

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: January 17, 2018

Place: Henrietta Grant Board Room
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, January 17, 2018, in the Henrietta Grant Board Room at McGhee Tyson Airport with the Board Chairman, Eddie Mannis, presiding.

Roll call developed that Board members present, in addition to Chairman Mannis, were Charles Harr, Maribel Koella, Jeff Smith, and Howard Vogel. Also present were William F. Marrison, President of the Airport Authority, and members of his staff; Mark Mamantov, legal counsel; and other visitors and representatives of the media. Commissioner Julia Bentley participated in the meeting via conference call.

BUSINESS AGENDA

I. Announcements. Chairman Mannis reminded those in attendance that a sign-up sheet was available for members of the audience who would like to address the Board of Commissioners. The time for presentation would be limited to three minutes and then only if time permits.

II. Minutes. The Chairman noted that the minutes of the regular meeting of December 20, 2017, had been distributed with the agenda materials and upon motion duly seconded, the minutes were approved as presented by unanimous voice vote.

III. Consent Calendar. The Chairman noted that the Consent Calendar for January 17, 2018, had been included with the agenda materials, and he requested that Mr. Marrison review it with the Board. Following the review of the Consent Calendar, the Chairman inquired whether any Commissioner wished to move an item to the regular agenda. There being no such request, upon motion duly seconded, the Consent Calendar was approved by unanimous voice vote, and a copy will be filed with these minutes.

IV. President's Report and Financial Review. Mr. Marrison advised the Board that his written report was included with the agenda materials, that the financial report was also included with the agenda materials, and that both reports would be on file in the administrative offices of the Airport Authority. Mr. Marrison then reported the Airport had a successful December and that good news about passenger traffic for 2017 would be announced in the upcoming days.

Mr. Marrison then introduced Becky Huckaby, Vice President of Public Relations, to provide a Milestone Moment in connection with the celebration of McGhee Tyson Airport's 80th anniversary. As that Milestone Moment, Ms. Huckaby described how Knoxville had been a pioneer in civilian pilot training in the early years of the Airport. Elmer Wood's "Wood's Flying Service," which was based at the Airport, was the largest provider of civilian pilot training in the area. Wood's training program was one of the few programs across the country that was approved for advanced training for civil pilots.

V. New Business.

A. Consideration of Approval of a Reimbursable Agreement with the Federal Aviation Administration (FAA) for the Electrical Line Distribution (ELD) and Fiber Optic Transmission System

(FOTS) Design at McGhee Tyson Airport. Mr. Marrison advised that as part of the Runway 5L/23R reconstruction the original FAA Navigational Aid Systems were either demolished or abandoned. The Airfield Modernization Program will reconstruct the ELD and FOTS to the latest standards. Mr. Marrison informed the Board that this agreement allows the FAA to provide full design services and design reviews of Airport Authority drawings. The total expected cost of this project is \$50,202.10, and this is expected to be funded through the FAA's Airport Improvement Program and the Tennessee Department of Transportation's Aeronautics Division. It was moved by Mr. Vogel, seconded by Mr. Harr, that the agreement with the FAA for ELD and FOTS Design at McGhee Tyson Airport in the amount of \$50,202.10 be approved, subject to review and approval by legal counsel. The motion was unanimously approved by a voice vote.

B. Consideration of Authorization to Apply for and Accept Grants from the Federal Aviation Administration (FAA) and Tennessee Department of Transportation's (TDOT) Aeronautics Division. Mr. Marrison advised the Board that the proposed authorization would allow the appropriate officers to be able to apply for and accept grants for the Airfield Modernization Program from both the FAA and from the TDOT's Aeronautics Division. The Authority needs to have the flexibility to quickly apply for grant funds as they become available between now and September 30, 2018. It was moved by Ms. Koella, seconded by Mr. Vogel, that the authorization to apply for and accept grants from the FAA and TDOT's Aeronautics Division be approved subject to review and approval by legal counsel. The motion was unanimously approved by a voice vote.

C. Consideration of Authorization to Submit and Accept Two Grants from the State of Tennessee's Division of Aeronautics for the Fuel Storage Tank Rehabilitation and Unmanned Aircraft System (UAS) Obstruction Survey at Knoxville Downtown Island Airport (DKX). Mr. Marrison advised the Board that this was a request to submit and accept two grant applications from the State of Tennessee Department of Transportation's (TDOT) Aeronautics Division. Mr. Marrison explained to the Board that the fuel storage tank rehabilitation project proposed will produce updates and modifications to the fuel farm at DKX. Further, the UAS Obstruction survey project proposed was directly recommended by TDOT's Aeronautics Division because of the cost savings in comparison to a conventional aerial survey. The grant request amount is for \$17,812.00. It was moved by Mr. Harr, seconded by Mr. Vogel, that the authorization to submit and accept two grants from TDOT's Aeronautics Division for the Fuel Storage Tank Rehabilitation and UAS Obstruction Survey at DKX be approved, subject to review and approval by legal counsel. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Approval of Purchase for the Public Safety Department's Vehicle Replacement. Mr. Marrison reported to the Board that this is a request to approve the purchase of a 2017 Ford Explorer through the State of Tennessee's General Services Division statewide contract award to Ford of Murfreesboro. The Ford Explorer would serve to replace an existing vehicle with significant mileage that is used by Public Safety Department. The Authority's staff expects that the cost of this vehicle will be eligible for reimbursement under the CTIU. It was moved by Ms. Koella, seconded by Mr. Vogel, that the vehicle purchase from Ford of Murfreesboro for the Public Safety Department be approved. The motion was unanimously approved by a voice vote.

E. Consideration of Award of Purchase to Service One, Inc. for the Terminal Gate Vestibules Rehabilitation at McGhee Tyson Airport. Mr. Marrison advised the Board that six terminal gate vestibules, the areas between the ticket counter and the passenger boarding bridge, are in need of rehabilitation. Mr. Marrison explained that these areas receive high traffic from passengers and, as a result, are showing a lot of wear and tear. The Authority's staff recommends that these vestibules be upgraded to be more durable and appealing to match the new passenger boarding bridges. Service One, Inc. is one of our selected service providers, and this project will be reimbursed via the airlines' lease agreements. It was moved by Mr. Smith, seconded by Mr. Vogel, that the award of purchase to Service

One, Inc. for the terminal gate vestibule rehabilitation in the amount of \$62,450.00 be approved. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Change Order Number 8 to the Contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 2. Mr. Marrison advised the Board that this change order involves no cost and provides 60 additional calendar days to the existing contract with Eutaw Construction due to weather associated construction delays. The additional calendar days will start no later than May 1, 2018. Mr. Marrison explained to the Board that the remaining work on this contract is earth embankment and is weather sensitive. It was moved by Mr. Vogel, seconded by Mr. Harr, that Change Order Number 8 to Eutaw Construction Company, Inc. for an increase in contract time of 60 calendar days with no increase in cost be approved. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Work Authorization Number 18-309 under the General Consultant Agreement with Gresham Smith and Partners for Environmental Compliance Assistance at McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Marrison advised the Board that this is a request to approve a work authorization allowing Gresham Smith and Partners to provide services related to inspections and environmental compliance under their General Consultant Agreement. The inspections include four quarterly stormwater inspections for McGhee Tyson Airport and the Knoxville Downtown Island Airport and the Annual Comprehensive Site Compliance Evaluation as required by the Tennessee Stormwater Multi-Sector General Permit (TMSP). Additionally, a comprehensive review and revision of the Authority's Environmental Compliance Management Plan and Underground Storage Tank protocol will be performed. It was moved by Ms. Koella, seconded by Mr. Vogel, that the Work Authorization Number 18-309 to Gresham Smith and Partners in the lump-sum amount of \$39,105.00 be approved. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of Amendment to the Knoxville Airport Hotel Company, LLC Lease Agreement. Mr. Marrison advised the Board that the lease with the Knoxville Airport Hotel Company, LLC will need to be amended in order to allow for the hotel to expand for additional meeting space. Mr. Marrison provided the Board with a summary of the terms of the proposed lease amendment, and Mr. Mamantov was asked to provide some detail regarding those terms. In particular, the lease amendment would increase the property leased and allow for an extension of 30 years with two additional 10-year renewal options. Further, the lease amendment would allow for some amount of rent credits with respect to the cost of constructing the expansion. It was moved by Mr. Vogel, seconded by Mr. Harr, that the amendment to the Knoxville Airport Hotel Company, LLC lease agreement consistent with the terms presented to the Board be approved, subject to review and approval by legal counsel. Following discussion, the motion was unanimously approved by a voice vote.

The Chairman announced that the business agenda had been completed and that there were no requests by individuals wishing to address the Board. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 4:20 p.m.


Secretary