

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

May 13, 2024

The Greenville-Spartanburg Airport Commission met on March 13, 2024, 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, Leland Burch, Valerie Miller (via teleconference), Jay Beeson, Doug Smith, Hunter Cuthbertson

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Betty O. Temple, WBD (via teleconference); Kevin Howell, Senior Vice President/COO; Thomas Brooks, Vice President/CFO; Kelly Dawsey, Vice President/CHRO; Deven Judd, Vice President/CCO; Zach Salvato, Vice President/CIO; Tom Tyra, Vice President/CMCO; Jeff Clifton, Director of Design & Construction; Ryan Clark, Real Estate & Leasing Manager; Tiffany Cherry, Communications Manager; Casey Cooperman, Executive Assistant/Recording Secretary

GUESTS PRESENT: John McAlmont, Parrish + Partners; Amanda Sheridan, McFarland Johnson; Andrew Mitchell, AVCON, Inc.; Matt Irwin, Mess Construction; Shawn Epps, HDR; Emily Garcia, Post & Courier

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:02 a.m.

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

- A.** The Greenville-Spartanburg Airport Commission March 4, 2024 Regular Meeting Minutes.

PRESENTATIONS: None.

NEW BUSINESS

A. Approval of Fiscal Year 2025 Airport District Budget

Thomas Brooks, VP/Chief Financial Officer, presented the proposed Fiscal Year 2025 Budget for the Airport Commission's consideration. The budget presentation, along with

Appendix A, B, and C were included in the Commission Package provided to the Commission.

Mr. Brooks then respectfully requested that the Airport Commission resolve to adopt the FY 2025 budget; total budgeted revenues of \$72,210,751, total budgeted operating expenses of \$52,643,602, and a capital improvement project budget of \$121,500,000.

Commissioner Burch made a motion to adopt the Fiscal Year 2025 budget as presented. The motion was seconded by Commissioner Cuthbertson, and unanimously approved.

B. Approval of Rental Car Concession Agreement and Lease

Deven Judd, VP/Chief Commercial Officer, presented the request to approve a new rental car concession agreement and lease. He provided the background for this request, noting that construction of the new Garage C/Rental Car Facility has begun, and the current Rental Car Concession Agreement and Lease is under a month-to-month term. In order to align the rental car operations with the Garage C/Rental Car Facility, a new Agreement and Lease need to be executed.

Mr. Judd then respectfully requested that the Airport Commission resolve to (1) approve the new Rental Car and Concession Agreement and Lease Terms as outlined and (2) authorize the President/CEO to execute all required documents.

A motion was made by Commissioner Beeson to approve the request as outlined above. The motion was seconded by Commissioner Burch, and unanimous approval was received.

C. Approval of a Property Acquisition – 0.87 acres at the intersection of Hwy 101 and Brockman McClimon Rd, Greer, SC

Deven Judd, VP/Chief Commercial Officer, presented a request to approve a property acquisition of 0.87 acres at the intersection of Hwy 101 and Brockman McClimon Rd, Greer, SC.

Mr. Judd provided background on the request, noting that this property is adjacent to the Airport District Tract H in the GSP360 Beyond the Runway land development program. District Staff had an appraisal completed for the property and it was appraised for an amount totaling \$16,000.

Following this presentation, Mr. Judd respectfully requested that the Airport Commission resolve to (1) authorize Staff to negotiate the purchase of 0.87 acres at the intersection of Hwy 101 and Brockman McClimon Rd, Greer, SC in an amount not to exceed \$16,000 and (2) authorize the President/CEO to execute all required documentation for the property purchase.

A motion was made by Commissioner Burch to approve the request as outlined above. The motion was seconded by Commissioner Beeson, and unanimous approval was received.

D. Approval of Revisions to the Administrative Policies & Procedures, Section 113 – Construction Services

Kevin Howell, Senior Vice President/COO, presented the request to approve revisions to the Administrative Policies & Procedures, Section 113 – Construction Services.

Mr. Howell provided background on the request.

Mr. Howell respectfully requested that the Airport Commission resolve to (1) approve a revision to the Administrative Policies & Procedures, Section 113 – Construction Services increasing the IDIQ method cap limit from \$5,000,000 to \$8,000,000 in construction value; (2) approve a revision to the Administrative Policies & Procedures, Section 113 – Construction Services allowing a one (1) year extension to the term for the current IDIQ contractor pool; and (3) authorize the President/CEO to execute all necessary documents.

A motion was made by Commissioner Smith to approve the request as outlined above. The motion was seconded by Commissioner Burch, and unanimous approval was received.

OLD BUSINESS: None

PRESIDENT/CEO REPORT:

A. Aviation Industry Update

Mr. Edwards provided a brief update on how the aviation industry is being impacted by Boeing. He then provided an update the Alaska/Hawaiian merger and Jet Blue/Spirit merger.

B. Federal and State Legislative Update

Regarding federal legislature, Mr. Edwards provided an update on the FAA Reauthorization Bill.

Regarding state legislature, Mr. Edwards provided a brief update on the state budget and the funding possibilities for commercial airports in South Carolina.

C. Financial Update

Thomas Brooks, Vice President/CFO, provided a brief District financial report to the Commission, including FYTD Operating Revenues, Operating Expenses, Gross Margin, Cost Per Enplanement, Airline Revenues, Investment Balance, Fund Balance, and Debt Balance. He also provided a brief update on the capital improvement programs.

Mr. Brooks then provided a timeline for upcoming bond issuance.

OLD BUSINESS: None

COMMISSIONER'S REPORT: None

EXECUTIVE SESSION:

The Commission Chair requested that the Commission go into Executive Session for the purpose of discussing certain confidential economic development projects, and the annual review, employment, and compensation of an employee of the District. The motion was made by Commissioner Cuthbertson, seconded by Commissioner Beeson, and approved to go into Executive Session at 10:59 a.m.

At approximately 12:37 p.m. public session resumed with no action being taken in Executive Session. Upon a motion made and seconded, the Commission authorized the Chair to determine the amount of any base salary and/or bonus pursuant to the Terms of Employment with Mr. Edwards.

ADJOURNMENT:

There being no further business, a motion was made by Commissioner Burch, seconded by Commissioner Miller and unanimous vote received to adjourn the meeting. The meeting was adjourned at approximately 12:38 p.m. The next meeting regular, non-emergency Commission meeting is scheduled for Monday, July 8, 2024.

SIGNATURE OF PREPARER:



Casey Cooperman