

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: May 16, 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, May 16, 2018, in the Henrietta Grant Board Room at McGhee Tyson Airport with the Board Chairman, Eddie Mannis, presiding.

Chairman Mannis announced that Ms. Ursula Bailey was appointed to the Board by the Knoxville City Council and prior to conducting business she was required to take the Oath of Office. Additionally, Chairman Mannis announced that Mr. Brian Simmons was also recently reappointed to the Board by the Knoxville City Council, and he is also required to take the Oath of Office before business may be conducted. At the Chairman's request, Mr. Mamantov administered the Oath of Office, and then Ms. Bailey and Mr. Simmons took their seats with the Board of Commissioners.

Roll call developed that Board members present, in addition to Chairman Mannis, were Ursula Bailey, Julia Bentley, Joe Dawson, 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.

Chairman Mannis then welcomed the newest Board member, Ursula Bailey. Ms. Bailey has lived in Knoxville for over 20 years and received her law degree from the University of Tennessee, Knoxville. Ms. Bailey runs her own general practice law firm specializing in criminal defense, civil litigation, contract law, landlord-tenant disputes, debtor-creditor disputes, workers' compensation, personal injury and civil rights. Ms. Bailey was the 2018 RBJ Campbell Award recipient, and she currently serves on the Board of Directors for both the Knoxville Chamber of Commerce and the Knoxville Change Center.

Next, the Chairman wished good luck to Mr. Randall Honea, the General Manager of TAC Air, the fixed-base operator at McGhee Tyson Airport. After more than 24 years of service to TAC Air, Mr. Honea has been promoted to Eastern Regional Manager and will be based in the corporate office in Dallas. As part of his new role, he will continue to oversee the fixed-base operations at McGhee Tyson Airport as well as four other fixed-base locations. While the Authority will continue to have contact with Mr. Honea in his new role, Chairman Mannis noted that his daily presence would be greatly missed by the Airport Authority. Chairman Mannis presented Mr. Honea a plaque to thank him for his dedication to East Tennessee travelers and for his leadership in aviation.

Finally, Chairman Mannis announced that the most recent Aviation Academy was well-received, and he thanked all the Authority staff that worked tirelessly to make the program successful. For the Board members' enjoyment, Mr. Mannis played a video clip from graduation day at the Aviation Academy.

II. Minutes. The Chairman noted that the minutes of the regular meeting of April 18, 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 May 16, 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 March by serving 170,499 passengers, breaking the previous record set in March 2012. March makes the 23rd consecutive month of year-over-year traffic increases at the Airport. The March passenger volumes were also a 14% increase in passenger traffic over the same month from March 2017.

For a project update, Mr. Marrison noted that the Runway 5L/23R Reconstruction Project 1 is complete. Mr. Marrison explained that the Authority submitted a revised airport layout plan to the Federal Aviation Administration (FAA) for the Oak Ridge Airport. The FAA should respond within 60 days. Commissioner Jeff Smith remarked that the Airport Authority's staff did a tremendous job getting the plan together for submission and explained that the work involved was very extensive.

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, in 1997, the Airport broke ground on the significant terminal renovation and expansion project. The renovated terminal building was officially open to the public on February 12, 2000, making it the first terminal to open after the turn of the new millennium.

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 heard from Linda Frankl, from ADK Consulting and Executive Search (ADK). Ms. Frankl had described to the Committee ADK's plans to assist the Board with the search for the new President. Further, Ms. Frankl explained the process by which ADK would screen and present the final list of candidates to the members of the Board.

Next, Mr. Harr noted that the Committee reviewed the proposed employee position changes and salary pool increase for the new fiscal year. This salary pool increase would be an overall 3.25% increase in the budget for salaries. Commissioner Harr moved on behalf of the Committee that the employee position changes and salary pool increase as presented to the Committee be accepted by the Board, a motion which required no second. The motion was unanimously approved by voice vote.

Then, Mr. Harr explained that the Committee discussed the President's annual performance review. As a result of the reviews, Commissioner Harr moved on behalf of the Committee that a salary increase of 3% for the President for the upcoming fiscal year be adopted by the Board, a motion which required no second. The motion was unanimously approved by voice vote.

Finally, Mr. Harr called on Mike Bachman to do an overview of the Authority's fiscal year budget. The budget will be voted on at the June Board meeting, and no action is required at this time.

VI. New Business.

A. Consideration of Approval of Work Authorization Number 18-122 to CHA and Authorization to Submit and Accept a Grant from the Tennessee Department of Transportation's (TDOT) Aeronautics Division for the Preliminary Planning and Design Obstruction Removal 2018 Project for Knoxville Downtown Island Airport. Mr. Marrison advised that the preliminary planning and design obstruction removal phase was commencing for the Knoxville Downtown Island Airport (DKX) project. Mr. Marrison explained that the scope for the work authorization is project administration, obstruction analysis and identification, construction documents, bidding, and construction administration. In order to receive state funding for the project, Mr. Marrison explained that the Authority's staff needs the authorization to submit for a grant from TDOT. The project is estimated to cost \$51,095.00. Mr. Marrison explained that a future agenda item would cover the award to a contractor to remove the obstructions and for avigation easements with the surrounding land owners. It was moved by Mr. Smith, seconded by Ms. Bentley, that Work Authorization Number 18-122 to CHA and authorization to submit and accept a grant from TDOT Aeronautics Division for the DKX preliminary planning and design obstruction removal project be approved. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of a Right of Entry Agreement with the City of Alcoa for a Sanitary Sewer Line Serving McGhee Tyson Airport. Mr. Marrison advised the Board that a right of entry agreement with the City of Alcoa is being presented for approval. Mr. Marrison explained that the City of Alcoa already maintains this particular sanitary sewer line. Further, this agreement will allow the City of Alcoa's utility personnel to perform maintenance to the existing sanitary sewer line connecting the terminal and other airport facilities to the City of Alcoa's sewer system. It was moved by Ms. Bentley, seconded by Mr. Harr, that the right of entry with the City of Alcoa for a sanitary sewer line to serve McGhee Tyson Airport be approved, subject to review and approval by legal counsel. The motion was unanimously approved by a voice vote.

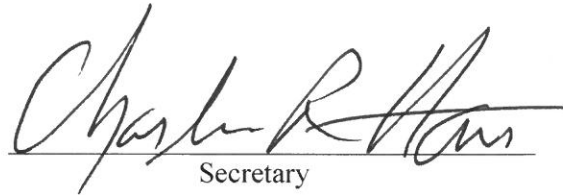
C. Consideration of Approval of an Amendment to an Existing Utility Easement with the City of Alcoa for Relocation of Portions of a 12-Inch Potable Water Supply Serving McGhee Tyson Airport. Mr. Marrison advised the Board that an existing utility easement with the City of Alcoa needs to be amended to provide for the relocation of a water supply line. This water supply line serves the terminal, fire-protection lines, West Aviation Area tenants, Airport Maintenance Center, and the Aircraft Rescue and Fire Facility. Mr. Marrison explained the amendment was crucial to prevent any service disruption during the future TDOT's construction and proposed interchange at Tyson Boulevard. It was moved by Mr. Harr, seconded by Mr. Dawson, that the amendment to an existing utility easement with the City of Alcoa for relocations of portions of a 12-inch potable water supply serving McGhee Tyson Airport be approved. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Approval of Award to Cook's Mechanical Services, Inc. for Mechanical Services at McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Marrison advised the Board that the contract for mechanical services to Cook's Mechanical Services in the amount of \$257,183.00 is being presented for approval. Cook's Mechanical Services was one of three companies that responded to the Airport Authority's request for proposals in February of 2018. The selection team chose Cook's Mechanical Services based on a comparison matrix that considered experience, vendor resources, water treatment, replacement parts, energy savings, computer system experience, annual cost, and Disadvantaged Business Enterprise program qualifications. This contract award includes services for building systems monitoring, facility preventative maintenance, repairs and replacement of the HVAC systems, the repairs and monitoring of the building automation equipment. It was moved by Mr. Harr,

seconded by Ms. Bentley, that the award to Cook's Mechanical Services, Inc. for mechanical services be approved, subject to review and approval by legal counsel. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Change Order Number 2 with ADB Safegate Americas, LLC for Airfield Modernization Program Taxiway Lighting Improvements. Mr. Marrison advised the Board that this change order is for the purchase of an additional 10,000 feet of cable due to longer than expected circuit runs for the taxiway lighting improvements. This change order also includes a new constant regulator that has been selected to take advantage of the reduced electrical load produced by the new taxiway lights and circuit wiring. This purchase in the amount of \$189,578.22 will be funded from current federal and state grants. It was moved by Ms. Koella, seconded by Mr. Harr, that Change Order Number 2 to ADB Safegate Americas, LLC for taxiway lighting improvements be approved. The motion was unanimously approved by a voice vote.

The Chairman announced the business agenda had been completed. Mr. Honea, from TAC Air, then requested to address the Board. Mr. Honea introduced Scott Field, who will be the new manager for TAC Air's operations at the Airport. Chairman Mannis congratulated Mr. Field on his promotion. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 4:42 p.m.


Secretary

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