

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: February 21, 2018

Place: Henrietta Grant Board Room  
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:10 p.m. on Wednesday, February 21, 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 Julia Bentley, Charles Harr, Maribel Koella, Brian Simmons, 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.

### 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 January 17, 2018, had been distributed with the agenda materials. 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 February 21, 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 record-setting year in 2017, with the total number of travelers being 1,988,391, breaking the 2005 record of 1,845,491 travelers. Further, the 2017 passenger traffic grew 9% when compared to 2016.

Mr. Marrison recognized Michael Giles, an Airport Authority employee in the Airport Operations department. Mr. Giles has been employed with the Airport Authority for over three years, and he assumed the Purchasing Manager role in August 2016. In January 2018, Mr. Giles completed all the requirements to be designated as a Certified Purchasing Professional with the American Purchasing Society, which required years of experience, course work, and the passage of an exam.

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 a simulated "Airborne Attack" Air Show that was presented to an estimated 50,000 people on December 3, 1945. As the highlight of the air show, a Waco

CG-4A Glider was snatched from the ground as a C-47 flew by at a low altitude. Ms. Huckaby compared this to the 225,000 people in attendance at the recent Smoky Mountain Air Show in 2016.

V. Committee Reports.

A. Report of the General Aviation Committee. Commissioner Smith, Chair of the General Aviation Committee, advised the Board that the Committee had met prior to the Board meeting to discuss in detail the progress on the Oak Ridge Airport. During the most recent meetings with the Federal Aviation Administration (FAA), the FAA input resulted in requests for an entirely new Airport Layout Plan and supporting documentation. This new documentation is expected to be completed in April and to cost approximately \$98,214.00. Commissioner Smith moved on behalf of the Committee that the award to Michael Baker, International to provide a revised Airport Layout Plan, narrative plan, and program budget be accepted by the Board, a motion which required no second. Following discussion, the motion was unanimously approved by voice vote.

VI. New Business.

A. Consideration of Authorization to Ratify Agreement with City of Alcoa for Installation of Sanitary Sewer in West Aviation Area at McGhee Tyson Airport. Mr. Marrison advised that a 138-foot sanitary sewer was installed to serve the Massey hangar and a 150-foot sanitary sewer was installed to expand the service area in the West Aviation Area of the Airport. This project cost was \$29,600.00, but the \$13,933.92 portion attributed to the Massey sewer will be reimbursed to the Airport Authority. It was moved by Ms. Bentley, seconded by Mr. Vogel that the agreement with the City of Alcoa for the installation of the sanitary sewers be ratified. The motion was unanimously approved by a voice vote.

B. Consideration of Award to AT&T for Voice and Data Services at McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Marrison advised the Board that after a comparison matrix process AT&T was selected as the best qualified and most responsive proposing party for voice and data services. If approved, AT&T will provide voice, data, and internet services for the Airport Authority's various telecommunications, flight information data, and airport operations systems. The base price is estimated to reduce the Authority's current cost by approximately \$2,000.00 per month on average, based on the last three-month's average cost. It was moved by Mr. Harr, seconded by Ms. Bentley that the contract award to AT&T for a three-year term with provision for three, 1-year extensions be approved, subject to review and approval by legal counsel. Following discussion, the motion was unanimously approved by a voice vote.

C. Consideration of Approval of Purchase to Chemtek for Runway Friction Testing. Mr. Marrison advised the Board that due to the single runway configuration, runway friction testing was increasing from two times per year to four times per year until January 2020. Chemtek is the proposed service provider based on the quality of previous work and a survey of Southeastern United States airports. It was moved by Ms. Koella, seconded by Ms. Bentley, that the purchase to Chemtek for runway friction testing in the amount of \$24,375.00 be approved. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Bill Marrison's Notice of Retirement and Waiver of One-Year Notice Requirement. Mr. Marrison announced to the Board that, due to personal reasons, he must retire from his position as President of the Airport Authority. Under his employment contract, he is required to give notice of his retirement for one year, unless that notice is waived by a Board action. Mr. Marrison requested that the Board waive the notice requirement, allowing him to retire two months early on December 31, 2018. Mr. Marrison then assured the Board that he would do whatever necessary to ensure a smooth transition and would gladly help the Board in finding a successor. It was moved by Mr. Vogel,

seconded by Ms. Bentley, that Mr. Marrison's notice of retirement be accepted and the requirement of one-year notice of his retirement be waived to allow Mr. Marrison to retire December 31, 2018. 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 4:35 p.m.

  
Secretary