

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: April 18, 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, April 18, 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, Joe Dawson, Charles Harr, Maribel Koella, Brian Simmons, and Jeff Smith. 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.

Chairman Mannis announced that Cirrus Aircraft received the most prestigious award in aeronautics and astronautics, the 2017 Robert J. Collier Trophy. Mr. Mannis explained that others that had received this award included Orville Wright, Chuck Yeager, Howard Hughes, the Apollo astronauts, and more. He congratulated Cirrus Aircraft on its outstanding achievement.

II. Minutes. The Chairman noted that the minutes of the regular meeting of March 21, 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 April 18, 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. President Bill 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 February by serving 139,768 passengers, breaking the previous record set in February 2008, of 131,993 passengers. February makes the 22nd consecutive month of year-over-year traffic increases at the Airport. This is also a 14% increase in passenger traffic over the same month from February 2017.

For a project update, Mr. Marrison noted that the final change order for Runway 5L/23R Reconstruction Project 1 is on the agenda for today. Also, with respect to the Knoxville Downtown Island Airport, Mr. Marrison announced that construction of the t-hangars is complete and several tenants moved in at the first of the month.

Next, Mr. Marrison recognized Sam Knisley, Thomas Payne, and Bill Rogers for becoming the airport's newest "Airport Certified Employees." Mr. Marrison noted that 20 employees of the Authority have received this certification in the specialty of airfield operations from the American Association of Airport Executives. To obtain this certification, Mr. Marrison explained that the three employees successfully completed four months of coursework and passed a three-hour exam. Mr. Marrison congratulated Mr. Knisley, Mr. Payne, and Mr. Rogers for their accomplishment.

Finally, Mr. Marrison 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 noted that on April 18, 1978, the Knoxville City Council voted to create the Metropolitan Knoxville Airport Authority to run McGhee Tyson Airport and the Downtown Island Airport. In July of 1978, the Authority was fully operational. Ms. Huckaby noted we are also celebrating the 40th anniversary of the Authority.

V. Committee Reports.

A. Report of the Finance, Personnel and Insurance Committee. Commissioner Harr, Chair of the Finance, Personnel and Insurance Committee, advised the Board that the Committee had met prior to the Board meeting and first discussed the renewal of the employee health, dental, vision, life and AD&D, and disability insurance plans with CIGNA. Mr. Chris Wampler with Carriage Hill Insurance negotiated a modest 2.5% increase for the health insurance plan with no change to employee deductibles or co-payments. Commissioner Harr moved on behalf of the Committee that the renewal of the employee health, dental, vision, life and AD&D, and disability insurance plans with CIGNA be accepted by the Board, a motion which required no second. The motion was unanimously approved by voice vote.

Next, Mr. Harr advised that the Committee did a preliminary review of fiscal year end June 30, 2019 budget. This review was informational only, and the budget will be presented to the full board at the May board meeting.

Finally, Mr. Harr explained that the Committee reviewed the new employee handbook prepared by Mr. Mike Bachman and his staff. Mr. Bachman explained that the handbook was a complete rewrite to bring the handbook current, including topics such as social media and anti-bullying. Resolution 18-01 was prepared by legal counsel to adopt the new employee handbook as presented. Commissioner Harr moved on behalf of the Committee that Resolution 18-01 be adopted by the Board, a motion which required no second. The motion was unanimously approved by voice vote.

VI. New Business.

A. Consideration of Approval of Work Authorization Number 16-235A to C2RL, Inc. for Parking Garage Structural Improvements at McGhee Tyson Airport. Mr. Marrison advised that the Authority completed a comprehensive inspection and evaluation project of the parking garage over two years ago. As part of the final phase of the parking garage improvement, professional services need to be obtained to provide for design construction documents, bidding/award, construction administration, inspection, and closeout services. Mr. Marrison explained that the scope for the design is for crack and spall repairs, replacement of bearing pads and contacts, and expansion joint repairs/replacement on items associated with the structural members of the garage. The project will be funded by a TDOT Department of Aeronautics grant and is estimated to cost \$49,170.00. It was moved by Ms. Koella, seconded by Mr. Dawson, that Work Authorization Number 16-235A to C2RL, Inc. for parking garage structural improvements be approved subject to review and approval by legal counsel. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Work Authorization Number 18-121 to CHA Consulting, Inc. and Authorization to Submit and Accept a Grant from the Tennessee Department of Transportation's (TDOT) Aeronautics Division for the Runway 8/26 Planning and Preliminary Design Project for Knoxville Downtown Island Airport (DKX). Mr. Marrison advised the Board that the work authorization presented is for the planning and design of Runway 8/26 and Taxiway A at DKX. Specifically, this work authorization includes geotechnical investigation, pavement assessment, analysis of existing geometry and runway safety area for the Federal Aviation Administration (FAA) compliance, lighting and electrical systems evaluation, signage evaluation, storm drainage integrity inspection, NAVAIDS evaluation, and markings. Mr. Marrison is also asking for the Board's approval to submit for and accept a grant for this project from TDOT Aeronautics Division. This project is estimated to cost \$99,512.00. It was moved by Ms. Bentley, seconded by Mr. Harr, that Work Authorization Number 18-121 with CHA Consulting, Inc. for the DKX runway planning and preliminary design project be approved, and that the authorization to submit and accept a grant with TDOT's Aeronautics Division for the same also be approved. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Work Authorization Number 18-242 to C2RL, Inc. for the West Aviation Area Ramp and Apron Project at McGhee Tyson Airport. Mr. Marrison advised the Board that this work authorization is for design, bidding, construction administration, inspection, and project closeout for a West Aviation Area ramp and apron. Specifically, this project includes the aircraft apron parking adjacent to the proposed Cirrus Hangar 3 facility and the additional aircraft ramp located on the existing detention pond. This project will receive funding from a grant through TDOT Aeronautics Division that was previously accepted. It was moved by Mr. Dawson, seconded by Mr. Smith, that Work Authorization Number 18-242 with CR2L, Inc. for the West Aviation Area ramp and apron project be approved. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Approval of Final Balance Change Order Number 9 to the Contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 1. Mr. Marrison advised the Board that this is the final balancing change order for Runway 5L/23R Reconstruction Project 1. Mr. Marrison explained that the primary quantity adjustments related to a decrease in borrow excavation, crushed aggregate base, concrete slab correction, and various electrical items. This change order is for an overall decrease to the contract amount of \$1,497,096.72. It was moved by Ms. Bentley, seconded by Mr. Simmons, that the final balance of Change Order Number 9 to Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 1 be approved. 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 4:30 p.m.


Secretary