

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

July 14, 2025

The Greenville-Spartanburg Airport Commission met on July 14, 2025, 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, Jay Beeson, Doug Smith, Hunter Cuthbertson

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Betty O. Temple, WBD; Kevin Howell, Executive 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; Ryan Clark, Real Estate & Leasing Manager; Cody Bauman, Director of Properties; Hunt Mitchell, Terminal and Environmental Manager

GUESTS PRESENT: John McAlmont, Parrish + Partners; John Mafera, McFarland Johnson; Amanda Sheridan, McFarland Johnson; Robert Williamson, The Budd Group; Jay Street, The Budd Group; Kevin Wrigley, The Budd Group; Steve Van Beek, Steer Group

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:06 a.m.

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

- A.** Approval of the Greenville-Spartanburg Airport May 12, 2025 Regular Meeting Minutes
- B.** Approval of Re-appointment of Dean Hybl as a Member of the Airport Environs Planning Commission

PRESENTATIONS:

- A. GSP Terminal Expansion Project Definition Plan (PDP) Criteria Package Update**
Kevin Howell, Executive Vice President/COO, introduced Scott Bodem as the new Director of Facilities and Asset Management and turned the floor over to John Mafera of McFarland Johnson for a presentation on the Terminal Expansion PDP and Design Criteria Package.

The presentation reviewed forecast models, space planning, and capacity assessments to guide future terminal improvements. Key highlights included:

- Growth in larger aircraft and international service is driving the need for expanded holdroom space. The proposed expansion would widen and lengthen Concourse B and provide separate holdrooms for each gate.
- Projected increase in seating capacity by approximately 50%.
- Preliminary plans support 3.5 million enplanements with 11 gates, expanded baggage handling systems, and an 8-lane TSA checkpoint.
- The project remains within current airfield and landside constraints and includes planning for a new Federal Inspection Station (FIS).

Next steps include completing baggage system concepts, central utility planning, and cost and phasing analysis into early 2026.

B. GSP Land Development Master Plan Update

Deven Judd, Vice President/Chief Commercial Officer, introduced the GSP 360 Master Land Development Plan Update and turned the floor over to John Mafera of McFarland Johnson.

The presentation reviewed the near-complete (90%) update to the Master Land Development Plan, last revised in 2012. The update includes revised Aeronautical and Non-Aeronautical Design Guidelines, real estate market analysis, site development concepts, and a refreshed land use plan. Key site plans were highlighted for Tracts C2, D1, D2, and E2, reflecting a mix of industrial, retail, aviation, office, and hospitality uses tailored to each tract's strategic potential.

Staff will return to the Commission to seek formal approval of the plan at a future meeting.

C. Annual Strategic Business Plan Update

President/CEO David Edwards introduced the presentation and welcomed Steve Van Beek of Steer Group, who provided a State of the Industry update. Mr. Van Beek discussed key economic, policy, and reputational factors affecting aviation demand and forecasting. He noted a continued decline in connecting traffic, with only 22% of domestic passengers now connecting, compared to 32% in 2010. Despite national slowdowns, GSP is projected to exceed 1.5 million enplanements in 2025. Between 2024 and 2025, Breeze added 60,000 seats, a 200% increase, while Delta also added 60,000 seats as it regained its 2019 market share, contributing to GSP's strong growth.

Following the industry overview, Steve presented an update on GSP's FY2025 Performance Plan, highlighting progress across key strategic goals including safety, customer service, financial performance, economic development, and innovation through Cerulean. Passenger volumes and financial health remain strong, and staff continue to focus on long-term sustainability and community engagement.

The FY2026–2030 Strategic Plan is nearing completion, with updated performance metrics to be presented for Commission review in the coming months.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Final Ranking of Janitorial Services Contract

Kevin Howell, Executive Vice President/COO, presented the final rankings for the Janitorial Services Contract. Following evaluation of eight proposals and interviews with the top two firms, The Budd Group was ranked first, followed by Flagship Aviation Services.

The five-year contract will follow a management model allowing flexibility in staffing and services, with management fees ranging from \$57,000 to \$113,000 over the term. Expenses will be finalized annually and are expected to remain within the approved FY26 budget.

Mr. Howell respectfully requested that the Airport Commission resolve to (1) approve the final rankings for the Janitorial Services Contract; (2) authorize Staff to negotiate and finalize an agreement with the highest ranked firm/team (if an acceptable agreement cannot be reached with the highest ranked firm/team, negotiations will be formally terminated and will then proceed with the next ranked firm/team); and (3) authorize the President/CEO to execute all necessary documents. A motion was made by Commissioner Burch, seconded by Commissioner Miller, and unanimous approval was received.

B. Approval of a Budget Amendment for Terminal Furniture and Seating Project

Kevin Howell, Executive Vice President/COO, requested a \$900,000 FY26 Capital Budget amendment to complete the Terminal Furniture and Seating Project. While \$1.5 million was approved in FY25 and most work is done, remaining deliveries and invoices extend into FY26.

Mr. Howell respectfully requested that the Airport Commission resolve to (1) approve a budget amendment of \$900,000 in the FY26 capital budget for the Terminal Seating Project; (2) authorize the CEO to execute all necessary documents. A motion was made by Commissioner Miller, seconded by Commissioner Burch, and unanimous approval was received.

C. Approval and Adoption of Revisions to the Bylaws of the Greenville-Spartanburg Airport Commission

David Edwards, President/CEO, presented proposed revisions to the Bylaws of the Greenville-Spartanburg Airport Commission. The primary change updates the term of office for Commission officers from one year to two years, effective January 1, 2026, with officer terms to be voted on at the regularly scheduled meeting immediately preceding the end of each term.

Mr. Edwards respectfully requested that the Airport Commission resolve to approve and adopt the revised Bylaws as attached. A motion was made by Commissioner Burch, seconded by Commissioner Miller, and unanimous approval was received.

D. Approval and Readoption of the Greenville-Spartanburg Administration Policies and Procedures

David Edwards, President/CEO, presented updates to Section 102.00 of the Administrative Policies and Procedures to align Chair and Vice Chair election criteria and term language with the Bylaws revisions.

Mr. Edwards respectfully requested that the Airport Commission resolve to readopt the Greenville-Spartanburg Airport District Administrative Policy and Procedures with the proposed revisions as outlined in the attached documents. A motion was made by Commissioner Miller, seconded by Commissioner Beeson, and unanimously approved.

E. Appointment to the Airport Environs Planning Commission

David Edwards, President/CEO, presented the option to either reappoint Mr. Hank Ramella to another two-year term on the Airport Environs Planning Commission or appoint a current Airport Commission member from Spartanburg County to fill the role.

Mr. Edwards respectfully requested that the Airport Commission resolve to (1) reappoint Mr. Hank Ramella to another two-year term on the Airport Environs Planning Commission, or (2) appoint a current Airport Commission member to the Airport Environs Planning Commission.

A motion was made by Commissioner Cuthbertson, seconded by Commissioner Beeson, and unanimously approved to reappoint Mr. Hank Ramella.

PRESIDENT/CEO REPORT:

A. Aviation Industry Update

David Edwards, President/CEO, noted that the Aviation Industry Update was thoroughly covered during the earlier presentation by Steve Van Beek and had no additional comments.

Federal and State Legislative Update

David Edwards, President/CEO, reported that GSP is set to receive \$24 million in state funding within 30–60 days. Once projects are identified and submitted to the SC Department of Commerce, the full amount will be disbursed and drawn down as work progresses.

At the federal level, \$25 million for the Runway Rehabilitation Project is included in the appropriations bill, with strong support from Senator Graham. The project is listed as the top priority by local staff for Congressionally Directed Spending. Staff will keep the Commission informed as funding progresses.

B. 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.

COMMISSIONER'S REPORT: None

EXECUTIVE SESSION:

The Commission Chair requested that the Commission go into Executive Session for the purpose of receiving the advice of legal counsel, discussing contracts, and certain confidential economic development projects. The motion was made by Commissioner Burch, seconded by Commissioner Beeson, and approved to go into Executive Session at 12:04 p.m.

At approximately 12:41 p.m. public session resumed with no action being taken in Executive Session.

ADJOURNMENT:

There being no further business, a motion was made by Commissioner Beeson, seconded by Commissioner Burch and unanimous vote to adjourn the meeting. The meeting was adjourned at approximately 12:44 p.m. The next regular, non-emergency Commission meeting is scheduled for Monday, September 8, 2025.

SIGNATURE OF PREPARER:



Casey Cooperman