



# GSP COMMISSION MEETING

July 14, 2025



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## **AGENDA**

Greenville-Spartanburg Airport Commission Regular Meeting  
Greenville-Spartanburg International Airport Commission Boardroom  
Monday, July 14, 2025  
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 before the meeting is called to order. Your comments will be heard prior to the Airport Commission's discussion. Individuals and/or Representatives of a single company shall have up to 5 minutes in total to address the Airport Commission. The Airport Commission shall limit public comments to a total of 30 minutes during the meeting. Thank you for your attention.

I. CALL TO ORDER:

II. CONSENT AGENDA:

- A. Approval of the Greenville-Spartanburg Airport May 12, 2025 Regular Meeting Minutes ([document](#))
- B. Appointment of Dean Hybl as a Member to the Airport Environs Planning Commission ([document](#))

III. PRESENTATIONS:

- A. GSP Terminal Expansion Project Definition Plan (PDP) and Design Criteria Package Update ([document](#))
- B. GSP Land Development Master Plan Update ([document](#))
- C. Annual Strategic Business Plan Update ([document](#))

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Approval of Final Ranking for Janitorial Services Contract ([document](#))
- B. Approval of a Budget Amendment for Terminal Furniture and Seating Project ([document](#))
- C. Approval and Adoption of Revisions to the Bylaws of the Greenville-

- Spartanburg Airport Commission ([document](#))
- D. Approval of Revisions to and Readoption of the Greenville-Spartanburg Airport District Administrative Policies and Procedures ([document](#))
- E. Appointment to the Airport Environs Planning Commission ([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. May 2025 – Traffic Report ([document](#))
  - B. May 2025 – Financial Report ([document](#))
  - C. June 2025 – Development/Project Status Report ([document](#))
  - D. June 2025 – Communications Status Report & Marketing Event Summary ([document](#))
  - E. June 2025 – Commercial Business Report ([document](#))
  - F. June 2025 – OSHA Recordable Injury Report ([document](#))
  - G. June 2025 – Information Technology Status 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**

**May 12, 2025**

The Greenville-Spartanburg Airport Commission met on May 12, 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 (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; 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; Matthew Hall, Procurement Manager

**GUESTS PRESENT:** John McAlmont, Parrish + Partners; Amanda Sheridan, McFarland Johnson; Mark Waller, AVCON, Inc.

**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 March 10, 2025 Regular Meeting Minutes
- B.** Approval of the Greenville-Spartanburg Airport April 21, 2025 Audit Committee Meeting Minutes

**PRESENTATIONS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval of Fiscal Year 2026 Airport District Budget**

Thomas Brooks, VP/Chief Financial Officer, presented the Fiscal Year 2026 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 2026 budget: total budgeted revenues of \$80,225,886, total budgeted operating expenses of \$56,471,250, and a capital improvement project budget of \$87,000,000.

Commissioner Burch made a motion to adopt the Fiscal Year 2026 budget as presented. The motion was seconded by Commissioner Cuthbertson and unanimously approved.

**B. Approval of Final Rankings for CONRAC Management Services**

Kevin Howell, Executive Vice President/COO, presented the final rankings for the Consolidated Rental Car Facility (CONRAC) Management Services contract, with CONRAC Solutions ranked first, followed by CBRE and MVI. The selected firm will manage the CONRAC and Quick Turnaround facilities in Garage C under a five-year base contract with up to five one-year extensions. Annual costs are estimated to be between \$1M and \$1.3M, fully reimbursed by rental car companies.

Commissioner Miller made a motion to (1) approve the final rankings for CONRAC Management Services as presented; (2) authorize Staff to negotiate and finalize a contract with the highest ranked offeror, (if an acceptable contract cannot be executed with the highest ranked company, negotiations will be formally terminated and will then proceed with the next ranked offeror); (3) authorize Staff to enter into a multi-year contract; and (4) authorize the President/CEO to execute all necessary document. Commissioner Burch seconded. The motion was unanimously approved.

**C. Approval of 5-Year Strategic Business Plan**

Kevin Howell, Executive Vice President/COO presented the proposed 5-Year Strategic Business Plan for Fiscal Year 2026 through Fiscal Year 2030. The plan builds upon the previous strategic plan adopted in 2020 and includes updated performance metrics to help measure District performance moving forward.

Commissioner Beeson made a motion to approve the new 5-year Strategic Business Plan for the Greenville-Spartanburg Airport District. Commissioner Burch seconded. The motion was unanimously approved.

**PRESIDENT/CEO REPORT:**

**A. Aviation Industry Update**

David Edwards, President/CEO shared that there is continued focus, and federal funding support, for modernizing the air traffic control system, following delays in major hubs like Newark and Atlanta.

While some markets are seeing softer summer demand and reduced service, GSP's traffic and fares remain steady. Reduction of American Airlines service in places like Newark and Charlotte have not impacted GSP operations.

Staff is pursuing new routes, including a potential American Airlines flight to Boston, which is not expected to affect Breeze Airways' Providence service.

**B. Federal and State Legislative Update**

David Edwards, President/CEO reported that the federal earmark for runway rehabilitation was not approved for FY25 but has been resubmitted for FY26 with support from Senator Graham's staff.

At the state level, the House budget includes \$80 million for commercial airports, up from \$30 million in the Senate. While the Senate's allocation method benefits GSP, the higher House total is preferred. If passed, GSP could receive \$9–20 million. The budget heads to conference soon.

Staff continues to monitor state bills, including energy and pension legislation.

**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.

**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, certain confidential economic development projects, and a personnel matter. The motion was made by Commissioner Burch, seconded by Commissioner Beeson, and approved to go into Executive Session at 10:36 a.m.

At approximately 11:14 a.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 received to adjourn the meeting. The meeting was adjourned at approximately 11:15 a.m. The next regular, non-emergency Commission meeting is scheduled for Monday, July 14, 2025.

**SIGNATURE OF PREPARER:**

  
\_\_\_\_\_  
Casey Cooperman



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: July 14, 2025

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### **ITEM DESCRIPTION – Consent Agenda Item B**

Appointment of Dean Hybl as a Member to the Airport Environs Planning Commission

### **BACKGROUND**

The Airport Environs Planning Commission is made up of nine Board Members, two from Spartanburg County, two from Greenville County, two from the City of Greer, two appointed from the Airport Commission, and one from the Town of Duncan. Members are appointed for two-year terms.

### **ISSUES**

The Airport Commission is responsible for appointing two Board Members to the Airport Environs Planning Commission. Of these two appointments, one member is required to be from Greenville County and the other member from Spartanburg County.

Mr. Dean Hybl, who represents Greenville County has his term set to expire on September 30, 2025.

Mr. Hybl has indicated that he is willing to continue to serve for another two-year term on the Airport Environs Planning Commission.

### **ALTERNATIVES**

The Airport Commission could decide to appoint another individual from Greenville County to the Airport Environs Planning Commission.



## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to reappoint Mr. Dean Hybl to another two-year term on the Airport Environs Planning Commission.





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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: July 14, 2025

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

GSP Terminal Expansion Project Definition Plan (PDP) and Design Criteria Package Update

A presentation from McFarland Johnson will be provided reviewing the ongoing work on the Terminal PDP and Design Criteria Package. The presentation will include a review of their current work to date including data collection, activity demand / forecast update (demand definition), peaking forecasts, preliminary space programming, planning activity levels and next steps for the project.



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: Deven Judd, VP/Chief Commercial Officer

DATE: July 14, 2025

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

GSP Land Development Master Plan Update

### **SUMMARY**

A presentation will be provided reviewing the substantially complete GSP Land Development Master Plan Update. An informational overview of the project, the findings, and next steps will be presented to the Board. The Commissioners will be invited to provide feedback and discuss specific areas of focus.



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: July 14, 2025

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### **ITEM DESCRIPTION – Presentation Item C**

Annual Strategic Business Plan Update

### **BACKGROUND**

On September 28, 2020, the Greenville-Spartanburg Airport Commission (Commission) adopted a 5-year Strategic Business Plan for the Greenville-Spartanburg Airport District (District). As part of the 5-year Strategic Business Plan, annual performance metrics were adopted to ensure that the Commission and Staff were able to measure the performance of the District on an ongoing basis.

Dr. Steve Van Beek from Steer Group will provide a general update on the current status of the aviation industry and recap the District's performance results for Fiscal Year 2024-2025.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: July 14, 2025

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

Approval of Final Ranking for Janitorial Services Contract

### **BACKGROUND**

Staff recently conducted a Request for Proposals (RFP) for a new janitorial services contract. Proposals were received from the following eight (8) companies (listed below alphabetically).

1. The Budd Group
2. Core Clean Services
3. Defender Services
4. Flagship Aviation Services
5. GDI Integrated Facility Services
6. Pritchard
7. SMS – Service Management Systems
8. UG2
9. Red Coats Inc.

The Evaluation Committee evaluated the companies and their proposals on four (4) selection criteria:

1. Experience and References
2. Staffing plan
3. Transition plan
4. Management Fee



After the initial evaluation and ranking, two companies were shortlisted for onsite presentations and interviews. Interviews were held with The Budd Group and Flagship Aviation Services on July 7, 2025.

## **ISSUES**

In accordance with administrative policy, Staff conducts the RFP and associated solicitation process and presents a recommended ranking to the Commission. The Commission has final approval of the ranking.

The Committee's recommended final ranking is:

1. The Budd Group
2. Flagship Aviation Services

Upon approval of the final rankings, Staff will attempt to negotiate an agreement with the highest ranked company. In the event an agreement cannot be reached with the highest ranked company, Staff will formally terminate the negotiations and proceed to negotiate with the next highest ranked company.

The new janitorial services contract also includes a five (5) year base term. All vendor contracts in excess of one year require approval from the Commission for budgeting / expense authorization purposes.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

The new janitorial services contract is based on a management contract approach. This contracting method gives the District more control to adjust the level of staffing desired and/or janitorial services necessary to meet operational requirements during the contract period.

Each vendor submitted a proposed management fee as well as a sample proposed annual budget. The proposed annual management fees for the final two ranked companies range between \$57,000 (year 1) and \$113,000 (year 5). The management fee schedule will be negotiated during the next phase of the procurement process. In addition, the District is responsible for the actual expenses required. Staff will finalize an



annual janitorial expense budget each year in consultation with the selected vendor based on operational needs and actual activity levels.

The District budgets for all janitorial expenses each fiscal year in the O&M Budget and the negotiated janitorial expense budget for the remainder of FY26 is expected to be within the approved budget.

### **RECOMMENDED ACTION**

It is 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.



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## **MEMORANDUM**

TO: Members of the Airport Commission

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

DATE: July 14, 2025

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

Approval of a budget amendment for Terminal Furniture and Seating Project

### **BACKGROUND**

The FY25 Capital Budget included \$1,500,000 for the Terminal Furniture and Seating Project. The total project cost was \$ \$2,658,513.34 and the overage was being funded from Capital Project Contingency Funds. The project was scheduled to be completed before June 30 and therefore no funds were carried over in the FY26 capital budget for this project.

### **ISSUES**

In late May/early June, after the budget had been approved, the terminal seating manufacturer reported delivery difficulties and the ability to complete the project before June 30 was in jeopardy.

Some furniture has been received and installed prior to June 30, but other furniture remains outstanding, and the project will be rolling into FY26. Due to the project extending into FY26, a budget amendment is necessary for Staff to have capital funds available to pay the project expenses.

### **ALTERNATIVES**

There are no alternatives recommended.



## **FISCAL IMPACT**

The total project budget is \$ \$2,658,513.34 and \$1,758,513.34 is estimated to be completed in FY25. This requires a budget amendment of \$900,000 in FY26 to fully fund the remaining project work.

## **RECOMMENDED ACTION**

It is 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.





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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: July 14, 2025

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

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

### **BACKGROUND**

The Bylaws of the Greenville-Spartanburg Airport Commission (Bylaws), as adopted July 8, 2024, provide for the duties and powers of certain officers of the Commission and the District along with the general operation of the Commission. The requested change to these Bylaws includes a revision to the term of office for all Commission officers. These Bylaw revisions require the approval and adoption of the Commission.

### **ISSUES**

The following updates have been made to the Bylaws:

- Revised the term of office for Commission officers: The previous one-year term with automatic renewal, unless otherwise requested, has been replaced. Beginning January 1, 2026, all Officers will serve two-year terms. Each term will be voted on by the Commission at the regularly scheduled meeting immediately preceding the end of the current term.

Attached are the following documents:

- A redlined copy of the Bylaws with changes.
- A clean copy of the Bylaws with changes.



## **ALTERNATIVES**

Not recommended at this time.

## **FISCAL IMPACT**

None

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Commission resolve to approve and adopt the revised Bylaws as attached.

Attachment

# BYLAWS OF GREENVILLE-SPARTANBURG AIRPORT COMMISSION

## ARTICLE I

### PURPOSE AND AUTHORITY

Section 1. AUTHORITY. These Bylaws are promulgated and adopted by the Greenville-Spartanburg Airport Commission (the "Commission") pursuant to Sections 55-11-110 through 55-11-210 of the Code of Laws of South Carolina 1976, as amended, for the management and regulation of the corporate affairs of the Greenville-Spartanburg Airport District (the "District").

Section 2. REPEAL. Any and all Bylaws and amendments thereto heretofore applicable to the affairs of the Commission are hereby repealed and nullified upon and after the adoption of these Bylaws on July ~~8, 2024~~14, 2025.

## ARTICLE II

### COMMISSION MEETINGS

Section 1. NOTICE AND QUORUM. The Commission shall meet at such times and places as the Chair or the Vice-Chair may specify. Meetings of the Commission shall, except for Executive Sessions, be open to the public. The Secretary shall, if feasible, give notice, by mail, email or other electronic means, to each member of the Commission and other interested parties, including such of the news media as may have made written request for such notice, five (5) days in advance of the date of the meeting, and no later than twenty-four (24) hours before any meeting. Notice of every meeting shall be posted in the lobby of the District offices and on the District website as required by applicable law; provided, however, that in an emergency, all notice may be waived if the written consent of each member of the Commission is given to any corporate action taken at the meeting and if the public and the press are given every reasonable opportunity to examine into and inquire about any such action. Notice of each meeting shall be accompanied by an Agenda which sets out the general nature of all matters to be considered by the Commission at such meeting.

Section 2. QUORUM. A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

Section 3, PLACE. Unless otherwise specified in the notice of the meeting, all meetings of the Commission shall be held at the District offices at the Greenville-Spartanburg International Airport. Meetings may be held by means of telephonic or

electronic equipment; provided, that the members of the Commission and the public attending such meeting, can hear and communicate each with the other.

Section 4. EXECUTIVE SESSIONS. The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

Section 5. MINUTES. Written minutes of each meeting of the Commission shall be prepared by the Secretary of the Commission, or at his/her discretion, by an Assistant Secretary, and shall be mailed or emailed to each Commissioner prior to its next meeting and opened to public inspection when adopted by the Commission in writing or at its next meeting.

### ARTICLE III

#### OFFICERS AND COMMITTEES

Section 1. The Commission shall appoint the following officers to serve until a successor to each officer is appointed and qualified:

CHAIR. The Chair shall be appointed by the Commission from its membership. The Chair shall preside at meetings of the Commission and the business and affairs of the Airport District shall be conducted under the Chair's direction. The Chair may take binding action in any matter where formal action by the Commission is not required by law, and the Chair may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.

VICE-CHAIR. The Vice-Chair shall be appointed by the Commission from its membership, and in the absence or disability of the Chair, the Vice-Chair may assume the Chair's powers and duties. The Chair and Vice-Chair shall not be residents of the same County.

SECRETARY. The Secretary of the Commission shall be appointed by the Commission. The Secretary of the Commission need not be a member of the Commission. The Secretary of the Commission shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, when required.

TREASURER. The Commission shall appoint a suitable person who need not

be a member of the Commission, to act as Treasurer of the District. The Treasurer of the District shall be responsible for receipt and disbursement of the funds of the District and the safekeeping thereof. The Treasurer of the District shall be bonded in an amount to be determined by the Commission. The same person may act as both Secretary of the Commission and Treasurer of the Commission.

PRESIDENT/CEO. The President/CEO shall be appointed by the Commission. The President/CEO shall act under the general direction of the Chair and shall be responsible for the day-to-day operation of the business and affairs of the District. The President/CEO shall execute and deliver on behalf of the Commission agreements and documents necessary to the orderly conduct of the Commission's business and affairs. The President/CEO shall assume all the duties of the Secretary and Treasurer of the District in the absence of the appointment of some other person to these offices and, with the consent of the Chair, may appoint as many Assistant Secretaries and Assistant Treasurers as, in the President/CEO's judgment, may be required for the orderly conduct of the Commission's business and may require and procure, on behalf of the Commission, such bonds as may be reasonably necessary to the security of the funds of the District. The President/CEO shall keep the Chair informed of his/her acts and doings and shall report to the Commission at its next meeting any action he/she may have taken which requires the exercise of judgment as to the best interest of the affairs of the District. The President/CEO shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

~~TERM OF OFFICE. The term of office of all officers appointed by the Commission pursuant to this Article III shall be for one year and until the thirtieth (30th) day of June next thereafter. The term of office of all officers shall be extended for an additional period of one (1) year and from year to year thereafter unless any Commissioner shall file with the President/CEO a written request for the appointment or reappointment of all officers not less than thirty (30) or more than sixty (60) days prior to the first (1st) day of July next thereafter.~~

TERM OF OFFICE. The term of office of all officers appointed by the Commission pursuant to this Article III shall be for two years with the first such two-year term to commence on January 1, 2026, and to be voted on by the Commission at the regularly scheduled Commission meeting immediately preceding the end of each two-year term.

## ARTICLE IV

### GENERAL PROVISIONS

Section 1. FISCAL YEAR. Until and unless otherwise specified by the Commission, the fiscal year of the District shall begin on July 1 and end on June 30 of each calendar year.

Section 2. COMMITTEES. The Commission shall appoint such permanent and ad hoc committees as it may deem to be necessary for the orderly conduct of the business and affairs of the District and shall, by resolution, prescribe their powers and duties.

Section 3. CORPORATE SEAL. The seal of the District shall be the seal heretofore adopted which shall be impressed at the foot of these Bylaws.

Section 4. EXECUTION OF DOCUMENTS. In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. The President/CEO may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. The President/CEO shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

Section 5. INDEMNIFICATION. Any member of the Commission or officer of the District shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the District. Any member of the Commission or officer of the District shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.

## ARTICLE V

### AMENDMENTS

These Bylaws may be amended at any duly called and constituted meeting by a majority vote of all the members of the Commission, including at least two (2)

members from each County comprising the Airport District. Any proposed Amendment shall be, if feasible, circulated to the members of the Commission with the Agenda accompanying notice of such meeting; provided, that the giving of such advance notice shall not be an absolute requirement for the adoption of such amendment at any duly called meeting of the Commission at which a quorum is present and voting.

ADOPTED AND PROMULGED AT A DULY CALLED MEETING OF THE  
COMMISSION THIS THE 14<sup>th</sup> DAY OF JULY, 2025.

-  
GREENVILLE-SPARTANBURG AIRPORT COMMISSION

By: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary and President/CEO

(CORPORATE SEAL)

# BYLAWS OF GREENVILLE-SPARTANBURG AIRPORT COMMISSION

## ARTICLE I

### PURPOSE AND AUTHORITY

Section 1. AUTHORITY. These Bylaws are promulgated and adopted by the Greenville-Spartanburg Airport Commission (the "Commission") pursuant to Sections 55-11-110 through 55-11-210 of the Code of Laws of South Carolina 1976, as amended, for the management and regulation of the corporate affairs of the Greenville-Spartanburg Airport District (the "District").

Section 2. REPEAL. Any and all Bylaws and amendments thereto heretofore applicable to the affairs of the Commission are hereby repealed and nullified upon and after the adoption of these Bylaws on July 14, 2025.

## ARTICLE II

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Section 2. QUORUM. A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

Section 3, PLACE. Unless otherwise specified in the notice of the meeting, all meetings of the Commission shall be held at the District offices at the Greenville-Spartanburg International Airport. Meetings may be held by means of telephonic or



electronic equipment; provided, that the members of the Commission and the public attending such meeting, can hear and communicate each with the other.

Section 4. EXECUTIVE SESSIONS. The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

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### ARTICLE III

#### OFFICERS AND COMMITTEES

Section 1. The Commission shall appoint the following officers to serve until a successor to each officer is appointed and qualified:

CHAIR. The Chair shall be appointed by the Commission from its membership. The Chair shall preside at meetings of the Commission and the business and affairs of the Airport District shall be conducted under the Chair's direction. The Chair may take binding action in any matter where formal action by the Commission is not required by law, and the Chair may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.

VICE-CHAIR. The Vice-Chair shall be appointed by the Commission from its membership, and in the absence or disability of the Chair, the Vice-Chair may assume the Chair's powers and duties. The Chair and Vice-Chair shall not be residents of the same County.

SECRETARY. The Secretary of the Commission shall be appointed by the Commission. The Secretary of the Commission need not be a member of the Commission. The Secretary of the Commission shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, when required.

TREASURER. The Commission shall appoint a suitable person who need not

be a member of the Commission, to act as Treasurer of the District. The Treasurer of the District shall be responsible for receipt and disbursement of the funds of the District and the safekeeping thereof. The Treasurer of the District shall be bonded in an amount to be determined by the Commission. The same person may act as both Secretary of the Commission and Treasurer of the Commission.

PRESIDENT/CEO. The President/CEO shall be appointed by the Commission. The President/CEO shall act under the general direction of the Chair and shall be responsible for the day-to-day operation of the business and affairs of the District. The President/CEO shall execute and deliver on behalf of the Commission agreements and documents necessary to the orderly conduct of the Commission's business and affairs. The President/CEO shall assume all the duties of the Secretary and Treasurer of the District in the absence of the appointment of some other person to these offices and, with the consent of the Chair, may appoint as many Assistant Secretaries and Assistant Treasurers as, in the President/CEO's judgment, may be required for the orderly conduct of the Commission's business and may require and procure, on behalf of the Commission, such bonds as may be reasonably necessary to the security of the funds of the District. The President/CEO shall keep the Chair informed of his/her acts and doings and shall report to the Commission at its next meeting any action he/she may have taken which requires the exercise of judgment as to the best interest of the affairs of the District. The President/CEO shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

TERM OF OFFICE. The term of office of all officers appointed by the Commission pursuant to this Article III shall be for two years with the first such two-year term to commence on January 1, 2026, and to be voted on by the Commission at the regularly scheduled Commission meeting immediately preceding the end of each two-year term.

## ARTICLE IV

### GENERAL PROVISIONS

Section 1. FISCAL YEAR. Until and unless otherwise specified by the Commission, the fiscal year of the District shall begin on July 1 and end on June 30 of each calendar year.

Section 2. COMMITTEES. The Commission shall appoint such permanent and ad hoc committees as it may deem to be necessary for the orderly conduct of the business and affairs of the District and shall, by resolution, prescribe their powers and duties.

Section 3. CORPORATE SEAL. The seal of the District shall be the seal heretofore adopted which shall be impressed at the foot of these Bylaws.

Section 4. EXECUTION OF DOCUMENTS. In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. The President/CEO may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. The President/CEO shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

Section 5. INDEMNIFICATION. Any member of the Commission or officer of the District shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the District. Any member of the Commission or officer of the District shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.

## ARTICLE V

### AMENDMENTS

These Bylaws may be amended at any duly called and constituted meeting by a majority vote of all the members of the Commission, including at least two (2) members from each County comprising the Airport District. Any proposed Amendment shall be, if feasible, circulated to the members of the Commission with the Agenda accompanying notice of such meeting; provided, that the giving of such advance notice shall not be an absolute requirement for the adoption of such amendment at any duly called meeting of the Commission at which a quorum is present and voting.

ADOPTED AND PROMULGED AT A DULY CALLED MEETING OF THE  
COMMISSION THIS THE 14th DAY OF JULY, 2025.

-

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary and President/CEO

(CORPORATE SEAL)

\_\_\_\_\_



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: July 14, 2025

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

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

### **BACKGROUND**

The purpose of the Greenville-Spartanburg Airport District ("District") Administrative 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 Administrative Policies and Procedures on September 16, 2024.

### **ISSUES**

For this proposed revision, Section 102.00 has been updated to clarify the election of all officers of the Commission. New guidance outlines key considerations for Commissioners when selecting individuals for these leadership roles. In electing a Chair and Vice Chair, the Commission will consider:

- Proven leadership skills
- Strategic and facilitation skills, including the ability to influence and foster collaborative decision-making
- Relationship-building skills and availability to engage with District staff, fellow Commissioners, and external stakeholders as needed
- Effective communication skills
- Commitment to governance and the public duties of the role
- Experience and tenure as a Commissioner



- County of residence and the tenure of the current Chair and Vice Chair

Additionally, Term of Office has been updated with the language reflected in the Bylaws of the Greenville-Spartanburg Airport Commission, should it be approved.

Attached are the following documents:

- A redlined copy of Section 102.00 with changes.
- A clean copy of Section 102.00 with changes.

## **ALTERNATIVES**

No alternatives are recommended at this time.

## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

It is 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.

Attachment

# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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**OBJECTIVE** To administer the provisions of the legislation creating the District as codified in the Code of Laws of South Carolina 1962 (Section 55-11-110 et seq) (the "Legislation").

**METHOD OF OPERATION**

**PURPOSE OF THE COMMISSION** To carry out the objectives of the Legislation and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities known as the Greenville-Spartanburg International Airport in Greenville & Spartanburg counties, South Carolina.

**FUNCTIONS OF THE COMMISSION**

- To exercise the powers of the District to make rules and regulations concerning its operations and facilities.
- To adopt resolutions, policies and procedures.
- To approve the District's annual operating budget and capital improvement expenditures.
- To serve as a public forum for citizens on aviation matters.

**POWERS OF THE COMMISSION** The Commission has all powers necessary to carry out the purposes of the Legislation.

**MEMBERSHIP OF THE COMMISSION** The membership of the Commission consists of three (3) members who are residents of Spartanburg County, and who are appointed upon the recommendation of a majority of the members of the Spartanburg County legislative delegation AND three (3) members who are residents of Greenville County, and who are appointed upon the recommendation of a majority of the members of the Greenville County legislative delegation. Thus, a total of six (6) members exist. Upon election by a majority of the Greenville or the Spartanburg delegation, as the case may be, the secretary or acting secretary of the respective county delegation shall certify the approval to the Governor, who shall appoint the nominee for a term of six (6) years.

**ELECTION** There shall be elected from the members of the Commission a Chair and a Vice-Chair. The Chair and Vice-Chair shall not be from the same county.



# Administrative Policies & Procedures

## Section 102.00 – Greenville-Spartanburg Airport Commission

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### CHAIR AND VICE CHAIR SELECTION GUIDELINES

#### In electing a Chair and Vice Chair

- Proven leadership skills
- Strategic and facilitation skills including the ability to influence and foster collaborative decision making
- Relationship building skills and availability to interact with President/CEO, other Commission Members, and other constituencies and stakeholders as may from time to time be required
- Effective communication skills
- Commitment to governance and to the public duties of the role
- Experience and tenure as a Commissioner
- County of residence and tenure of the current Chair and Vice Chair

### **TERM OF OFFICE**

~~The term of office of all officers appointed by the Commission shall be for one year and until the thirtieth (30<sup>th</sup>) day of June next thereafter. The term of office of all officers shall be extended for an additional period of one (1) year and from year to year thereafter unless any Commissioner shall file with the President/CEO a written request for the appointment or reappointment of all officers not less than thirty (30) or more than sixty (60) days prior to the first (1<sup>st</sup>) day of July next thereafter.~~

The term of office of all officers appointed by the Commission pursuant to Article III of the Bylaws of the Greenville-Spartanburg Airport Commission shall be for two years, with the first such two-year term to commence on January 1, 2026, and to be voted on by the Commission at the regularly scheduled Commission meeting immediately preceding the end of each two-year term.



# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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### **OFFICERS OF THE COMMISSION**

1. Chair. The Chair shall call and preside at all regular and special meetings of the District. The Chair shall preside at meetings of the Commission and the business and affairs of the District shall be under his/her direction. He/she may take binding action in any matter where formal action by the Commission is not required by law, and he/she may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.
2. Vice-Chair. The Vice-Chair shall preside at meetings and perform the duties of the Chair in the absence or incapacity of the Chair. The Chair and Vice-Chair shall not be residents of the same County.
3. Secretary. The Secretary of the Commission shall be appointed by the Commission. He/she need not be a member of the Commission. He/she shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, where required.
4. Treasurer. The Commission shall appoint a suitable person who need not be a member of the Commission, to act as Treasurer of the District. He/she shall be responsible for receipt and disbursement of the funds of the District and the safekeeping thereof. He/she shall be bonded in an amount to be determined by the Commission. The same person may act as both Secretary and Treasurer of the Commission.
5. President/CEO. The President/CEO shall be appointed by the Commission. He/she shall act under the general direction of the Chair and shall be responsible for the day to day operation of the business and affairs of the District. He/she shall execute and deliver on behalf of the Commission agreements and documents necessary to the orderly conduct of the Commission's business and affairs. He/she shall assume all the duties of the Secretary and Treasurer of the District in the absence of the appointment of some other person to these offices and, with the consent of the Chair, he/she may appoint as many Assistant Secretaries and Assistant Treasurers as, in his/her judgment, may be required for the orderly conduct of the Commission's business and may require and procure, on behalf of the Commission, such bonds as may be reasonably necessary to the security of the funds of the District. He/she shall keep the Chair informed of his/her acts and doings and shall report to the Commission at its next meeting any action he/she may have taken which requires the exercise of



# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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judgment as to the best interest of the affairs of the Commission. He/she shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

### **MEETINGS**

#### **NOTICE**

The Commission shall meet at such times and places as the Chair or the Vice-Chair may specify. Meetings of the Commission shall, except for executive sessions, be open to the public. The Secretary shall, if feasible, give notice of each meeting to each member of the Commission and other interested parties, including such of the news media as may have made written request for such notice, five (5) days in advance of the date of the meeting, and no later than twenty-four (24) hours before any meeting, unless an emergency meeting of the Commission is necessary in which case, the Secretary shall give as much notice as is practicable. Notice of every meeting shall be posted on the District office bulletin board; provided, however, that in an emergency, all notice may be waived if the written consent of each member of the Commission is given to any corporate action taken at the meeting and if the public and the press are given every reasonable opportunity to examine into and inquire about any such action. Notice of each meeting shall be accompanied by an Agenda which sets out the general nature of all matters to be considered by the Commission at such meeting.

#### **QUORUM**

A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

#### **PLACE**

Unless otherwise specified in the notice of the meeting, all meetings of the Commission shall be held at the Commission's offices at the Greenville-Spartanburg International Airport. Meetings may be held by means of telephonic or electronic equipment; provided, that the members of the Commission and the public attending such meeting can hear and communicate each with the other.

#### **EXECUTIVE SESSIONS**

The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

#### **MINUTES**

Written minutes of each meeting of the Commission shall be prepared by the Secretary of the Commission, or at his/her discretion, by an Assistant Secretary, and shall be sent to each Commissioner and



# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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opened to public inspection when adopted by the Commission in writing or at its next meeting.

### **EMERGENCY MEETINGS**

Meetings of the Commission to deal with a bona fide emergency may be held as necessary, with reasonable notice, as long as the action taken at the meeting is subsequently ratified by the District. However, no approval of the District's annual budget may be granted at an emergency meeting.

### **AGENDA AND MINUTES**

The President/CEO prepares an agenda and the Secretary or Designee maintains minutes of each meeting.

Material required for a regular meeting is distributed to each Commission member no less than two (2) days prior to such meeting.

Minutes of the Commission meetings are public records and will be open to public inspection as provided by the laws of the State of South Carolina.

### **COMMITTEES**

The Commission shall appoint such permanent and ad hoc committees as it may deem to be necessary for the orderly conduct of the business and affairs of the Commission and shall, by resolution, prescribe their powers and duties.

### **FINANCIAL**

The Fiscal Year of the District begins July 1 and ends June 30.

The President/CEO prepares a budget on or before June 15 of each year for the next ensuing year for approval by the Commission.

The Commission initiates an annual audit of the financial records of the District by an independent certified public accountant, which is accompanied by the Vice President/CFO's opinion and any qualifications relating thereto.

### **DOCUMENTS**

In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. He/she may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. He/she shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

### **RULES AND REGULATIONS**

In compliance with the Legislation, the Commission adopts its Policy and Procedure Manual and the Greenville-Spartanburg International Airport Minimum Standards and Rules and Regulations. Additions to or amendments of such documents are proposed by the President/CEO and are subject to adoption by the Commission.



## Administrative Policies & Procedures

### Section 102.00 – Greenville-Spartanburg Airport Commission

<b>INDEMNIFICATION</b>	Any member of the Commission or officer of the District, shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the Commission. He/she shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.
<b>EMERGENCY ACTIONS</b>	<p>In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the President/CEO may, with the Chair's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to or at the time of the adoption of the rule or regulation, the President/CEO provides to the Commission a written report of the immediate danger that exists and the reason for needing the emergency rule.</p> <p>An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.</p> <p>An emergency rule or regulation may become effective immediately.</p>
<b>ETHICS</b>	Members of the Commission are subject to the Rules of Conduct which are set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members," which term is defined in South Carolina Code Section 8-13-100(26) as "an individual appointed to a non-compensated part-time position on a board, commission or counsel." Members of the Commission who have questions or need advice regarding the Rules of Conduct may consult with the law firm serving as General Counsel to the District or with the staff of the State Ethics Commission. Each Commissioner will complete and sign a Conflict of Interest Policy Disclosure Form and deliver it to the President/CEO of the District not later than January 31 <sup>st</sup> , of each fiscal year. A copy of the disclosure form is attached to this Section 102.00.
<b>Title VI</b>	In compliance with the GSP Title VI Plan, every 3 years all Commissioners will receive an email asking them to voluntarily and anonymously provide demographic information.

<b>APPROVAL AND UPDATE HISTORY</b>	<del>September 16, 2024</del> <u>July 14, 2025</u>
<b>APPROVAL</b>	September 9, 2019

**Administrative Policies & Procedures**  
**Section 102.00 – Greenville-Spartanburg Airport Commission**

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**GREENVILLE-SPARTANBURG AIRPORT DISTRICT**

**Conflict of Interest Policy Disclosure Form**

1. I hereby certify that I understand as a member of the Commission that I am subject to the Rules of Conduct set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members".
2. I hereby certify that neither I, nor any member of my immediate family, nor any business with which I am associated, holds any position, affiliation of material financial interest, direct or indirect, in any entity which would constitute a conflict of interest in my role as a Commissioner, except as follows:  
  
\_\_\_\_\_
3. I hereby certify that neither I nor any member of my immediate family has accepted gifts valued at more than \$25.00 in a day, or \$200.00 in the aggregate in a calendar year, if there is reason to believe the gift would not have occurred but for my position on the Commission.
4. I hereby agree to report promptly any additional matters, which may develop or come to my attention within the scope of this Disclosure Form between now and the next annual request for disclosure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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<b>OBJECTIVE</b>	To administer the provisions of the legislation creating the District as codified in the Code of Laws of South Carolina 1962 (Section 55-11-110 et seq) (the "Legislation").
<b>METHOD OF OPERATION</b>	
<b>PURPOSE OF THE COMMISSION</b>	To carry out the objectives of the Legislation and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities known as the Greenville-Spartanburg International Airport in Greenville & Spartanburg counties, South Carolina.
<b>FUNCTIONS OF THE COMMISSION</b>	<ul style="list-style-type: none"><li>• To exercise the powers of the District to make rules and regulations concerning its operations and facilities.</li><li>• To adopt resolutions, policies and procedures.</li><li>• To approve the District's annual operating budget and capital improvement expenditures.</li><li>• To serve as a public forum for citizens on aviation matters.</li></ul>
<b>POWERS OF THE COMMISSION</b>	The Commission has all powers necessary to carry out the purposes of the Legislation.
<b>MEMBERSHIP OF THE COMMISSION</b>	The membership of the Commission consists of three (3) members who are residents of Spartanburg County, and who are appointed upon the recommendation of a majority of the members of the Spartanburg County legislative delegation AND three (3) members who are residents of Greenville County, and who are appointed upon the recommendation of a majority of the members of the Greenville County legislative delegation. Thus, a total of six (6) members exist. Upon election by a majority of the Greenville or the Spartanburg delegation, as the case may be, the secretary or acting secretary of the respective county delegation shall certify the approval to the Governor, who shall appoint the nominee for a term of six (6) years.
<b>ELECTION</b>	There shall be elected from the members of the Commission a Chair and a Vice-Chair. The Chair and Vice-Chair shall not be from the same county.

# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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### **CHAIR AND VICE CHAIR SELECTION GUIDELINES**

In electing a Chair and Vice Chair

- Proven leadership skills
- Strategic and facilitation skills including the ability to influence and foster collaborative decision making
- Relationship building skills and availability to interact with President/CEO, other Commission Members, and other constituencies and stakeholders as may from time to time be required
- Effective communication skills
- Commitment to governance and to the public duties of the role
- Experience and tenure as a Commissioner
- County of residence and tenure of the current Chair and Vice Chair

### **TERM OF OFFICE**

The term of office of all officers appointed by the Commission pursuant to Article III of the Bylaws of the Greenville-Spartanburg Airport Commission shall be for two years, with the first such two-year term to commence on January 1, 2026, and to be voted on by the Commission at the regularly scheduled Commission meeting immediately preceding the end of each two-year term.



# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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### **OFFICERS OF THE COMMISSION**

1. Chair. The Chair shall call and preside at all regular and special meetings of the District. The Chair shall preside at meetings of the Commission and the business and affairs of the District shall be under his/her direction. He/she may take binding action in any matter where formal action by the Commission is not required by law, and he/she may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.
2. Vice-Chair. The Vice-Chair shall preside at meetings and perform the duties of the Chair in the absence or incapacity of the Chair. The Chair and Vice-Chair shall not be residents of the same County.
3. Secretary. The Secretary of the Commission shall be appointed by the Commission. He/she need not be a member of the Commission. He/she shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, where required.
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## **Administrative Policies & Procedures**

### **Section 102.00 – Greenville-Spartanburg Airport Commission**

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judgment as to the best interest of the affairs of the Commission. He/she shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

#### **MEETINGS**

##### **NOTICE**

The Commission shall meet at such times and places as the Chair or the Vice-Chair may specify. Meetings of the Commission shall, except for executive sessions, be open to the public. The Secretary shall, if feasible, give notice of each meeting to each member of the Commission and other interested parties, including such of the news media as may have made written request for such notice, five (5) days in advance of the date of the meeting, and no later than twenty-four (24) hours before any meeting, unless an emergency meeting of the Commission is necessary in which case, the Secretary shall give as much notice as is practicable. Notice of every meeting shall be posted on the District office bulletin board; provided, however, that in an emergency, all notice may be waived if the written consent of each member of the Commission is given to any corporate action taken at the meeting and if the public and the press are given every reasonable opportunity to examine into and inquire about any such action. Notice of each meeting shall be accompanied by an Agenda which sets out the general nature of all matters to be considered by the Commission at such meeting.

##### **QUORUM**

A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

##### **PLACE**

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##### **EXECUTIVE SESSIONS**

The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

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# **Administrative Policies & Procedures**

## **Section 102.00 – Greenville-Spartanburg Airport Commission**

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opened to public inspection when adopted by the Commission in writing or at its next meeting.

### **EMERGENCY MEETINGS**

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The Commission initiates an annual audit of the financial records of the District by an independent certified public accountant, which is accompanied by the Vice President/CFO's opinion and any qualifications relating thereto.

### **DOCUMENTS**

In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. He/she may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. He/she shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

### **RULES AND REGULATIONS**

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## **Administrative Policies & Procedures**

### **Section 102.00 – Greenville-Spartanburg Airport Commission**

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<b>INDEMNIFICATION</b>	Any member of the Commission or officer of the District, shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the Commission. He/she shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.
<b>EMERGENCY ACTIONS</b>	<p>In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the President/CEO may, with the Chair's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to or at the time of the adoption of the rule or regulation, the President/CEO provides to the Commission a written report of the immediate danger that exists and the reason for needing the emergency rule.</p> <p>An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.</p> <p>An emergency rule or regulation may become effective immediately.</p>
<b>ETHICS</b>	Members of the Commission are subject to the Rules of Conduct which are set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members," which term is defined in South Carolina Code Section 8-13-100(26) as "an individual appointed to a non-compensated part-time position on a board, commission or counsel." Members of the Commission who have questions or need advice regarding the Rules of Conduct may consult with the law firm serving as General Counsel to the District or with the staff of the State Ethics Commission. Each Commissioner will complete and sign a Conflict of Interest Policy Disclosure Form and deliver it to the President/CEO of the District not later than January 31 <sup>st</sup> , of each fiscal year. A copy of the disclosure form is attached to this Section 102.00.
<b>Title VI</b>	In compliance with the GSP Title VI Plan, every 3 years all Commissioners will receive an email asking them to voluntarily and anonymously provide demographic information.

<b>APPROVAL AND UPDATE HISTORY</b>	July 14, 2025
<b>APPROVAL</b>	September 9, 2019

**Administrative Policies & Procedures**  
**Section 102.00 – Greenville-Spartanburg Airport Commission**

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**GREENVILLE-SPARTANBURG AIRPORT DISTRICT**

**Conflict of Interest Policy Disclosure Form**

1. I hereby certify that I understand as a member of the Commission that I am subject to the Rules of Conduct set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members".
2. I hereby certify that neither I, nor any member of my immediate family, nor any business with which I am associated, holds any position, affiliation of material financial interest, direct or indirect, in any entity which would constitute a conflict of interest in my role as a Commissioner, except as follows:  
  
\_\_\_\_\_
3. I hereby certify that neither I nor any member of my immediate family has accepted gifts valued at more than \$25.00 in a day, or \$200.00 in the aggregate in a calendar year, if there is reason to believe the gift would not have occurred but for my position on the Commission.
4. I hereby agree to report promptly any additional matters, which may develop or come to my attention within the scope of this Disclosure Form between now and the next annual request for disclosure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## **MEMORANDUM**

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: July 14, 2025

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### **ITEM DESCRIPTION – New Business Item E**

Appointment to the Airport Environs Planning Commission

### **BACKGROUND**

The Airport Environs Planning Commission is made up of nine Board Members, two from Spartanburg County, two from Greenville County, two from the City of Greer, two appointed from the Airport Commission, and one from the Town of Duncan. Members are appointed for two-year terms.

### **ISSUES**

The Airport Commission is responsible for appointing two Board Members to the Airport Environs Planning Commission. Of these two appointments, one member is required to be from Greenville County and the other member from Spartanburg County.

The term for Mr. Hank Ramella, who represents Spartanburg County, expired on June 30, 2025.

Mr. Ramella has indicated that he is willing to continue to serve for another two-year term on the Airport Environs Planning Commission.

However, one of the two Airport Commission appointments has historically been an Airport Commission member.

### **ALTERNATIVES**

None identified at this time.



## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

It is 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.





## MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

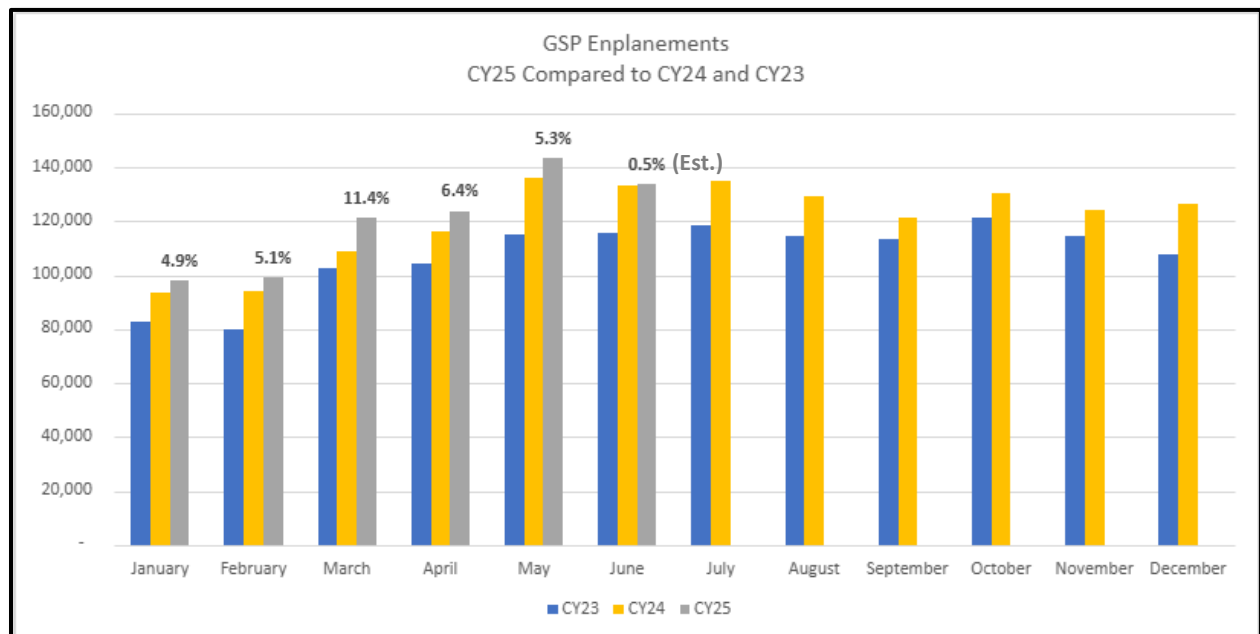
DATE: July 14, 2025

## ITEM DESCRIPTION – Information Section Item A

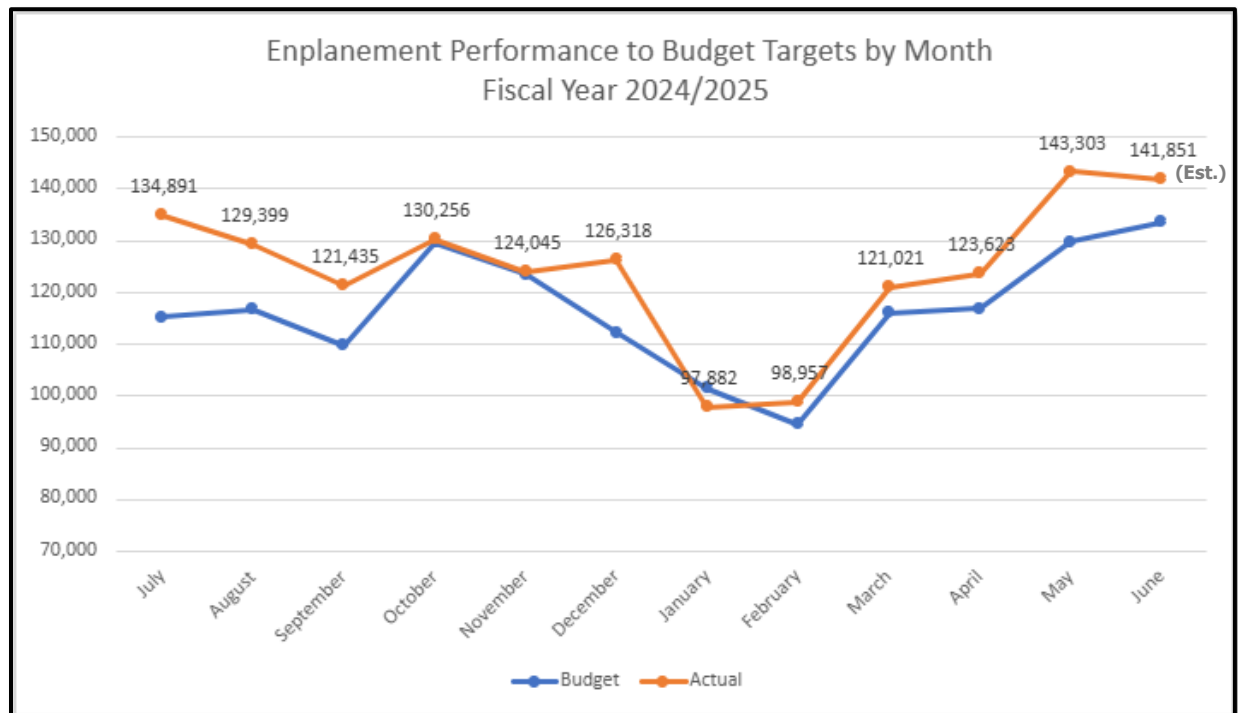
May 2025 - Traffic Report

### SUMMARY

For May 2025, passenger traffic was up **5.6%** and load factors were up **0.6%** at an average of **84.1%** over May 2024. Below is a comparison of our passenger traffic numbers for CY2025 versus CY2024:



Below is a comparison of our actual passenger traffic numbers to the budget for FY2025:



Cargo traffic experienced an decrease of **25.0%** for May 2025 versus May 2024. Our fuel volumes experienced an increase of **7.0%** for May 2025 versus May 2024.

Attached are copies of the detailed traffic report for May 2025.



Providing a look forward into service levels for **August 2025** is a schedule comparison for the month versus the same month last year, including flights and seats by airline and non-stop markets served. Currently, in the schedules, GSP flights are up at 11.2%, and seats are up at 1.0%.

Schedule Monthly Summary Report for Passenger (Air - All) flights from GSP for travel August 2025 vs. August 2024										
All flights, seats, and ASMs given are per month.										
Travel Period			Aug 2025		Aug 2024		Diff		Percent Diff	
Airline Name	Mkt AI	Dest	Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats
American Airlines	AA	CLT	270	17,363	294	27,411	(24)	(10,048)	(8.2%)	(36.7%)
American Airlines	AA	DCA	83	5,469	87	6,601	(4)	(1,132)	(4.6%)	(17.1%)
American Airlines	AA	DFW	107	14,084	117	14,748	(10)	(664)	(8.5%)	(4.5%)
American Airlines	AA	LGA	78	5,477	57	4,332	21	1,145	36.8%	26.4%
American Airlines	AA	MIA	63	4,788	31	2,356	32	2,432	103.2%	103.2%
American Airlines	AA	MSY	1	128	0	0	1	128		
American Airlines	AA	ORD	75	5,106	56	3,651	19	1,455	33.9%	39.9%
American Airlines	AA	PHL	91	5,408	87	5,936	4	(528)	4.6%	(8.9%)
Delta Air Lines	DL	ATL	253	34,539	239	31,674	14	2,865	5.9%	9.0%
Delta Air Lines	DL	BTR	1	76	0	0	1	76		
Delta Air Lines	DL	DTW	82	7,203	72	7,186	10	17	13.9%	0.2%
Delta Air Lines	DL	LGA	113	8,396	83	6,212	30	2,184	36.1%	35.2%
Delta Air Lines	DL	MSY	1	132	0	0	1	132		
Allegiant Air	G4	FLL	5	900	5	900	0	0	0.0%	0.0%
Allegiant Air	G4	PIE	9	1,640	10	1,656	(1)	(16)	(10.0%)	(1.0%)
Allegiant Air	G4	SFB	9	1,680	11	1,914	(2)	(234)	(18.2%)	(12.2%)
Allegiant Air	G4	SRQ	9	1,620	0	0	9	1,620		
Breeze Airways	MX	BDL	9	1,233	9	1,233	0	0	0.0%	0.0%
Breeze Airways	MX	HPN	9	1,233	0	0	9	1,233		
Breeze Airways	MX	LAX	9	1,233	9	1,233	0	0	0.0%	0.0%
Breeze Airways	MX	MCO	9	1,233	9	1,233	0	0	0.0%	0.0%
Breeze Airways	MX	PIT	9	1,233	0	0	9	1,233		
Breeze Airways	MX	PVD	12	1,644	9	1,233	3	411	33.3%	33.3%
Breeze Airways	MX	RSW	9	1,233	0	0	9	1,233		
Breeze Airways	MX	TPA	12	1,644	9	1,233	3	411	33.3%	33.3%
United Airlines	UA	DEN	31	4,386	31	2,338	0	2,048	0.0%	87.6%
United Airlines	UA	EWR	90	6,614	90	6,752	0	(138)	0.0%	(2.0%)
United Airlines	UA	IAD	93	4,676	0	0	93	4,676		
United Airlines	UA	IAH	54	3,780	59	5,884	(5)	(2,104)	(8.5%)	(35.8%)
United Airlines	UA	ORD	84	5,988	84	6,196	0	(208)	0.0%	(3.4%)
Southwest Airlines	WN	ATL	0	0	31	4,497	(31)	(4,497)	(100.0%)	(100.0%)
Southwest Airlines	WN	BNA	31	4,817	31	4,561	0	256	0.0%	5.6%
Southwest Airlines	WN	BWI	62	9,186	62	8,994	0	192	0.0%	2.1%
Southwest Airlines	WN	DEN	2	318	2	350	0	(32)	0.0%	(9.1%)
Southwest Airlines	WN	HOU	26	3,782	9	1,287	17	2,495	188.9%	193.9%
Southwest Airlines	WN	MSY	1	175	0	0	1	175		
Avelo Airlines	XP	HVN	9	1,341	18	3,082	(9)	(1,741)	(50.0%)	(56.5%)
Avelo Airlines	XP	MHT	0	0	9	1,701	(9)	(1,701)	(100.0%)	(100.0%)
Avelo Airlines	XP	ROC	0	0	9	1,701	(9)	(1,701)	(100.0%)	(100.0%)
TOTAL			1,811	169,758	1,629	168,085	182	1,673	11.2%	1.0%

## Attachments

# Monthly Traffic Report (Combined)

## Greenville-Spartanburg International Airport

May 2025



Category	May 2025	May 2024	Percentage Change	*CYTD-2025	*CYTD-2024	Percentage Change	*MOV12-2025	*MOV12-2024	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	143,303	136,081	5.3%	584,786	548,399	6.6%	1,484,184	1,353,636	9.6%
Deplaned	<u>138,468</u>	<u>130,742</u>	5.9%	<u>578,526</u>	<u>540,345</u>	7.1%	<u>1,470,864</u>	<u>1,333,030</u>	10.3%
<b>Total</b>	<b>281,771</b>	<b>266,823</b>	<b>5.6%</b>	<b>1,163,312</b>	<b>1,088,744</b>	<b>6.8%</b>	<b>2,955,048</b>	<b>2,686,666</b>	<b>10.0%</b>
<b>Cargo Traffic (Pounds)</b>									
<b>Express and Mail</b>									
Enplaned	885,830	894,178	-0.9%	3,678,215	3,667,185	0.3%	8,581,123	8,717,127	-1.6%
Deplaned	<u>1,049,190</u>	<u>988,762</u>	6.1%	<u>4,769,656</u>	<u>4,510,222</u>	5.8%	<u>11,804,921</u>	<u>11,397,310</u>	3.6%
<b>Subtotal</b>	<b>1,935,020</b>	<b>1,882,940</b>	<b>2.8%</b>	<b>8,447,871</b>	<b>8,177,407</b>	<b>3.3%</b>	<b>20,386,044</b>	<b>20,114,437</b>	<b>1.4%</b>
<b>Freight</b>									
Enplaned	2,857,187	3,912,099	-27.0%	28,413,715	16,897,548	68.2%	51,686,201	43,443,630	19.0%
Deplaned	<u>4,793,043</u>	<u>6,985,331</u>	-31.4%	<u>24,942,824</u>	<u>27,602,835</u>	-9.6%	<u>61,734,849</u>	<u>83,099,237</u>	-25.7%
<b>Subtotal</b>	<b>7,650,230</b>	<b>10,897,430</b>	<b>-29.8%</b>	<b>53,356,539</b>	<b>44,500,383</b>	<b>19.9%</b>	<b>113,421,050</b>	<b>126,542,867</b>	<b>-10.4%</b>
<b>Total</b>	<b>9,585,250</b>	<b>12,780,370</b>	<b>-25.0%</b>	<b>61,804,410</b>	<b>52,677,790</b>	<b>17.3%</b>	<b>133,807,094</b>	<b>146,657,304</b>	<b>-8.8%</b>

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

Category	May 2025	May 2024	Percentage Change	*CYTD-2025	*CYTD-2024	Percentage Change	*MOV12-2025	*MOV12-2024	Percentage Change
<b>Aircraft Operations</b>									
Airlines	3,106	3,122	-0.5%	14,958	13,796	8.4%	36,683	31,856	15.2%
Commuter/Air Taxi	<u>755</u>	<u>402</u>	87.8%	<u>3,359</u>	<u>2,026</u>	65.8%	<u>7,506</u>	<u>5,549</u>	35.3%
<b>Subtotal</b>	<b>3,861</b>	<b>3,524</b>	<b>9.6%</b>	<b>18,317</b>	<b>15,822</b>	<b>15.8%</b>	<b>44,189</b>	<b>37,405</b>	<b>18.1%</b>
General Av.	1,391	1,355	2.7%	6,137	6,036	1.7%	14,700	15,280	-3.8%
Military	<u>260</u>	<u>245</u>	6.1%	<u>1,208</u>	<u>1,341</u>	-9.9%	<u>3,288</u>	<u>3,154</u>	4.2%
<b>Subtotal</b>	<b>1,651</b>	<b>1,600</b>	<b>3.2%</b>	<b>7,345</b>	<b>7,377</b>	<b>-0.4%</b>	<b>17,988</b>	<b>18,434</b>	<b>-2.4%</b>
<b>Total</b>	<b>5,512</b>	<b>5,124</b>	<b>7.6%</b>	<b>25,662</b>	<b>23,199</b>	<b>10.6%</b>	<b>62,177</b>	<b>55,839</b>	<b>11.4%</b>
<b>Fuel Gallons</b>									
<b>General Aviation</b>									
100LL	2,159	2,673	-19.2%	16,439	11,720	40.3%	34,337	29,021	18.3%
Jet A Retail	74,537	87,215	-14.5%	420,412	418,931	0.4%	1,069,112	966,493	10.6%
Jet A Contract	78,302	65,568	19.4%	312,930	294,250	6.3%	718,143	689,236	4.2%
Jet A Gov.	<u>9,156</u>	<u>43,253</u>	-78.8%	<u>78,639</u>	<u>207,139</u>	-62.0%	<u>252,934</u>	<u>372,427</u>	-32.1%
<b>Subtotal</b>	<b>164,154</b>	<b>198,709</b>	<b>-17.4%</b>	<b>828,420</b>	<b>932,040</b>	<b>-11.1%</b>	<b>2,074,526</b>	<b>2,057,177</b>	<b>0.8%</b>
<b>Commercial Aviation</b>									
Jet A Scheduled	1,540,188	1,341,106	14.8%	6,391,513	5,687,410	12.4%	15,541,363	13,511,428	15.0%
Jet A Program Charter	498,593	524,041	-4.9%	2,344,573	2,817,108	-16.8%	5,182,275	7,562,545	-31.5%
Jet A Ad Hoc Charter	<u>7,383</u>	<u>2,345</u>	214.8%	<u>540,628</u>	<u>48,740</u>	1009.2%	<u>640,684</u>	<u>172,925</u>	270.5%
<b>Subtotal</b>	<b>2,046,164</b>	<b>1,867,492</b>	<b>9.6%</b>	<b>9,276,714</b>	<b>8,553,258</b>	<b>8.5%</b>	<b>21,364,322</b>	<b>21,246,898</b>	<b>0.6%</b>
<b>Total</b>	<b>2,210,318</b>	<b>2,066,201</b>	<b>7.0%</b>	<b>10,105,134</b>	<b>9,485,298</b>	<b>6.5%</b>	<b>23,438,848</b>	<b>23,304,075</b>	<b>0.6%</b>

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

# Scheduled Airline Enplanements, Seats, and Load Factors (Combined)

## Greenville-Spartanburg International Airport

### May 2025



	May 2025	May 2024	Percentage Change	*CYTD-2025	*CYTD-2024	Percentage Change
<b>Allegiant Air</b>						
Enplanements	5,166	4,180	23.6%	21,287	19,038	11.8%
Seats	6,819	4,647	46.7%	29,355	22,959	27.9%
Load Factor	75.8%	90.0%	-15.8%	72.5%	82.9%	-12.5%
<b>American Airlines</b>						
Enplanements	53,125	52,824	0.6%	226,859	217,856	4.1%
Seats	63,490	63,682	-0.3%	293,778	270,947	8.4%
Load Factor	83.7%	82.9%	0.9%	77.2%	80.4%	-4.0%
<b>Avelo</b>						
Enplanements	1,089	3,208	-66.1%	4,011	7,028	-42.9%
Seats	1,533	5,355	-71.4%	4,956	10,269	-51.7%
Load Factor	71.0%	59.9%	18.6%	80.9%	68.4%	18.3%
<b>Breeze Airways</b>						
Enplanements	6,299	2,084	202.3%	13,673	2,517	443.2%
Seats	9,864	3,425	188.0%	21,285	3,425	521.5%
Load Factor	63.9%	60.8%	4.9%	64.2%	73.5%	-12.6%
<b>Delta Air Lines</b>						
Enplanements	41,638	39,977	4.2%	174,189	162,602	7.1%
Seats	46,483	44,753	3.9%	202,506	185,853	9.0%
Load Factor	89.6%	89.3%	0.3%	86.0%	87.5%	-1.7%

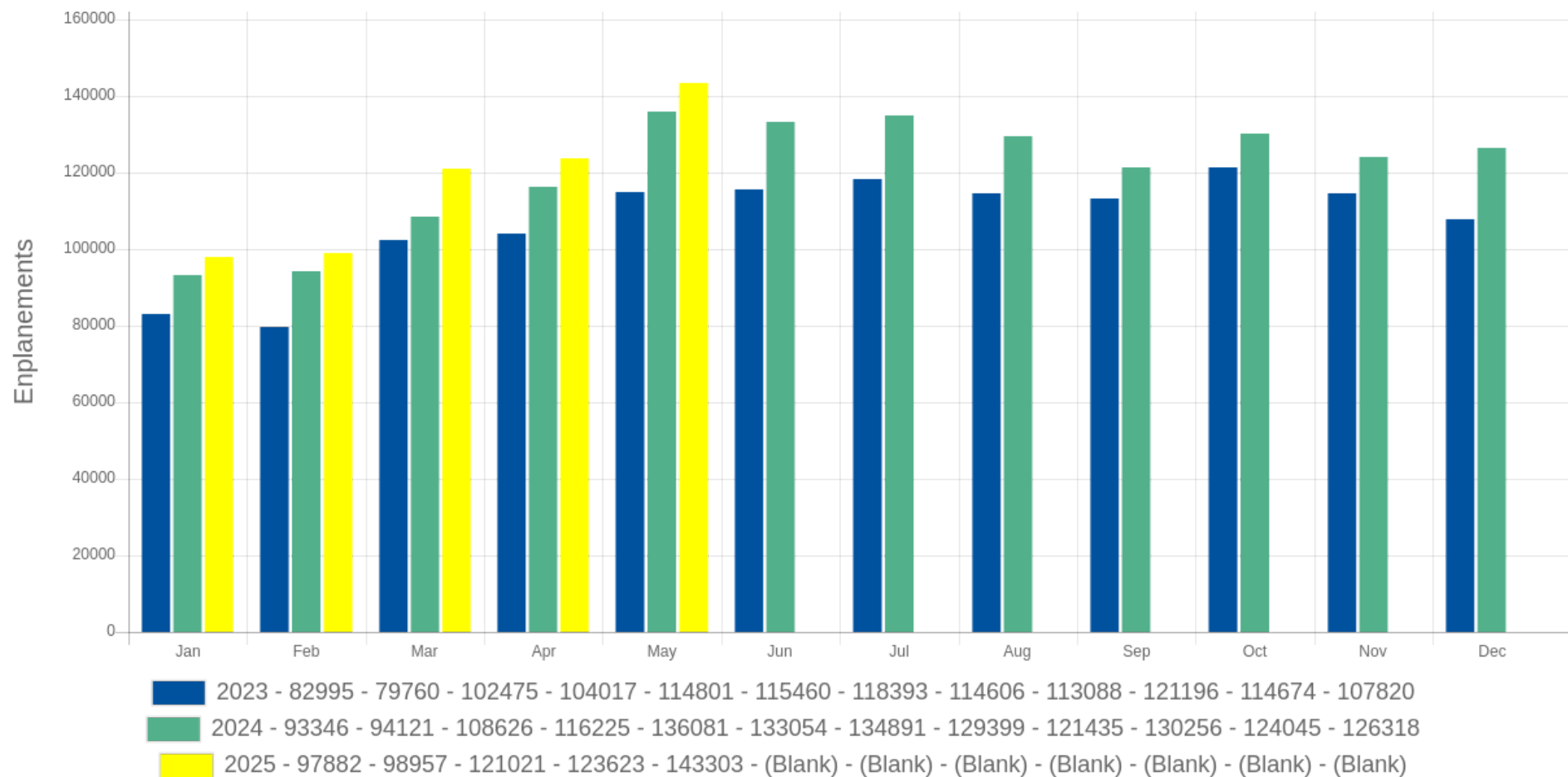
	May 2025	May 2024	Percentage Change	*CYTD-2025	*CYTD-2024	Percentage Change
<b>Southwest Airlines</b>						
Enplanements	15,020	14,982	0.3%	58,187	59,321	-1.9%
Seats	18,468	20,318	-9.1%	87,399	89,818	-2.7%
Load Factor	81.3%	73.7%	10.3%	66.6%	66.0%	0.8%
<b>United Airlines</b>						
Enplanements	20,616	18,749	10.0%	84,252	77,400	8.9%
Seats	23,316	20,558	13.4%	100,403	90,640	10.8%
Load Factor	88.4%	91.2%	-3.0%	83.9%	85.4%	-1.7%
<b>Totals</b>						
Enplanements	142,953	136,004	5.1%	582,458	545,762	6.7%
Seats	169,973	162,738	4.4%	739,682	673,911	9.8%
Load Factor	84.1%	83.6%	0.6%	78.7%	81.0%	-2.8%

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

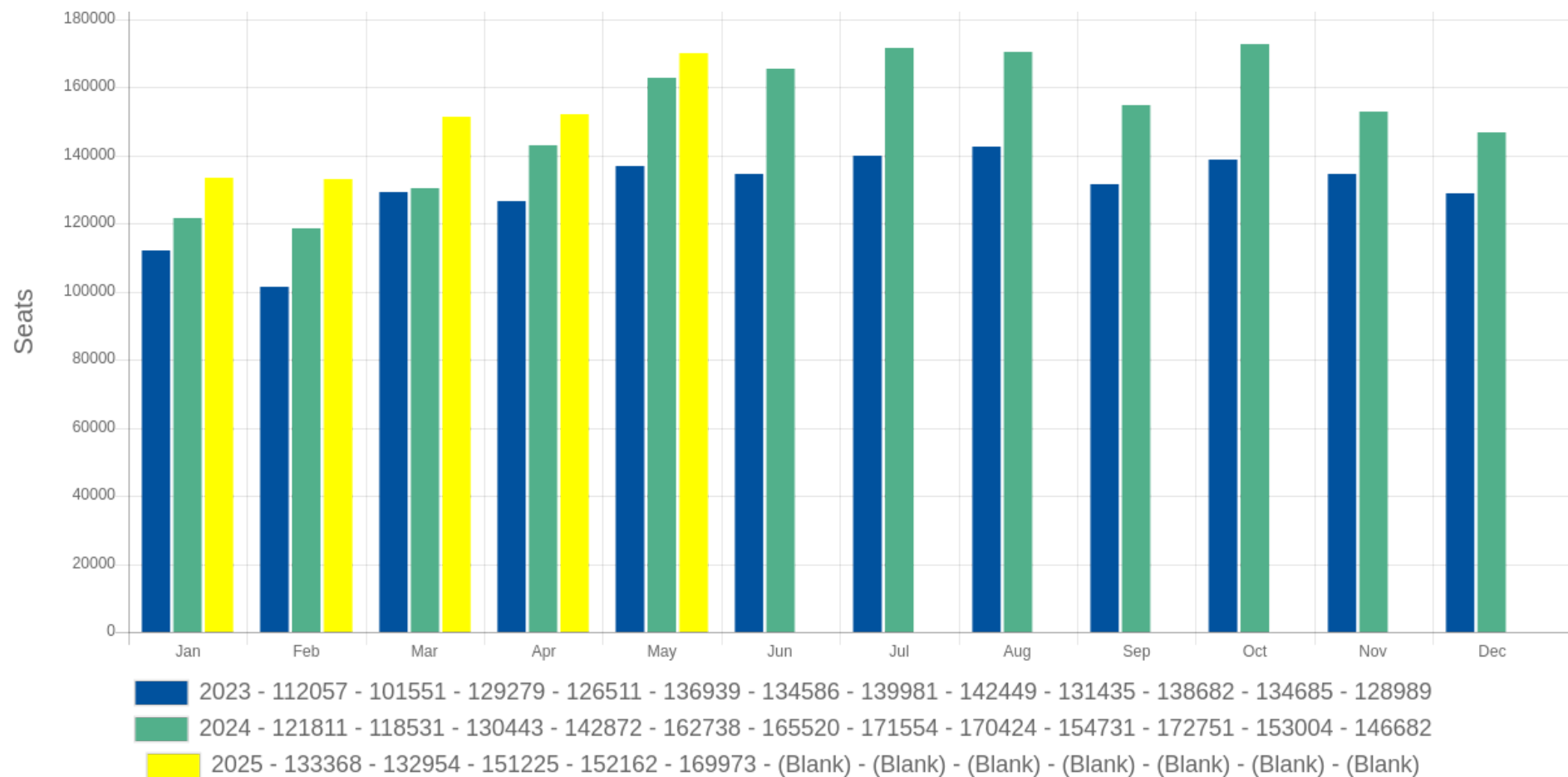
# Monthly Enplanements By Year (Combined)

## Greenville-Spartanburg International Airport

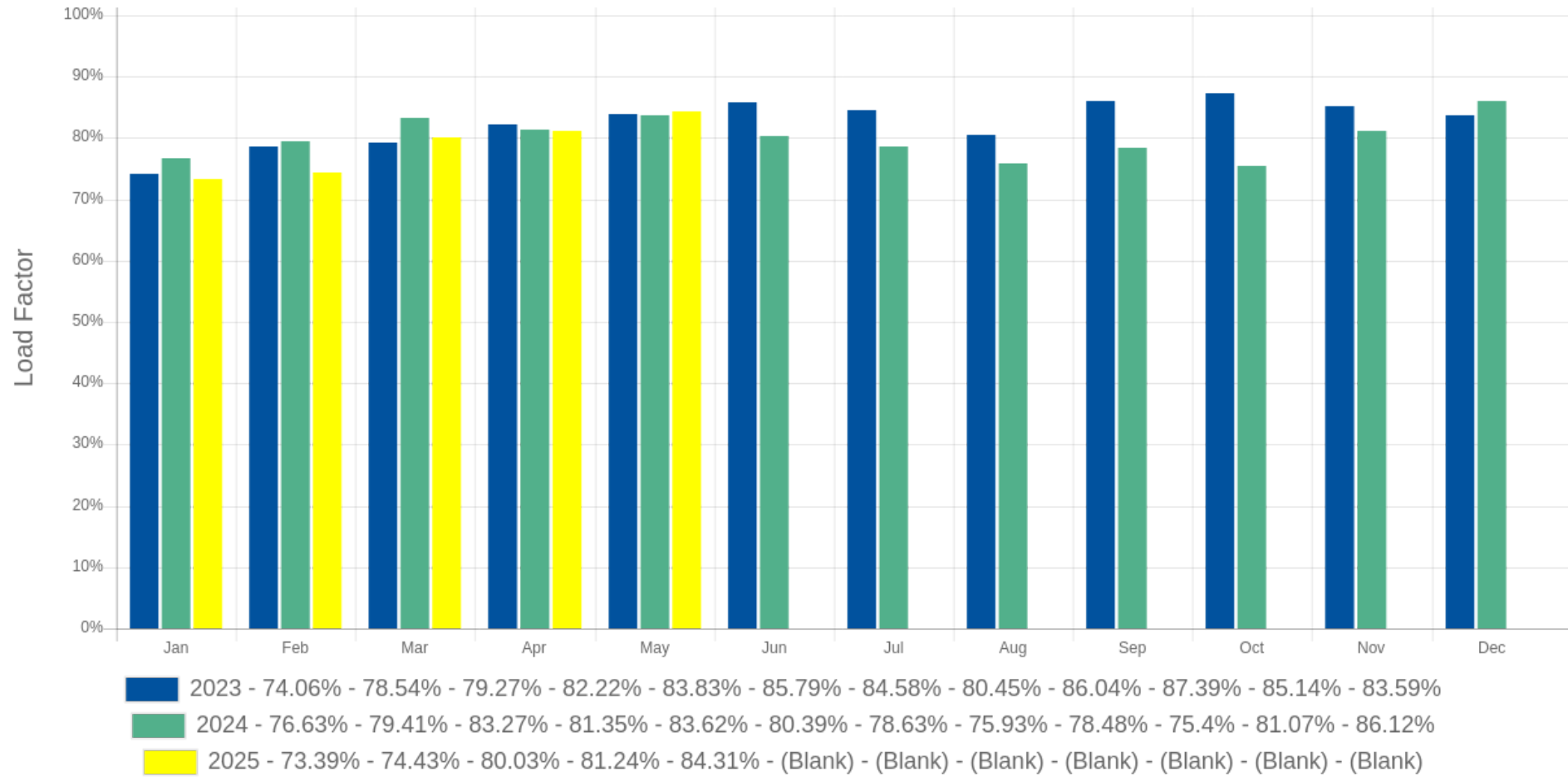
Report Period From January 2023 Through May 2025



Monthly Seats By Year (Combined)  
Greenville-Spartanburg International Airport  
Report Period From January 2023 Through May 2025



Monthly Load Factors By Year (Combined)  
Greenville-Spartanburg International Airport  
Report Period From January 2023 Through May 2025

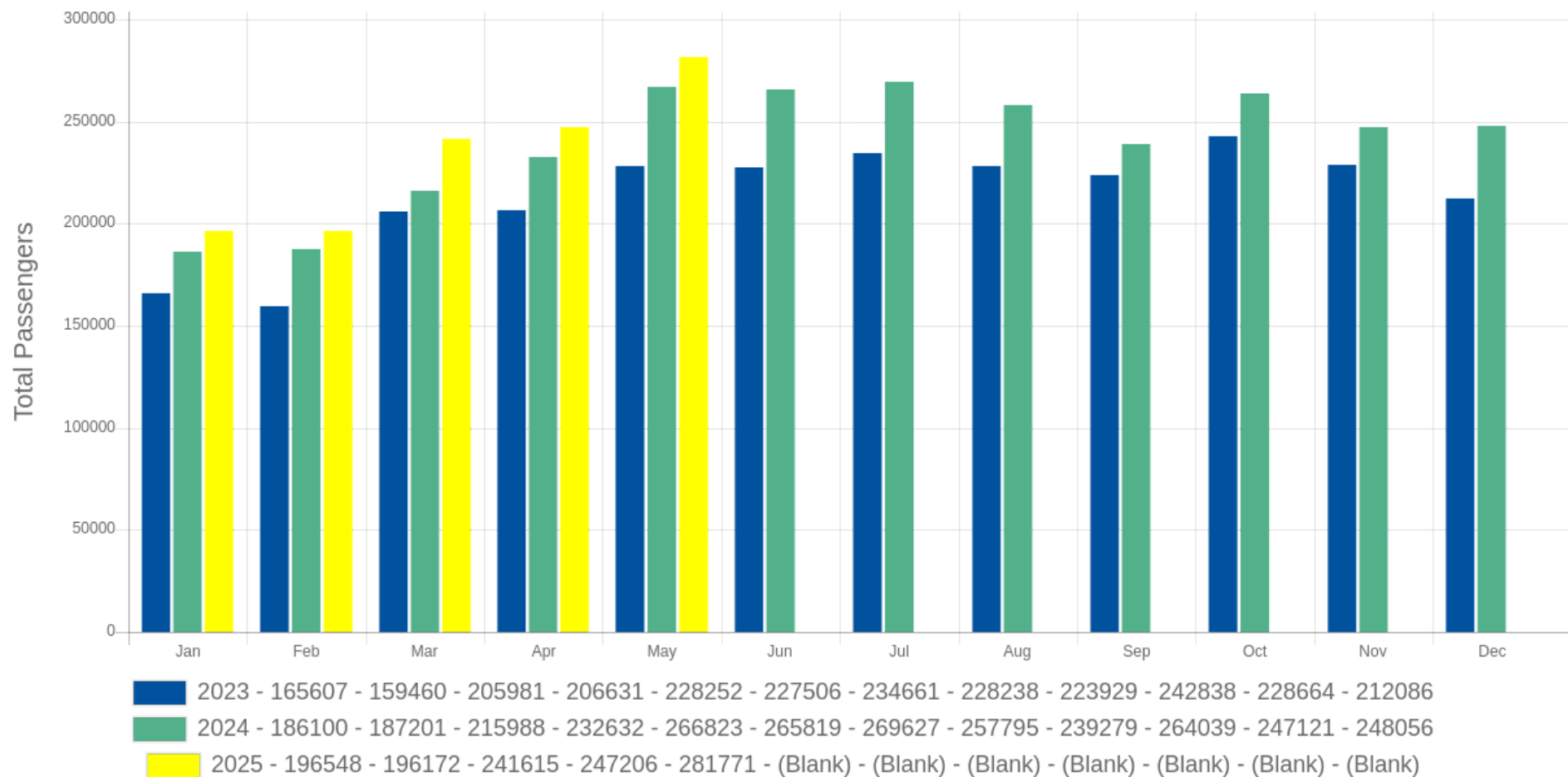




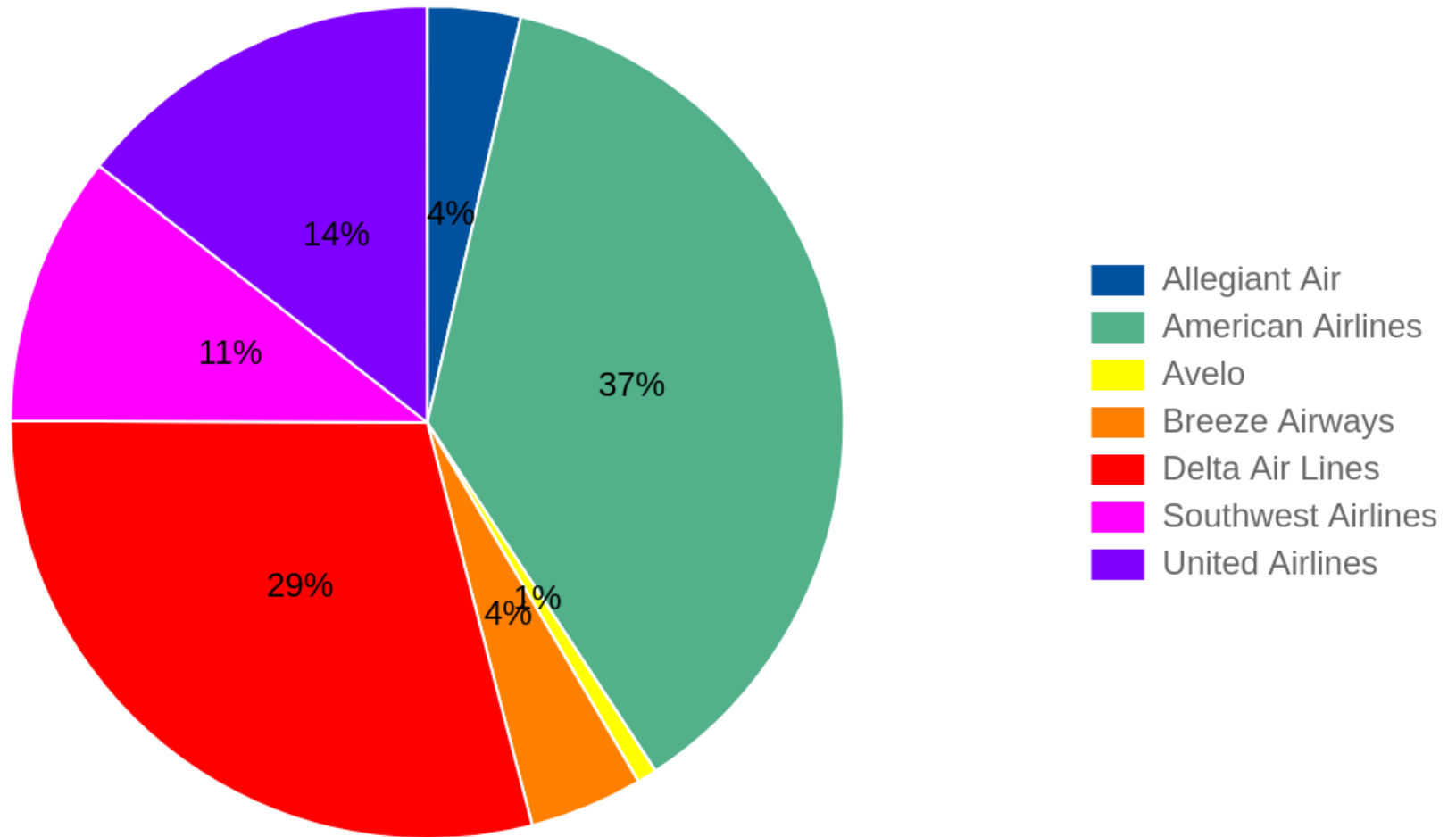
# Total Monthly Passengers By Year (Combined)

## Greenville-Spartanburg International Airport

### Report Period From January 2023 Through May 2025



**Scheduled Airline Market Shares (Enplanements - Combined)**  
**Greenville-Spartanburg International Airport**  
Report Period From January 2023 Through May 2025



# Airline Flight Completions (Combined) Greenville-Spartanburg International Airport May 2025



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Completed Flights (%)
			Mechanical	Weather	Other		
Aeronaves TSM	3	0	0	0	0	0	100.0%
Air Atlanta Icelandic	15	0	0	0	0	0	100.0%
Air Wisconsin	1	0	0	0	0	0	100.0%
Allegiant Air	37	0	0	0	0	0	100.0%
Alpine Air Express	4	0	0	0	0	0	100.0%
American Airlines	779	18	0	0	0	18	98.6%
Amerijet Intl	17	0	0	0	0	0	100.0%
Ameristar Jet Charter	1	0	0	0	0	0	100.0%
Avelo	9	0	0	0	0	0	100.0%
Berry Aviation	2	0	0	0	0	0	100.0%
Breeze Airways	73	0	0	0	0	0	100.0%
Champion Aviation	1	0	0	0	0	0	100.0%
Delta Air Lines	416	0	0	3	0	3	101.0%
Federal Express	28	0	0	0	0	0	100.0%
Global X Airlines	1	0	0	0	0	0	100.0%
Kalitta Charters II	1	0	0	0	0	0	100.0%
Midwest Air Link	1	0	0	0	0	0	100.0%
Mountain Air Car	17	0	0	0	0	0	100.0%
Priority Air Cargo	1	0	0	0	0	0	100.0%
Southwest Airlines	124	0	0	0	0	0	100.0%
Sun Country Airlines	3	0	0	0	0	0	100.0%
United Airlines	336	0	0	0	0	0	100.0%
UPS	33	0	0	0	0	0	100.0%

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Total	1,903	18	0	3	0	21	99.6%
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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Thomas Brooks, Vice President/CFO

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item B

May 2025 – Monthly Financial Report

### SUMMARY

Attached is a copy of the detailed financial report for May 2025.

Operating Revenue was up by **3.2%** when compared to the budget for May 2025. Operating Expense was down by **9.26%** when compared to the budgeted amount for the same period. Net operating income was up by **38.1%** when compared to the May 2025 budget. For the period ending May 2025, which represents eleven (11) months of the fiscal year, a total of **\$23,963,247** has been returned to the bottom line in operating income.

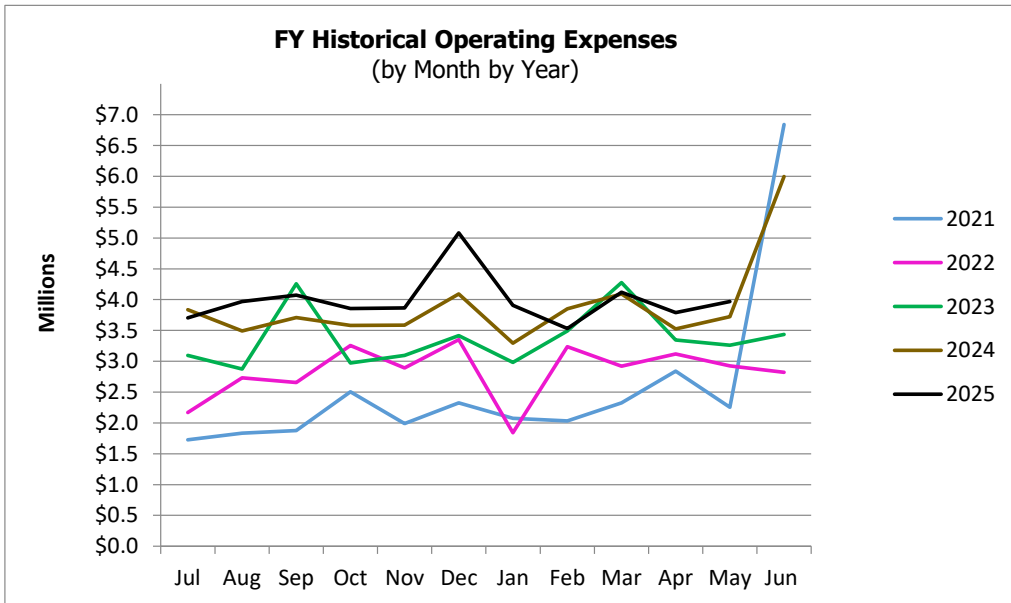
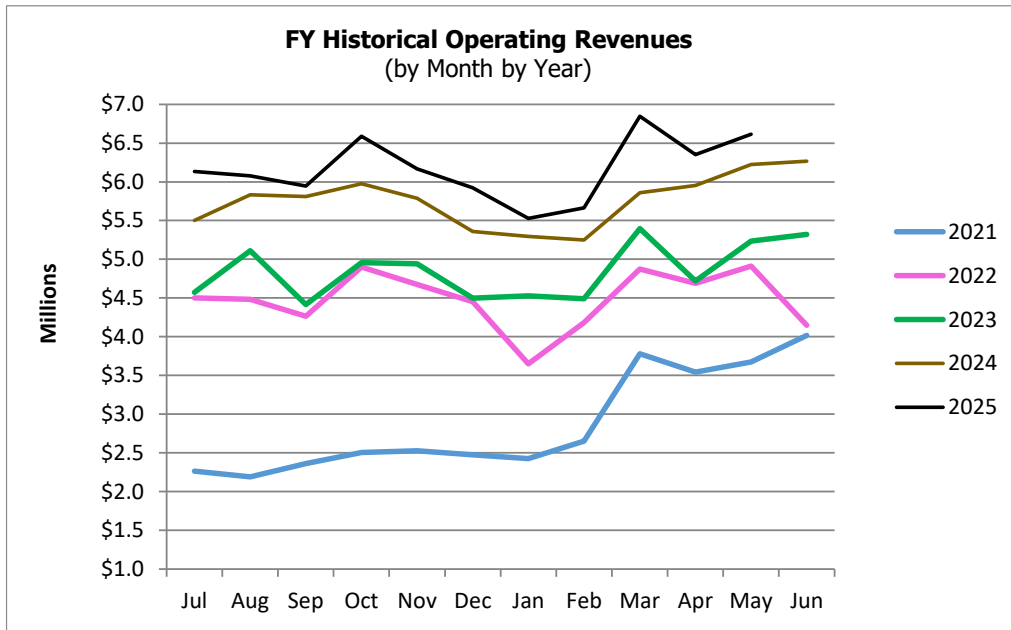
Please recognize that this is an unaudited report.

**May 31, 2025 FINANCIAL STATEMENT PACKAGE**

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

	<b>Current FY 5/31/2025</b>	<b>Prior FY 5/31/2024</b>	
<b>Assets</b>			
Cash Accounts - Unrestricted	35,944,097	28,642,729	
Cash Accounts - Restricted	27,005,632	15,836,827	(aa)
Investments - Unrestricted	42,669,722	47,642,304	
Investments - Restricted (Bonds)	46,715,362	-	(aa)
Bond Trustee Assets	11,289,432	-	(aa)
Accounts Receivable	6,017,685	4,484,171	(bb)
Less: Reserve for Doubtful Accounts	(149,500)	(149,500)	
Net Accounts Receivable	<b>5,868,185</b>	<b>4,334,671</b>	
Leases Receivable	33,738,723	34,658,779	(cc)
Inventory	96,017	227,517	
Prepaid Insurance	275,709	361,584	
Lease Assets	1,714,909	1,606,198	
Less: Accumulated Amortization	(949,817)	(616,388)	
Net Lease Assets	<b>765,091</b>	<b>989,810</b>	(cc)
Property, Plant & Equipment (PP&E)	680,703,223	583,208,189	(dd)
Less: Accumulated Depreciation	(233,591,589)	(215,772,179)	
Net PP&E	<b>447,111,635</b>	<b>367,436,010</b>	
<b>TOTAL ASSETS</b>	<b>651,479,607</b>	<b>500,130,232</b>	
<b>PLUS: Deferred Outflows of Resources</b>			
Deferred Pension, OPEB & Leases	8,349,484	6,379,431	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>8,349,484</b>	<b>6,379,431</b>	
<b>LESS: Liabilities</b>			
Accounts Payable	16,836,407	9,477,238	(ee)
Long Term Debt	131,238,370	28,583,333	(aa)
SCRS Pension Liability	26,890,255	23,778,825	
Benefit Liability	4,330,466	4,289,364	
Lease Liabilities	763,448	1,009,173	(cc)
<b>TOTAL LIABILITIES</b>	<b>180,058,946</b>	<b>67,137,933</b>	
<b>LESS: Deferred Inflows of Resources</b>			
Deferred Revenues	32,402,669	34,647,333	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>32,402,669</b>	<b>34,647,333</b>	
<b>NET POSITION</b>			
Invested in Capital Assets, Net of Related Debt	315,874,908	338,833,314	
Restricted			
Held By Trustee	11,289,432	-	(aa)
Contract Facility Charge	15,334,768	9,266,580	
Passenger Facility Charges	6,000,734	8,083,803	
Restricted for Capital Improvement	54,442,350	-	(aa)
Total Restricted:	87,067,284	17,350,383	
Unrestricted	44,425,284	48,540,701	
<b>TOTAL NET POSITION</b>	<b>447,367,476</b>	<b>404,724,398</b>	

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



Note: The historical spike in June operating expenses is largely attributable to year-end adjustments, Pension Expense being the most significant item.



## Greenville–Spartanburg Airport District

### GSP P&L Simplified for Monthly Financials

	<-----FISCAL YEAR TO DATE----->				
	May 31, 2025 Actual	May 31, 2025 Budget	Actual-Budget	% Change	May 31, 2024 Prior YTD
<b>Operating Revenue</b>					
Landing Area:					
Landing Fees	4,094,941	3,976,415	118,526	3.0 %	3,600,746
Aircraft Parking Fees	479,531	608,717	(129,186)	(21.2) %	519,622 (a)
Subtotal Landing Area	4,574,472	4,585,132	(10,660)	(0.2) %	4,120,368
Space and Ground Rentals	15,859,561	15,175,154	684,407	4.5 %	14,629,082 (b)
Auto Parking	20,697,778	20,229,785	467,994	2.3 %	19,582,290 (c)
Commercial Ground Transportation	1,147,170	1,081,410	65,760	6.1 %	967,653
Concessions:					
Advertising	600,412	462,000	138,412	30.0 %	444,443 (d)
Food & Beverage	360,188	320,630	39,558	12.3 %	294,260
Rental Car	4,927,407	4,408,255	519,152	11.8 %	4,360,916 (e)
Retail	745,234	680,638	64,596	9.5 %	618,508
Retail - Automated	129,592	105,028	24,564	23.4 %	100,498
Subtotal Concessions	6,762,832	5,976,550	786,282	13.2 %	5,818,625
Expense Reimbursements	2,491,560	2,567,686	(76,126)	(3.0) %	2,026,114
Other Income	369,168	272,110	97,058	35.7 %	314,344 (f)
Other-Aviation Services	4,381,847	5,730,487	(1,348,640)	(23.5) %	4,961,685 (g)
Gross Profit on Fuel Sales	6,661,931	5,820,958	840,972	14.4 %	6,227,245 (h)
Gross Profit on Restaurant Sales	4,891,122	4,264,493	626,629	14.7 %	4,196,850 (i)
<b>Total Operating Revenue</b>	<b>67,837,442</b>	<b>65,703,765</b>	<b>2,133,677</b>	<b>3.2 %</b>	<b>62,844,258</b>
<b>Operating Expenses</b>					
Salaries & Benefits	22,944,150	25,538,355	(2,594,205)	(10.2) %	22,134,773 (j)
Professional Services	840,949	1,298,963	(458,013)	(35.3) %	517,356 (k)
Promotional Activities	1,118,843	1,219,508	(100,664)	(8.3) %	968,282 (l)
Administrative	2,771,946	3,389,073	(617,126)	(18.2) %	2,311,291 (m)
Insurance	1,109,538	1,104,125	5,413	0.5 %	1,022,388
Contractual Services	9,831,856	9,638,335	193,521	2.0 %	8,427,370 (n)
Rentals and Leases	372,412	361,776	10,636	2.9 %	377,277
Repairs and Maintenance	1,035,177	1,209,515	(174,338)	(14.4) %	1,278,274 (o)
Supplies and Equipment	1,789,767	2,251,297	(461,530)	(20.5) %	1,705,319 (p)
Utilities	2,059,555	2,340,069	(280,514)	(12.0) %	2,039,244 (q)
<b>Total Operating Expenses</b>	<b>43,874,195</b>	<b>48,351,016</b>	<b>(4,476,821)</b>	<b>(9.26) %</b>	<b>40,781,576</b>
<b>NET OPERATING INCOME</b>	<b>23,963,247</b>	<b>17,352,749</b>	<b>6,610,498</b>	<b>38.1 %</b>	<b>22,062,682</b>

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

(aa)	<b>Bond Issuance - related adjustments</b>	Bonds in the amount of \$105 million were closed on 8/29/2024 with net proceeds of \$98 million and the establishment of a \$7 million debt reserve account.
(bb)	<b>Accounts Receivable</b>	Consists of the following: 3,645,129 Trade A/R 400,211 Investment 67,130 Lease Interest 263,815 Bond Interest 1,028,592 PFC, monthly accruals due to delay of receipt 764,451 CFC <u>(151,643) Other</u> <u>6,017,685</u>
(cc)	<b>All noted accounts</b>	GASB 87 for lease accounting was adopted in fiscal year 2022. This standard requires the District to record lease assets and liabilities for applicable long-term lease agreements. Under the standard, the District also records interest revenue and expenses associated with these regulated leases. The overall impact to the income statement is that a portion of lease revenues and lease payments are reclassified as interest and large offsetting assets and liabilities are reflected on the statement of net position.
(dd)	<b>Property, Plant &amp; Equip (PP&amp;E)</b>	Change in PP&E due to Capital Spend. Significant spend in FY25 is related to the Parking Garage C/CONRAC construction, FBO terminal expansion, and Terminal Roadway Improvements.
(ee)	<b>Accounts Payable</b>	Consists of the following: 8,697,969 Trade A/P and year end accruals that will remain until year end 2,429,237 Year End Payroll, Vacation & Sick Benefits accrual that will remain until year end 468,563 Security Deposits - RAC True-up - Food & Beverage 5,229,066 Note Payable Interest Expense Accrued <u>11,573 Other</u> <u>16,836,407</u>

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

(a)	<b>Aircraft Parking Fees</b>	Aircraft Parking Fees is unfavorable to budget due to the following: - Cargo parking 129K unfavorable to budget with loss of Amerijet and Magma
(b)	<b>Space &amp; Ground Rentals</b>	Space & Ground Rentals \$684k favorable to budget due to the following: - American, Southwest and United Airlines had more turns than budgeted, mostly due to added flights - Delta Airline had less turns than budgeted, primarily due to the CrowdStrike issue and upgraded aircraft
(c)	<b>Auto Parking</b>	Auto Parking is \$468k favorable to budget due to the following: - Occupancy was down, particularly in the garages, for July-September (\$339k) - Oct - Mar revenue collectively exceeded budget by \$853k of which \$376k occurred in Feb - April and May slightly below budget (\$110k), collectively
(d)	<b>Advertising</b>	- Advertisement is trending higher than anticipated: continued growth is increasing interest in advertising space. \$138k favorable to budget
(e)	<b>Rental Car</b>	Rental Car is favorable to budget due to the following: - Almost all rental car concessions companies are favorable compared to budget

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Diff</u>
AVIS \$	861,612	\$ 798,885	\$ 62,727
Budget \$	584,886	\$ 635,827	\$ (50,940)
Enterprise \$	1,118,734	\$ 928,501	\$ 190,233
Hertz \$	698,156	\$ 570,507	\$ 127,650
National \$	1,660,971	\$ 1,471,036	\$ 189,936
GA \$	3,047	\$ 3,500	\$ (453)
<b>TOTAL \$</b>	<b>4,927,407</b>	<b>\$ 4,408,255</b>	<b>\$ 519,152</b>

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

- (f) **Other Income** Other Income is favorable to budget due to the following:
- Ground Handling favorable to budget \$27k
  - Non Tenant Revenue-Hotel Fees \$8K favorable to budget
  - Administrative fees \$17K favorable- not budgeted
  - GSP PD Parking tickets \$13K favorable - not budgeted
  - Timber sales \$29k favorable - not budgeted
- (g) **Other-Aviation Services** Other-Aviation Services is unfavorably impacted by the reduction of Magma flights and the loss of Amerijet operations, particularly in Warehouse and Ground
- Overtime hours favorable to budget \$93k
  - Ground A/C Handling Cargo \$891K unfavorable to budget
  - GovDeals Liquidations \$32K not budgeted
  - Warehouse fees \$580k unfavorable to budget
- (h) **Gross Profit on Fuel Sales** Fuel Sales favorable to budget due to the following:
- Jet A Into-Plane \$709K favorable to budget
  - DOD Into-Plane Fees \$61K favorable to budget
  - Retail fuel sales are \$954K unfavorable to budget due to the decrease in Cargo activity
  - Retail AvGas Sales \$18K favorable to budget
  - Throughput Fees \$57K favorable to budget
  - COGS Jet A-GA \$934K favorable to budget with reduced sales
- (i) **Gross Profit on Restaurant Sales** Restaurant Sales favorable to budget due to the following:
- All concepts are outperforming budgeted net sales

	Actual YTD	Budget YTD	Diff
Chick-fil-A	\$ 2,027,789	\$ 1,935,924	\$ 91,865
Wolfgang Puck	1,877,474	1,581,988	295,486
RJ Rockers	318,349	207,047	111,302
Sully's Steamers	59,065	-	59,065
Triumph Tap Room	608,446	539,534	68,912
<b>TOTAL</b>	<b>\$ 4,891,122</b>	<b>\$ 4,264,493</b>	<b>\$ 626,629</b>

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

- (j) **Salary & Benefits** Salaries and Benefits are favorable to budget \$2.6M due to the following:
- 36 less positions currently employed than budgeted (222 vs 258)
- (k) **Professional Services** Professional Services is favorable to budget due to timing:
- Consulting fees \$184K favorable to budget: IT \$128k, Executive \$87k, offset with CB (\$86k)
  - DBE/ACDBE expenses \$20k favorable to budget
  - Legal fees \$83K favorable to budget
  - Engineering and Design \$166K favorable to budget
- (l) **Promotional Activities** Promotional Activities is favorable to budget due to timing:
- Advertising expense \$164K favorable to budget anticipated full budget at YE
  - General marketing expenses \$83K unfavorable to budget
  - Hospitality \$21K unfavorable to budget
  - Special events \$17K favorable to budget
  - Sponsorships \$23K favorable to budget
- (m) **Administrative** Administrative is favorable to budget due to the following:
- Corporate Function \$19K favorable to budget
  - Independent contractor \$237k favorable to budget with reduced curb traffic costs and cargo contractors
  - Credit Card Processing \$70K unfavorable to budget - impacted by increased sales
  - Screening \$16K favorable to budget
  - Pagers & Cell Phones \$15K favorable to budget
  - Payroll Service \$27k favorable to budget
  - Travel/Training \$319K favorable to budget
  - Uniforms \$56K favorable to budget

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

- (n) **Contractual Services** Contractual Services is unfavorable due to the following:
- Janitorial Services \$139K favorable to budget
  - Computer-annual contracts \$164K favorable to budget. \$57K- timing of FY24 invoice
  - Snow Removal \$73K favorable to budget
  - Service Agreements \$6K favorable to budget
  - Automatic Doors \$18K favorable to budget
  - Miscellaneous \$15k favorable to budget
  - Heating & Air \$6K favorable to budget
  - Management Agreement Expenses \$664K unfavorable to budget due to increased food prices, parking lot storm damage repairs, timing of prior year invoices and vehicle maintenance
  - Timber/Forestry \$14K favorable to budget
  - Trash Disposal \$15K favorable to budget
  - Fire Alarm \$16K favorable to budget
- (o) **Repairs & Maintenance** Repair & Maintenance is favorable to budget with a reduction in necessary repairs
- Boarding Bridges \$19K favorable to budget
  - Building \$59K favorable to budget
  - Equipment \$27K favorable to budget
  - Environmental Compliance \$21K favorable to budget
  - Fuel Farm \$9K favorable to budget
  - Gates & Fence \$41K unfavorable to budget - 3rd party insurance recoveries
  - Heating & Air \$8K favorable to budget
  - Radio \$12K favorable to budget
  - Runways/Taxiways/Ramps \$8K favorable to budget
  - Security System \$14K favorable to budget
  - Street & Roads \$51K favorable to budget
- (p) **Supplies & Equipment** Supplies & Equipment is favorable to budget primarily due to timing:
- Cargo Dunnage \$28K favorable to budget
  - Cleaning/Janitorial \$15K favorable to budget
  - Computer-Equip/Supplies \$84K favorable with paper stock for boarding pass and bag tags \$50k
  - De-Ice Fluid \$23K favorable to budget
  - Equipment \$44K unfavorable to budget - PD \$33K from seized funds
  - Fire extinguisher \$15K favorable to budget
  - First Aid/Safety \$15K favorable to budget
  - Fuel-Vehicles \$205K favorable to budget, trued up at year-end
  - Heating & Air \$11K favorable to budget
  - Lamps \$26K favorable to budget
  - Office Supplies \$17K favorable to budget
  - Painting \$74K favorable to budget
  - Paper \$27K favorable to budget
  - Snow Removal \$92K unfavorable to budget due to larger aircraft and snow events
  - Tires \$32K favorable to budget
  - Tools & Hardware \$29K favorable to budget
- (q) **Utilities** Utilities is favorable to budget due to the following:
- Elec \$155K favorable to budget
  - Gas \$101K favorable to budget
  - Telephone \$25K unfavorable to budget
  - Water \$49K favorable to budget - RAC \$31K

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

	<b>FY \$ Amount Authorized</b>	<b>Estimated Cost</b>
<b>Emergency Repair/Replacement/Operations Fund</b>	<b>\$ 500,000</b>	
Logistics Park headwall		\$ 350,000
Deicer truck		\$ 70,000
		<b>\$ 420,000</b>
<b>Uncommitted Balance</b>	<b>\$ 80,000</b>	
 <b>Business Development Obligations/Incentives</b>	 <b>\$ 500,000</b>	
Allegiant Air Service		\$ 100,000
		<b>\$ 100,000</b>
<b>Uncommitted Balance</b>	<b>\$ 400,000</b>	
 <b>Contingency Fund (Operational &amp; Capital)</b>	 <b>\$ 1,000,000</b>	
Admin offices		\$ 170,000
Recruiting and Relocation - Finance Director		\$ 60,000
		<b>\$ 230,000</b>
<b>Uncommitted Balance</b>	<b>\$ 770,000</b>	

## GREENVILLE SPARTANBURG AIRPORT DISTRICT

### Investment Holdings Summary

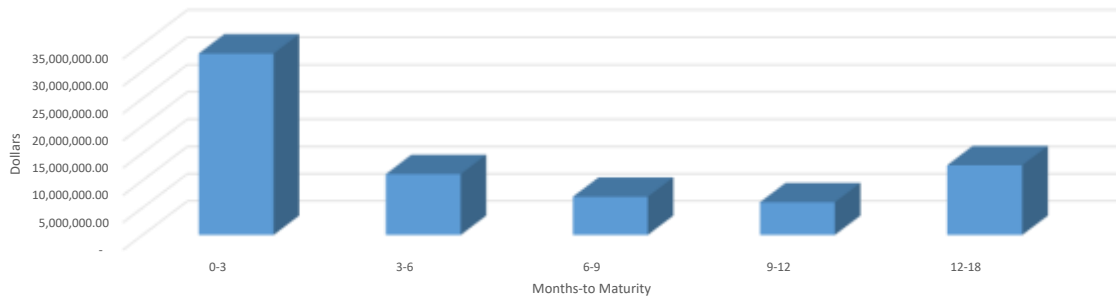
The Greenville-Spartanburg Airport District maintains an investment portfolio comprised of debt securities, money market funds, and other securities as permitted by District policy and South Carolina law. All investments are held to maturity and purchased under advisement of TD Bank. The primary goal of the District's investment policy is the preservation of capital, while maximizing portfolio yield. The maturity of the investments is laddered to help ensure that funds are available for planned capital projects, debt service, and operational needs. Please contact Craig Boozer, Director of Finance, with any questions about the investment portfolio or strategy at [cboozer@gspairport.com](mailto:cboozer@gspairport.com) or (864) 848-6274.

	Cost Basis	Par Value <sup>(1)</sup>	Fair Market Value <sup>(1)</sup>
Treasury Securities	\$ 42,015,832	\$ 42,920,000	\$ 42,669,722
Government Bonds	\$ -	\$ -	\$ -
Total Investments	\$ 42,015,832	\$ 42,920,000	\$ 42,669,722
Money Market Funds	\$ 18,599,709	\$ 18,599,709	\$ 18,599,709
<b>Total Unrestricted Investments + MMFs</b>	<b>\$ 60,615,542</b>	<b>\$ 61,519,709</b>	<b>\$ 61,269,431</b>
Restricted Bond Proceeds - Investments	\$ 46,538,905	\$ 46,757,098	\$ 46,715,362
Restricted Bond Proceeds - MM	\$ 6,658,300	\$ 6,658,300	\$ 6,658,300
<b>Total Restricted Bond Investments + MMFs <sup>(2)</sup></b>	<b>\$ 53,197,205</b>	<b>\$ 53,415,398</b>	<b>\$ 53,373,662</b>
<b>Total Investments + MMFs</b>	<b>\$ 113,812,747</b>	<b>\$ 114,935,107</b>	<b>\$ 114,643,093</b>

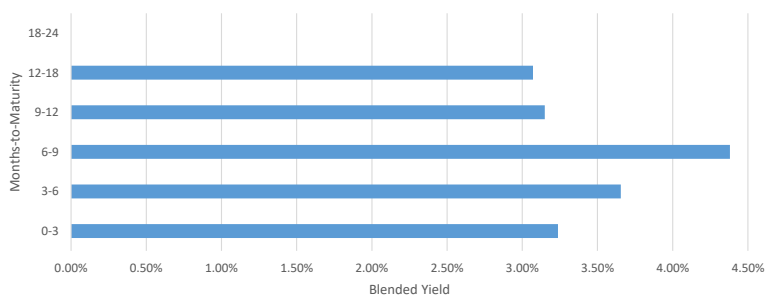
<sup>(1)</sup> GSP anticipates that all investments will be held to maturity. Therefore, any difference between fair market value and par value for a given security will decrease with time and GSP will realize the full PAR value of bonds as they mature. The fair market value reflects the amount that would be realized if GSP liquidated a security as of the report date.

<sup>(2)</sup> Restricted investments stem from the issuance of Series 2024 Bonds in August 2024. 99% of these funds are invested in Treasury securities and money market funds.

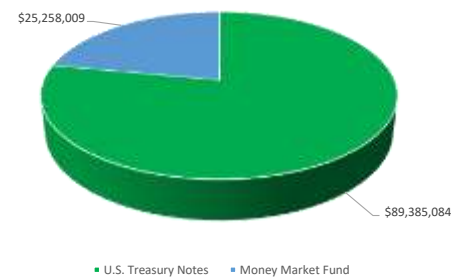
**Maturity Ladder for Non-cash Holding Par Values**



**Blended Yield by Maturity Range**



**Fair Market Value**





**Company name:** Greenville–Spartanburg Airport District  
**Report name:** Procurement / Capital Acquisitions  
**Created on:** 6/17/2025

Project type	Project name	Vendor Name	Date	Amount
Capital Improvements	FY2025 Facilities Expansion Phase 1 - Construction: RPR	Aulick Engineering LLC	5/1/2025	13,209.40
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase: QA	S&Me, Inc	5/31/2025	30,400.75
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase: Construction	LCK, LLC	5/1/2025	57,884.33
Capital Improvements	FY2025 Passenger Terminal Expansion Program - PDP Phase: Programming	Mcfarland Johnson	5/1/2025	61,991.58
Capital Improvements	FY2025 GA Apron Reconstruction and Apron Edge Taxilane Widening Project Design - Phase 1: Design	Avcon, Inc.	5/1/2025	93,399.85
Capital Improvements	FY2025 GA Apron Reconstruction and Apron Edge Taxilane Widening Project Design - Phase 1: Design	Avcon, Inc.	5/31/2025	97,862.79
Capital Improvements	FY2025 RW 4/22 Rehab Design: Design	Kimley- Horn And Associates	5/1/2025	248,214.14
Capital Improvements	FY2025 Facilities Expansion Phase 1 - Construction: Construction	Mavin Construction	5/31/2025	281,624.23
Capital Improvements	FY2025 Facilities Expansion Phase 1 - Construction: Construction	Mavin Construction	5/1/2025	362,284.20
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase	Brasfield & Gorrie, L.P.	5/1/2025	5,422,529.75
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase: Construction	Brasfield & Gorrie, L.P.	5/31/2025	5,487,749.66
Carryforward	FY2025 GSP Drive connection to Aviation Parkway Round-a-Bout - D & C: Construction Administration	Parrish and Partners, LLC	5/1/2025	15,006.00
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction	LCK, LLC	5/1/2025	16,610.00
Carryforward	FY2025 Passenger Boarding Bridge Project: Construction Administration	Avcon, Inc.	5/25/2025	17,922.77
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction Administration	Mcmillan Pazdan Smith	5/1/2025	27,566.00
Carryforward	FY2025 Passenger Boarding Bridge Project: RPR	Aulick Engineering LLC	5/1/2025	27,615.60
Carryforward	FY2025 Passenger Boarding Bridge Project: Construction Administration	Avcon, Inc.	5/1/2025	28,387.74
Carryforward	FY2025 Terminal Roadway Improvement Project: Construction	Turner Construction Company	5/1/2025	47,046.09
Carryforward	FY2025 GSP Drive connection to Aviation Parkway Round-a-Bout - D & C: Construction	Reeves Young LLC	5/31/2025	110,160.00
Carryforward	FY2025 GSP Drive connection to Aviation Parkway Round-a-Bout - D & C: Construction	Reeves Young LLC	5/1/2025	143,121.60
Carryforward	FY2025 Passenger Boarding Bridge Project: Construction	Mavin Construction	5/1/2025	248,310.34
Carryforward	FY2025 Passenger Boarding Bridge Project: Construction	Mavin Construction	5/1/2025	294,320.39
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction	Harper General Contractor's Inc.	5/31/2025	806,603.99
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction	Harper General Contractor's Inc.	5/1/2025	1,143,528.79
Carryforward	FY2025 Terminal Roadway Improvement Project: Construction	Turner Construction Company	5/1/2025	1,159,170.74
Professional Service Project	FY2025 Campus-Wide DAS Program for Cellular and Radio Improved Coverage	The JW Group, Inc.	5/7/2025	16,335.00
Renewal & Replacement	FY2025 AFFF to F3 Conversion	Brindlee Mountain Fire Apparatus, LLC	5/28/2025	188,700.00
Small Capital & Equipment	FY2025 C/A Fueling Stairs	WSW Corp	5/6/2025	20,216.50
Small Capital & Equipment	FY2025 Repair & Replace Equipment Allowance (F&B Locations)	Cely Construction Company	5/31/2025	26,601.30
Small Capital & Equipment	FY2025 G/A Towbarless Tug	K2EQ LLC	5/5/2025	155,776.90
Sum Total				16,650,150.43



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## MEMORANDUM

TO: Members of the Airport Commission

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

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item C

June 2025 – Development Project Status Report

## SUMMARY

### **FBO Expansion Project:**

**Status** – Construction Phase

**Project Budget** – \$14,300,000

**Estimated Completion Date** – July 2025

McMillan Pazdan Smith led the design effort. Harper General Contractors was selected as the Construction Manager for the Project. Construction on phase 1 is complete, and the contracting team is working on project completion including punchlist and close out requirements. The project is expected to be completed in July 2025.

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

**Status** – Construction Phase

**Project Budget** – \$97,000,000

**Estimated Completion Date** – December 2025

This project includes the construction of a new combined public parking and rental car ready/return garage. The design was led by LS3P. LCK is providing program management and support services for the project. Brasfield & Gorrie (B&G) is the Construction Manager for the project. Construction is progressing ahead of schedule and the rental car companies are expected to begin operating from the new facility in November.



### **Facilities Expansion Project Phase 1 (Construction Phase):**

**Status** – Construction Phase

**Project Budget** – \$8,870,000

**Estimated Completion Date** – Spring 2026

Facilities Expansion Project Phase 1 includes an expansion of the existing shop and storage building to provide two new large equipment maintenance bays, the addition of a new drive-in service bay door to the existing building, relocation of incinerator equipment and relocation / installation of a new triturator system. This project will provide much needed maintenance space for large equipment such as fuel trucks, fire equipment and other large vehicles as well as prepare the facility for the additional future expansion projects. Design was led by WK Dickson with DP3 as their architectural partner. Mavin Construction will construct the facility. Construction is on schedule and the project is expected to be completed in spring of 2026.

### **Landscape Lighting Project:**

**Status** – Design Phase

**Project Budget** – \$550,000

**Estimated Completion Date** – Roadway Lighting, Summer 2025

This project includes the addition of roadway lighting along Aviation Parkway and improvements to the landscape lighting along Aviation Parkway to the Terminal Complex and Terminal Parkway to the P1 and P2 Economy Parking Lots. Roadway lighting has been finalized and will be installed this summer. Landscape lighting improvements will follow the roadway lighting portion of the project.

### **GSP Drive Connector to Aviation Parkway Roundabout:**

**Status** – Contractor Mobilization

**Project Budget** - \$5,500,000

**Estimated Completion Date:** Construction Phase - January 2026

This project reroutes GSP Drive near the National Weather Service station to the existing roundabout on Aviation Parkway to further advance the 2020 Wingspan Master Plan. A new roadway will be constructed to connect the airport facilities maintenance areas and the south cargo area to the new GSP Drive. Parrish & Partners is the engineer for the design phase of the project. Reeves and Young is the contractor for

the project. Work is progressing on schedule. The project is expected to be completed by January 2026.

### **Passenger Boarding Bridge Project:**

**Status** – Construction Phase

**Project Budget** - \$6,830,000

**Estimated Completion Date** – July 2025

Two new boarding bridges are being added to Concourse A and Concourse B to accommodate projected growth and enable the airport to delay planned expansion of the B concourse for a few more years. One passenger boarding bridge (PBB) will be added at A.0 and one PBB will be added at B5. Avcon was selected to provide the engineering services. Construction consists of two segments. The first segment is the enabling work including foundations for the passenger boarding bridges, amendments to the terminal to receive the fixed tunnels, and interior modifications. Mavin Construction has been awarded the enabling work for the project. The second phase of construction is the installation of the passenger boarding bridges and ground service equipment. It is anticipated that the project will be completed in July 2025.

### **Terminal Expansion PDP & Design Criteria Package:**

**Status** – Planning Phase

**Project Budget** - \$4,000,000

**Estimated Completion Date** – Summer 2026

This project will further develop and detail the phased implementation of the terminal expansion program outlined in the 2021 Terminal Area Expansion Study and 2019 Airport Master Plan and provide necessary detailed planning and bridging documents for future procurement of design and construction services to widen the apron edge taxilane and expand the commercial apron, add the north baggage claim area, expand the GSP administration offices, expand and/or relocate the outbound BHS, expand concourse B from gate B4 to gate B10 and the Federal Inspection Station (FIS) and international arrivals curb front, and expand the site utilities to support the terminal. McFarland Johnson is leading the planning for this project. The planning phase will be completed by summer 2026.

### **GA Apron Reconstruction & Apron Edge Taxilane Widening Project:**

**Status** – Design Phase

**Project Budget** - \$1,000,000

**Estimated Completion Date** – July 2025

This project includes design and engineering to reconstruct the general aviation apron and construct an apron edge taxilane to accommodate aircraft movements up to Aircraft Design Group (ADG) 3. The taxilane will be widened from L6 to north of L4. New taxilane edge lighting will be provided as part of the design effort. Avcon, one of GSP's on-call consulting firms, was selected to lead the design effort for this project. Design is approximately 90% complete. The design effort is anticipated to be completed in July 2025.

### **Parking Garage A and B Relife and Repurpose Project:**

**Status** – Planning Phase

**Project Budget** - \$650,000

**Estimated Completion** – August 2025

The parking Garage A and B Relife and Repurpose planning effort will determine the upgrades and enhancements needed to extend each garage use for an additional twenty years. Assessment will also evaluate repurposing the existing facilities anticipating the rental car companies will relocate to Parking Garage C. Elements from Parking Garage C design will be introduced to parking garage A and B to bring continuity across all three garages. McFarland Johnson is leading the planning effort. It is anticipated that the planning effort will be completed by August 2025.



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Tom Tyra, VP/Chief Marketing & Communications Officer

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item D

Communications June 2025 Status Report

### SUMMARY

#### **News Stories ~ Broadcast, Print and Online 6/1/25 through 6/30/25:**

##### **Top Stories for June 2025**

[Dave Edwards: Greenville-Spartanburg airport CEO reflects ahead of retirement - UPSTATE BUSINESS JOURNAL](#)  
[Greenville-Spartanburg Airport named a top US airport](#)

#### **Airport Digital and Social Media 6/1/25-6/30/25:**

##### **Website**

Sessions – 113,215  
New Users – 76,406  
Page Views – 243,755

##### **Facebook**

Total followers –20,059  
New followers –137  
Engagement –100,992  
Reach —1,988,299

##### **Instagram**

Total Reach –2,240  
Followers –7,000



New followers -44

## **X (formerly known as Twitter)**

Impressions 100

Followers -7,107

New followers - -16

Mentions -10

## **Top Post**

Notice anything new? 🚧 Construction is underway for our new gate and passenger boarding bridge coming soon to Concourse A.

This new gate will be bringing more comfort, convenience, and seamless boarding your way! ✅



[See insights and ads](#)

[Boost post](#)

 136

12 comments 4 shares



## **Marketing Event Summary**

### **Greenville Triumph Soccer**

**Status – Ongoing**

**Communications Budget – \$25,000**

**Completion Date – 2025 Season**

GSP will host promotions with the Greenville Triumph during the 2025 season at Paladin Stadium. The sponsorship includes season-long exposure through signage, social media exposure and on-field promotions.

### **Greenville Drive Baseball**

**Status – Ongoing**

**Communications Budget – \$50,000**

**Completion Date – 2025 Season**

GSP will host promotions with the Greenville Drive during the 2025 season at Fluor Field. The sponsorship includes season-long exposure through signage, social media exposure and on-field promotions.

### **Hub City Spartanburgers Baseball**

**Status – Ongoing**

**Communications Budget – \$50,000**

**Completion Date – 2025 Season**

GSP will host promotions with the Spartanburgers during the 2025 season at Fifth Third Bank. The sponsorship includes season-long exposure through signage, social media exposure and on-field promotions.

### **Wings for All Event 2025**

**Status – Scheduled**

**Communications Budget - \$3,500**

**Completion Date – September 6, 2025**

GSP will co-host an airport awareness day for people with autism and other disabilities. The event will take place September 6 from 9-3pm and will include participation from ARC of South Carolina, Delta Air Lines and volunteers from across the airport campus.

### **Greer Arts and Eats Festival 2025**

**Status – Scheduled**

**Communications Budget - \$3,500**



**Completion Date** – October 4, 2025

Communications staff will host a display at this annual festival in Greer, SC. We will promote new air service and amenities available at GSP.

**Fall for Greenville 2025**

**Status** – Scheduled

**Communications Budget** - \$8,500

**Completion Date** – October 10-12, 2025

Communications staff will host a display at this annual festival in Greenville, SC. We will promote new air service and amenities available at GSP.

**Air Service Event Summary**

**Sister Airport Host Activities**

**Status** – Date confirmed

**Communications Budget** - \$1,000

**Completion Date** – September 25-26, 2025

Staff will host a delegation from the Hahn Airport located in Lautzenhausen, Germany. Staff will provide a tour of the airport and community. GSP and Hahn intend to sign a Sister Airport MOU to allow joint marketing to cargo customers and sharing of best practices. The MOU may be signed at a media event hosted by GSP at the Air Cargo Americas trade show in Miami in November.

**Breeze SNAP Conference 2025**

**Status** – Registered to Attend

**Communications Budget** - \$3,000

**Completion Date** – September 8-10, 2025

Staff will attend this invite-only airline conference in Salt Lake City, UT. The event will be attended by over 50 airports served by Breeze Airways. Airline top management will present goals, strategy and plans to their airport partners.

**CMT Partnership Conference**

**Status** – Registered to Attend

**Communications Budget** - \$3,000

**Completion Date** – September 16-18, 2025



Staff will attend this airline speed-dating event held in Manchester, NH. The event will be attended by over 20 legacy and ULCC airlines.

### **GSP Oktoberfest Open House**

**Status** – Registered to attend

**Communications Budget** - \$6,000

**Completion Date** – September 25, 2025

Staff will host an open house for new and existing customers at the Cerulean Commercial warehouse. The event will attract 60-100 attendees from 4p-7p. During the event, staff will arrange meetings with current and prospective air cargo customers, provide tours of the facility and provide German Oktoberfest food and beverages.

### **Breakbulk 2025**

**Status** – Registered to attend

**Communications Budget** - \$3,000

**Completion Date** – September 30-October 10, 2025

Staff will attend the shipping industry's largest show in the US dedicated to air, ocean, and rail. During the event, staff will arrange meetings with current and prospective air cargo customers and reach out to new customers.

### **Air Cargo Americas 2025**

**Status** – Registered to Exhibit

**Communications Budget** - \$10,000

**Completion Date** – November 10-14, 2025

Staff will attend the industry's largest show dedicated to air cargo held in the Americas (Miami). During the event, staff will arrange meetings with current and prospective air cargo customers. In addition, staff will host a 10x20 exhibit to introduce Cerulean Aviation to prospective airlines and freight forwarders.



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Deven Judd, VP/Chief Commercial Officer

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item E

June 2025 – Commercial Business Report

#### **Eastside Transportation:**

**Status** – Staff is evaluating a new service proposed by Eastside Transportation which will give an enhanced level of customer service to arriving passengers at GSP.

**Projected Budget** – None (Eastside will cover any expenses)

**Estimated Completion Date** – 3rd Quarter 2025

Eastside Transportation provides luxury transportation services to the Upstate, Columbia, Charlotte, Asheville, Atlanta, and surrounding areas. They have operated under a Space Use & Operating Permit since 2017. With new transportation network companies, taxi and limo service providers entering the market, Eastside has continued to evolve its business and operations.

#### **Rental Car Concessions in New Parking Garage C**

**Status** – Staff has been coordinating with the rental car companies to approve their design for tenant improvements at Parking Garage C. The Rental Car companies are on board to begin operations out of the new garage in November of 2025.

**Projected Budget** – None (Rental Car Companies are responsible for their improvements)

**Estimated Completion** – November 2025

The proportion of airline passengers choosing to rent a car at airports varies depending on passenger trip purpose, the availability of public transportation, the proximity of major destinations, and availability of other modes of transportation. The rental car companies at GSP have grown the operations out of Parking Garage A, however they are unable to offer the type of premium service offered at other airports. The new space in Parking Garage C will allow them to offer the premium service thus enhancing the customer experience at GSP.

### **Retail Concessions Planning:**

**Status** – Hudson-BW GSP JV currently operates the Retail and Coffee & Snack locations. The Concessions agreements for these locations expire on October 28, 2026. Staff has entered into preliminary discussions to determine if we want to negotiate an Option Term as outlined in the agreements or prepare solicitation documents to procure a new operator for the Retail and Coffee & Snack locations.

**Project Budget** – To be determined

**Estimated Completion** – 2<sup>nd</sup> Quarter 2026

Hudson, part of Avolta AG is a travel experience leader with more than 1,000 stores in airports, commuter hubs, landmarks, and tourist destinations across North America. They have been operating at GSP since 2013 with success in providing retail concessions to passengers. Since 2019, sales have grown 29% which has outpaced enplanement growth for the same period. Staff continually evaluates the performance of Hudson as well as stays current on airport retail trends and customer behavior. Staff will ensure the next operator whether its Hudson or a new operator will have the flexibility to stay current on trends and customer behavior while delivering on sales performance and customer service.





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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly Dawsey, VP/Chief Human Resources Officer

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item F

June 2025 – OSHA Recordable Injury Report

### SUMMARY

Monthly Activity June 30, 2025

- 0 OSHA Recordable Injuries

2025 Calendar Year-to-Date

- 2 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
2024	232	410,142	3	0	122
2023	223	467,747	5	0	142



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## MEMORANDUM

TO: Members of the Airport Commission

FROM: Zach Salvato, VP/Chief Information Officer

DATE: July 14, 2025

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### ITEM DESCRIPTION – Information Section Item G

June 2025 – Information Technology Status Report

### SUMMARY

#### **Enterprise Asset Management Project Update**

The EAM project continues to move forward successfully, with a strong focus on both **end-user training** and **system integration testing** throughout June.

#### **Training:**

From June 9–13, targeted training sessions were held for supervisors, technicians, and storeroom staff. These sessions focused on core system functions including navigation, work order management, preventive maintenance, purchasing, and mobile workflows. Each group received hands-on instruction to ensure a smooth transition into daily use of the new platform. The final day included integrated workflow simulations to prepare all users for go-live.

#### **Integration Testing:**

In parallel with training, we completed comprehensive testing of the integration between EAM and Sage Intacct. We successfully validated the following procurement workflows:

- Part and multi-line stock requisitions
- Work order-related parts
- Hourly and fixed-price services
- Combined part and service requisitions
- Modifications to existing purchase orders, including price and quantity adjustments across parts and services



All tested scenarios **passed successfully**, ensuring seamless data exchange between EAM and Sage. This confirms the readiness of our purchasing and inventory processes for live operations.

We remain on track for the **go-live scheduled for August 1st** and will continue supporting the Facilities team with mobile deployment and additional support as needed.

### **Campus-Wide Wi-Fi Access Point Replacement**

We are pleased to report that the **replacement of all Wi-Fi access points throughout the GSP campus** has been successfully completed. The newly installed **Cisco CW9166I-B access points** deliver enhanced wireless performance, broader coverage, and increased reliability to support the growing connectivity demands of both staff and passengers.

This upgrade is supported by the deployment of a **Cisco C9800 Wireless LAN Controller (WLC)**, a next-generation platform that enables centralized management, real-time analytics, and security enhancements. In addition, a **redundant backup controller** has been configured to ensure **network resiliency and uninterrupted service** in the event of a primary controller failure.

The new access points also include **Bluetooth Low Energy (BLE)** capabilities, which will be utilized in future phases to support **location-based services** such as asset tracking, wayfinding, and real-time operational alerts.

This infrastructure investment reinforces GSP's commitment to innovation, reliability, and delivering a seamless passenger and operational experience across the airport campus.