Debt	31,208,333.16	32,958,333.24	
SCRS Pension Liability	19,051,675.00	23,867,728.00	
Benefit Liability	4,091,496.56	4,040,338.97	
Lease Liabilities	1,320,977.00		(bb)
TOTAL LIABILITIES	64,114,800.59	69,571,670.39	
 LESS: Deferred Inflows of Resources			
Deferred Revenues	42,228,035.38	1,305,465.99	
TOTAL DEFERRED INFLOWS OF RESOURCES	42,228,035.38	1,305,465.99	
 NET POSITION			
Invested in Capital Assets, Net of Related Debt	292,692,010.61	270,851,135.12	
Restricted			
Contract Facility Charge	15,419,365.55	11,682,520.31	
Passenger Facility Charges	9,165,904.11	4,688,256.61	
Total Restricted:	24,585,269.66	16,370,776.92	
Unrestricted	40,244,184.63	46,440,667.28	
TOTAL NET POSITION	357,521,464.90	333,662,579.32	

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



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

	<-----FISCAL YEAR TO DATE----->			
	November 30, 2022	November 30, 2022	Actual-Budget	% Change
	Actual	Budget		
INCOME				
Landing Area:				
Landing Fees	1,174,136.71	1,227,742.80	(53,606.09)	(4.37) % (a)
Aircraft Parking Fees	194,158.40	177,916.00	16,242.40	9.13 %
Subtotal Landing Area	<u>1,368,295.11</u>	<u>1,405,658.80</u>	<u>(37,363.69)</u>	<u>(2.66) %</u>
Space and Ground Rentals	5,860,342.30	5,588,977.14	271,365.16	4.86 % (b)
Auto Parking	7,014,457.91	6,713,876.64	300,581.27	4.48 % (c)
Commercial Ground Transportation	212,912.42	199,773.80	13,138.62	6.58 %
Concessions:				
Advertising	188,166.67	229,886.65	(41,719.98)	(18.15) % (d)
Food & Beverage	135,404.12	101,847.85	33,556.27	32.95 %
Rental Car	1,989,366.16	1,677,691.95	311,674.21	18.58 % (e)
Retail	241,699.86	197,083.35	44,616.51	22.64 % (f)
Retail - Automated	37,960.49	24,710.00	13,250.49	53.62 %
Subtotal Concessions	<u>2,592,597.30</u>	<u>2,231,219.80</u>	<u>361,377.50</u>	<u>16.20 %</u>
Expense Reimbursements	890,056.45	737,158.55	152,897.90	20.74 % (g)
Other Income	117,866.55	80,036.10	37,830.45	47.27 %
Other-Aviation Services	2,135,538.29	2,989,306.20	(853,767.91)	(28.56) % (h)
Gross Profit on Fuel Sales	2,467,776.26	2,506,040.45	(38,264.19)	(1.53) %
Gross Profit on Restaurant Sales	1,339,279.24	1,567,809.38	(228,530.14)	(14.58) % (i)
Total Operating Income	<u>23,999,121.83</u>	<u>24,019,856.86</u>	<u>(20,735.03)</u>	<u>(0.09) %</u>
EXPENSES				
Salaries & Benefits	9,243,566.57	9,795,180.79	(551,614.22)	(5.63) % (j)
Professional Services	184,665.92	400,582.50	(215,916.58)	(53.90) % (k)
Promotional Activities	210,310.75	341,881.41	(131,570.66)	(38.48) % (l)
Administrative	1,435,346.05	1,511,828.81	(76,482.76)	(5.06) % (m)
Insurance	500,208.30	500,208.30	0.00	0.00 %
Contractual Services	2,440,426.90	2,953,454.24	(513,027.34)	(17.37) % (n)
Rentals and Leases	170,980.15	219,517.04	(48,536.89)	(22.11) % (o)
Repairs and Maintenance	296,512.91	538,378.45	(241,865.54)	(44.92) % (p)
Supplies and Equipment	879,416.23	973,170.61	(93,754.38)	(9.63) % (q)
Utilities	926,636.63	946,487.01	(19,850.38)	(2.10) %
Total Operating Expenses	<u>16,288,070.41</u>	<u>18,180,689.16</u>	<u>(1,892,618.75)</u>	<u>(10.41) %</u>
NET OPERATING INCOME	<u>7,711,051.42</u>	<u>5,839,167.70</u>	<u>1,871,883.72</u>	<u>32.06 %</u>

STATEMENT OF NET POSITION - CURRENT YTD ACTUAL FOOTNOTES

aa	Accounts Payable Consists of the following:	
		2,166,581 Retainage accrual required until the end of contract
		2,336,882 Trade A/P, varies monthly, includes year end accruals
		1,851,813 Year End Payroll, Vacation & Sick Benefits accrual
		572,978 Security Deposits
		236,272 RAC True-up
		1,271,810 Food & Beverage
		5,982 Other
		<hr/>
		8,442,319

bb **All noted accounts** For fiscal year ended 6/30/2022, we were required to incorporate GASB 87 into our financials. While the impact was relatively minimal to the Statement of Revenues, Expenses and Changes in Net Position 1.05M, we booked substantial and nearly-offsetting balances to assets 39.9M and to liabilities/deferred inflows 38.86M.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION -YTD ACTUAL VS YTD BUDGET FOOTNOTES

- (a) **Landing Fees** - Charter passenger landings 38K under budget
- (b) **Space & Ground Rentals** Space & Ground Rentals over budget due to the following:
 - Rental Car Non Terminal Space is higher than budget
 - Airline Space actual is higher than budget
 - 3b2 Solutions not budgeted for Non Terminal Space
- (c) **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
- (d) **Advertising** - Advertising space 42K under budget due to a few open Ad spaces
- (e) **Rental Car** Rental Car is over budget due to the following:
 - AVIS, Budget, Enterprise and National 318K over budget

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Diff</u>
AVIS	348,140	293,462	54,678
Budget	338,638	311,620	27,018
Enterprise	419,154	309,471	109,682
Hertz	286,386	292,527	(6,141)
National	595,969	468,943	127,026
GA	1,079	1,669	(589)
TOTAL	<hr/> 1,989,366	<hr/> 1,677,692	<hr/> 311,674
- (f) **Retail** - Retail 45K over budget
- (g) **Expense Reimbursements** - Share Tenant Services over budget due to 107K American ticket kiosk project
- (h) **Other-Aviation Services** Other-Aviation Services is under budget due to the following:
 - Ground A/C Handling Cargo 23K under budget due to no preighters and fewer hotshots
 - Warehouse Fees 890K under budget due to no preighters, smaller SAB freighters and fifth freedom rules for MEX related flights
 - Reimbursement Service Program 62K over budget on CBP services
- (i) **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
- (j) **Salary & Benefits** - Less employees (226) than budgeted (251)

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION -YTD ACTUAL VS YTD BUDGET FOOTNOTES

- (k) **Professional Services** Professional Services is under budget due to the following:
- Consulting fees 154K under budget; 42K related to financial consultant straight-lined but not used yet; 25K for hangar and pricing study not done yet, among delays in other consulting projects
 - Legal fees 39K under budget
 - Audit 23K under budget due to invoice timing
- (l) **Promotional Activities** Promotional Activities is under budget due to the following:
- Advertising expense 93K under budget due to invoice timing
 - General marketing expenses 18K under budget due to invoice timing
 - Special Events 23K under budget due to invoice timing
- (m) **Administrative** Administrative is under budget due to the following:
- Corporate Function 29K under budget
 - Credit Card Processing 51K over budget for parking and Metz
 - Uniforms 23K under budget
 - Payroll Service 20K over budget
 - Recruiting 141K over budget due to the executive staff turnovers
 - Travel/Training 194K under budget
 - Independent Contractor 32K under budget
- (n) **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 546K
 - Janitorial Services 123K under budget due to some budgeted services not starting back yet
 - Service Agreements 68K under budget
 - Heating & Air 13K under budget
 - Radio Service 20K under budget
 - Miscellaneous 109K under budget, primarily food & beverage contracts and services
 - Telephone Equip 40K under budget
 - Centralized Receiving & Distribution 407K over budget due Buyout of Bradford contract
- (o) **Rentals & Leases** - Equipment 48K under budget (AvServ fuel tank rentals)
- (p) **Repairs & Maintenance** Repair & Maintenance is under budget due to the following:
- Boarding Bridges 14K under budget
 - Building 62K under budget
 - Equipment 57K under budget
 - Security System 17K under budget
 - Heating & Air 8K under budget
 - Radio 12K under budget
 - Vehicles 11K under budget
 - Fuel Truck 21K under budget
 - Project Unanticipated 25K under budget
- (q) **Supplies & Equipment** Supplies & Equipment is under budget due to the following:
- Computer-Software 38K under budget due to park assist upgrade not executed until early 2023
 - Fuel-Vehicles 64K under budget
 - Office Supplies 20K under budget
 - Paper 18K over budget
 - Tools & Hardware 22K under budget
 - Snow Removal 42K over budget due to September deicer purchase while budget is spread October 2022 through March 2023
 - Cargo Dunnage 23K under budget
 - De-Ice Fluid 18K over 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	798,744.00
Note	6/30/2021	1/31/2023	0.125%	999,759.69	1,000,000.00	993,260.00
Note	4/16/2021	2/28/2023	1.500%	820,472.00	800,000.00	794,264.00
Note	6/29/2021	3/31/2023	1.500%	818,740.28	800,000.00	990,130.00
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	793,904.00
Note	6/29/2021	5/31/2023	1.625%	1,027,459.69	1,000,000.00	985,430.00
Note	4/16/2021	6/30/2023	1.375%	821,388.85	800,000.00	784,936.00
Note	6/29/2021	7/31/2023	2.750%	1,052,615.76	1,000,000.00	987,540.00
Note	4/6/2022	8/31/2023	1.375%	395,883.12	400,000.00	390,048.00
Note	4/16/2021	8/31/2023	2.750%	848,617.50	800,000.00	788,280.00
Note	6/8/2021	9/30/2023	1.375%	976,516.29	950,000.00	923,837.00
Note	4/16/2021	10/31/2023	1.625%	1,224,841.13	1,200,000.00	1,167,048.00
Note	6/8/2021	11/30/2023	2.125%	1,048,025.62	1,000,000.00	974,570.00
Note	4/16/2021	12/31/2023	2.250%	1,045,987.00	1,000,000.00	973,830.00
Note	6/8/2021	1/31/2024	2.500%	1,060,259.38	1,000,000.00	975,200.00
Note	4/16/2021	2/29/2024	2.375%	1,051,398.00	1,000,000.00	972,500.00
Note	6/8/2021	3/31/2024	2.125%	1,502,990.00	1,000,000.00	967,340.00
Note	4/16/2021	4/15/2024	0.375%	801,705.50	800,000.00	754,872.00
Note	2/11/22	4/30/2024	2.250%	202,965.25	200,000.00	193,454.00
Note	6/8/2021	5/31/2024	2.000%	1,050,243.40	1,000,000.00	962,340.00
Note	6/29/2021	6/30/2024	1.750%	1,039,913.13	1,000,000.00	957,500.00
Note	6/29/2021	7/31/2024	2.125%	1,051,670.00	1,000,000.00	961,060.00
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	1,395,345.00
Note	1/6/2022	10/31/2024	1.500%	1,266,112.50	1,250,000.00	1,183,600.00
Note	1/6/2022	11/30/2024	2.125%	1,288,112.50	1,250,000.00	1,196,387.50
Note	1/6/2022	12/31/2024	2.250%	1,293,395.70	1,250,000.00	1,197,800.00
Note	1/6/2022	1/31/2025	1.375%	1,260,675.00	1,250,000.00	1,174,662.50
Note	2/11/2022	2/28/2025	2.750%	1,287,869.52	1,250,000.00	1,208,687.50
Note	4/6/2022	3/31/2025	2.625%	1,199,235.74	1,200,000.00	1,157,904.00
Note	6/10/2022	4/30/2025	2.875%	992,854.38	1,000,000.00	968,050.00
Note	6/10/2022	5/31/2025	2.875%	992,746.25	1,000,000.00	967,730.00
Note	6/10/2022	6/30/2025	2.750%	988,585.62	1,000,000.00	965,590.00
Note	8/24/2022	7/15/2025	3.000%	1,238,307.42	1,250,000.00	1,212,837.50
Note	8/24/2022	8/15/2025	3.125%	1,242,443.36	1,250,000.00	1,216,500.00
Note	10/7/2022	8/31/2025	2.750%	1,199,012.50	1,250,000.00	1,204,200.00
Note	10/7/2022	9/30/2025	3.000%	1,206,925.00	1,250,000.00	1,212,162.50
Subtotal-UST				39,202,458.29	38,000,000.00	\$ 36,769,688.50
Money Market Fund Balance (matured UST)						\$ 2,665,217.10
Total Investment Balance						\$ 39,434,905.60

Weighted blended yield = **1.981%**

Company Name: Greenville–Spartanburg Airport District

Report Name: Procurement / Capital Acquisitions

Created On: 12/20/2022

Project Type	Project name	Vendor Name	Date	Amount
Capital Improvement	Campus Signage Program - Phase 2 Construction: Construction	Mavin Construction	11/22/2022	15,780.59
Capital Improvement	Terminal Landside Roadway Improvements: Construction	Turner Construction Company	11/30/2022	25,000.00
Capital Improvement	Security Access Control Project	Dell Marketing L.P.	11/28/2022	45,273.34
Capital Improvement	Cargo Building Expansion (50,000 s.f.): Construction	The Harper Corporation	11/22/2022	57,643.92
Renewal & Replacement	28V GPU	Aero Specialties	11/30/2022	45,498.70
Small Capital & Equipment	Oshkosh Multi-Purpose Snow truck w/blower (2702-12)	Oshkosh Corporation	11/7/2022	65,277.49
Small Capital & Equipment	Oshkosh Multi-Purpose Snow truck w/blower (2702-12)	Oshkosh Corporation	11/7/2022	570,039.29
	FY2023 ATN Campus Transportation Project: Design	Plenary Americas USA Ltd.	11/30/2022	893,775.19
Sum Total				1,718,288.52



MEMORANDUM

TO: Members of the Airport Commission

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

DATE: January 23, 2023

ITEM DESCRIPTION – Information Section Item C

December 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 2023

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



contractor pool and Mavin Construction was selected for this work. The apron paving portion of the hangar project is being bid with the cargo apron phase 2 work to improve overall pricing for both components. The apron work is currently out for bid and bids are due before the end of the month. Mavin is substantially complete with the infrastructure scope of work.

Access Control/VMS Upgrade Project:

Status – Installation Phase

Project Budget - \$2,000,000

Estimated Completion Date – Spring 2023

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 completed by Spring 2023.

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); Summer 2023 (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 Roadway Improvements Program (TRIP):

Status – Mobilization

Project Budget - \$18,600,000

Estimated Completion Date –December 2024

TRIP includes the design and construction of the initial roadway improvements in the Terminal Complex per the Airport Masterplan and Terminal Planning Study. Kimley Horn



led the design /engineering phase. Turner was selected to serve as the construction manager for this project and Staff has completed the GMP review. Turner is mobilizing for the project and construction will start in January 2023.

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. Bids have been received and a recommendation will be presented at the January Commission meeting. Construction is expected to start in spring 2023 and be completed in fall 2023.

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 competitive 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 – Spring 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 by spring 2023.

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: January 23, 2023

ITEM DESCRIPTION – Information Section Item D

December 1 – December 31, 2022 – Communications Status Report

SUMMARY

News Stories ~ Broadcast, Print and Online 12/1/22 through 12/31/22:

American Airlines Adds New Nonstop Service to LGA

WSPA: [American Airlines announces new nonstop flight from GSP to New York](#)

Spartanburg Herald Journal: [New nonstop flights from GSP to New York](#)

Post & Courier: [Columbia, Greenville boost service with nonstop flights to LGA](#)

Upstate Business Journal: [GSP to welcome nonstop flights to LGA](#)

Holiday Travel

WSPA: [Preparing for holiday travel rush](#)

WSPA: [GSP offers security tips, new technology for easier flying this holiday season](#)

WYFF: [Travelers at GSP talk flight delays and cancellations \(wyff4.com\)](#)

Afghan Family Reunited at GSP

WYFF: [Afghan family reunited after more than a year apart \(wyff4.com\)](#)

Soldier Home for the Holidays

WYFF: [South Carolina: Taylors soldier gives mom holiday surprise \(wyff4.com\)](#)

Most Expensive Airports

Travel Awaits: [These are the 10 Most Expensive Airports to Fly Out of in the U.S.](#)

Southwest Cancels Flights



Post and Courier: [Southwest: Normal operations to resume Friday; 29 SC flights canceled Thursday | National and World News | postandcourier.com](#)
Spartanburg Herald Journal: [Update: Arctic blast leaves 2 dead in Upstate SC. Southwest flights cancelled out of GSP. \(goupstate.com\)](#)

Reach of GSP Media Coverage

8,131,964

Airport Digital and Social Media 11/1/22-11/30/22:

Website

Sessions – 75,531

New Users –55,311

Page Views –147,016

Facebook

Total followers –15,910

New followers –97

Page Views –1,401

Reach –450,040

Post Engagements –43,043

Instagram

Total Reach –15.158

Total Impressions –19,745

Followers –3,375

New followers –32

Twitter

Impressions –2,644

Visits –955

Followers –6,606

New followers - -1

Mentions –28

Top Performing Social Media Posts

Top Twitter Post

Top Tweet earned 1,005 impressions

Start spreading the news - American Airlines adds nonstop service from GSP to New York's LaGuardia Airport (LGA) starting May 5, 2023. pic.twitter.com/LBfWYxaK5O



↩ 2 ↻ 3 ❤ 11

Top Instagram Post



[View insights](#)

[Boost post](#)

❤ 💬 🗑

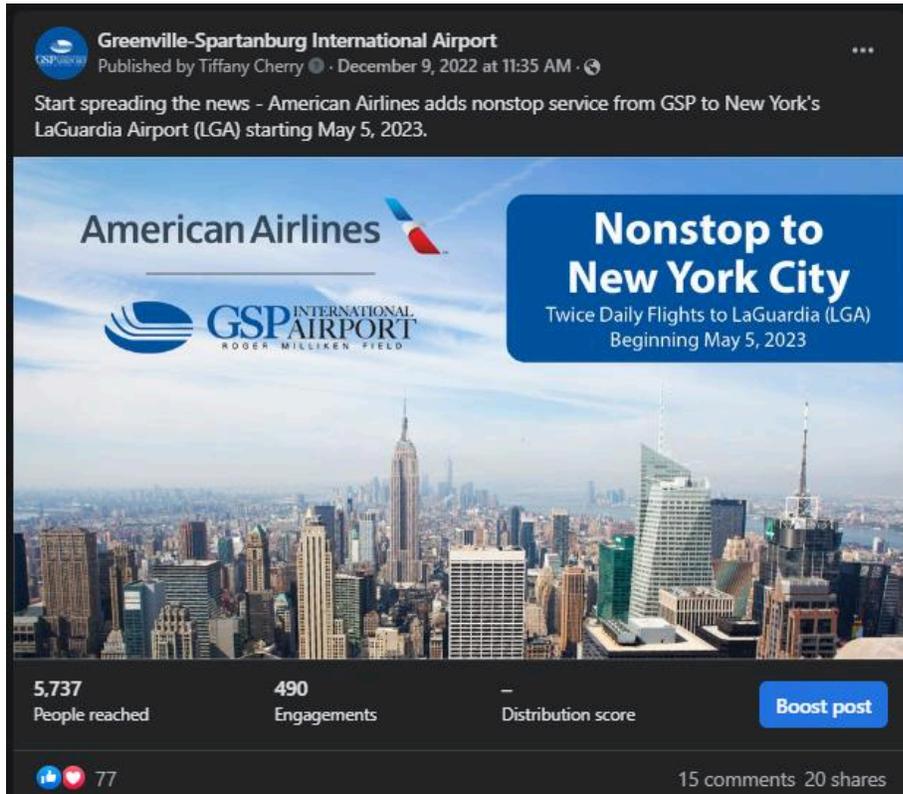
🔖

Liked by [smalltownjourney](#) and 56 others

gspairport Tis the Season. GSP's welcomed the Tanglewood Middle School Band as our first Holiday Music Series performance of the year. Throughout the season we will feature performances from local schools.

December 1, 2022

Top Facebook Post:



A screenshot of a Facebook post from Greenville-Spartanburg International Airport. The post is titled "Start spreading the news - American Airlines adds nonstop service from GSP to New York's LaGuardia Airport (LGA) starting May 5, 2023." The main image features the American Airlines logo and the GSP International Airport logo, with a blue callout box that reads "Nonstop to New York City" and "Twice Daily Flights to LaGuardia (LGA) Beginning May 5, 2023". The background of the image is a cityscape of New York City. Below the image, the post shows 5,737 people reached, 490 engagements, and a distribution score of 0. There is a "Boost post" button and 77 reactions (likes and hearts) shown.

Greenville-Spartanburg International Airport
Published by Tiffany Cherry · December 9, 2022 at 11:35 AM · 🌐

Start spreading the news - American Airlines adds nonstop service from GSP to New York's LaGuardia Airport (LGA) starting May 5, 2023.

American Airlines

GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

Nonstop to New York City
Twice Daily Flights to LaGuardia (LGA)
Beginning May 5, 2023

5,737 People reached 490 Engagements — Distribution score **Boost post**

77 15 comments 20 shares



Marketing Event Summary

Connections Gallery – Spartanburg Open Doors Exhibit:

Status - Open Doors in coordination with the Artist Collective of Spartanburg will exhibit two and three-dimensional artwork for local artists. The exhibit will run from January 9 – March 31, 2023.

Project Budget - \$0

Completion Date - March 31, 2023

2022 GSP / Salvation Army Kids Holiday Party

Status – Scheduled

Communications Budget - \$2,000

Completion Date - Complete

GSP staff and tenants hosted 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 – Complete

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

2022-2023 Wofford Men's and Women's Basketball Sponsorship

Status – Ongoing

Communications Budget - \$10,000

Completion Date: February 25, 2023

GSP will host a halftime promotion during both Wofford University men's and women's basketball games during the 2022-2023 season. Games begin December 6, 2022 and will continue through February 25, 2023.



2023 Routes Americas Air Service Conference

Status – Registered to attend

Communications Budget - \$3,000

Completion Date: March 23, 2023

Routes Americas, held in Chicago, IL, will attract airline network planners and airports from across North America. Airports and airlines will meet to discuss air service opportunities and share market research. GSP is expected to meet with at least 10 airlines during the conference.

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.

ACI NA Jumpstart Conference

Status – Awaiting Registration

Communications Budget - \$2,500

Completion Date: June 15, 2023



MEMORANDUM

TO: Members of the Airport Commission

FROM: Deven Judd, Vice President/CCO

DATE: January 23, 2023

ITEM DESCRIPTION – Information Section Item E

December 2022 – Commercial Business Report

Airport Mailers Kiosk:

Status – No contact from Airport Mailers. Researching other service providers.

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.

There has been no contact from Airport Mailers, who have traditionally provided these services at airports. Another company (Flippit Corp.) has been identified. The Airport District is conducting due diligence to ascertain capabilities. Flippit is operating in Wilkes-Barre/Scranton International; Rhode Island T.F. Green International; and Bradley International Airports on one-year agreements or pilot programs.

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 and close out the construction project.

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

Estimated Completion Date – Pushed to January 31, 2023



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.

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 – March 31, 2023

Draft Agreement sent to FedEx for review. Pursuant to District policy, this lease will be a triple-net lease. Next steps to include a lease discussion with FedEx.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly Dawsey, Vice President/CHRO

DATE: January 23, 2023

ITEM DESCRIPTION – Information Section Item F

December 2022 – OSHA Recordable Injury Report

SUMMARY

Monthly Activity December 31, 2022

- 1 OSHA Recordable Injury

2022 Calendar Year-to-Date

- 10 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