

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: August 21, 2019

Place: Henrietta Grant Board Room
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:15 p.m. on Wednesday, August 21, 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 Ursula Bailey, Julia Bentley, Joe Dawson, Charles Harr, Brian Simmons, and Howard Vogel. Also present were Patrick Wilson, President of the Airport Authority, and members of his staff; Mark Mamantov, legal counsel; and other visitors.

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 July 17, 2019, had been distributed with the agenda materials. Upon motion duly made and seconded, the minutes were approved as presented by unanimous voice vote.

Chairman Mannis then congratulated Alan Jones, the Director of Administration and the Disadvantaged Business Enterprise Program Liaison Officer for the Airport Authority, for recently recertifying his designation from the International Public Management Association for Human Resources as a Senior Certified Professional. This certification is maintained by attending continuing education courses and by leadership, management, and professional development activities related to public human resources management.

III. Consent Calendar. The Chairman noted that the Consent Calendar for August 21, 2019, had been included with the agenda materials, and he requested that Mr. Wilson 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 made and 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 Report. President Patrick Wilson 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. Wilson then reported that the Airport has served 1,191,453 passengers during the first six months of 2019, an increase of 15% versus the same period last year, and the Airport has now achieved 38 consecutive months of year-over-year passenger traffic increases at the Airport. Further, the Airport broke its passenger record in June, serving 250,409 passengers during June, an increase of 19% when compared to June 2018. This breaks the previous passenger record of 231,941 passengers just set in May 2019.

V. Committee Reports

A. Report of the Audit Committee. Commissioner Bentley, Chair of the Audit Committee, advised the Board that the Committee had met prior to the Board meeting and first discussed proposed revisions to the Internal Control Manual. Future revisions to the Internal Control Manual were delegated to the management staff with the ability to make non-substantive changes. Ms. Bentley explained that the Committee had approved the revisions to the Internal Control Manual unanimously and that no further approval from the full Board was required per the terms of the Internal Control Manual.

Ms. Bentley then reported that the Audit Committee next reviewed the Audit Committee Charter to determine whether any changes were appropriate. The Committee did not have any revisions to the charter.

VI. New Business.

A. Consideration of Approval of Contract with Urban Economics, Inc. for the Tennessee Department of Transportation Related Land Acquisition Appraisal Services. Mr. Mamantov advised the Board that the Airport Authority is obligated by federal regulations to receive “fair market value” for land sales. The Tennessee Department of Transportation (TDOT) has initiated legal proceedings to acquire several parcels of the Airport Authority’s property by eminent domain for the construction of the new Hunt Road Interchange at Alcoa Highway. Legal counsel for the Airport Authority has contacted several potential candidates for performing an appraisal of the impacted property. After extensive evaluation, Urban Economics, Inc. was determined by legal counsel to be the most qualified candidate. Urban Economics, Inc. will provide an appraisal and produce a written narrative Appraisal Report in accordance with the Uniform Standards of Professional Appraisal Practice, Uniform Appraisal Standards for Federal Land Acquisitions, applicable Federal Aviation Administration requirements, and applicable TDOT requirements. Urban Economics, Inc. has advised legal counsel for the Airport Authority that the contracted amount will not exceed \$175,000.00. It was moved by Mr. Vogel, seconded by Mr. Harr, that the contract with Urban Economics, Inc. for appraisal services be approved. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Change Order No. 1 to Pavement Restorations of East TN, Inc., Award of Purchase to Common Grounds, and Approval of Work Authorization Number 19-246B to C2RL, Inc. for the Relocated Employee Parking Lots at McGhee Tyson Airport. Mr. Wilson explained to the Board that the presented agenda item was for improvements to the newly relocated employee parking lots at McGhee Tyson Airport. Specifically, the change order presented with Pavement Restorations of East TN, Inc. will provide for the construction of additional sidewalks, retaining wall, enhanced lighting, vehicle wheel stops, one additional bio-retention system for storm water run-off quality, excavation removal, demolition and removal of abandoned utilities, modifications of existing concrete curbs, access control equipment islands, and fiber infrastructure and equipment to support control equipment. The change order is in the amount of \$188,539.00. The purchase award to Common Grounds is for removal of overgrown landscaping to improve visibility and sight lines for vehicles and pedestrians, mulching and landscape lighting, and river rock to prevent erosion of banks and to allow maintenance around the bio-retention systems. The purchase award is for \$17,239.50. Finally, Mr. Wilson advised that the work authorization with C2RL, Inc. provides for additional surveys and design of the sidewalks and design of fiber infrastructure to support the control equipment. This work authorization is in the amount of \$9,075.00. It was moved by Ms. Bentley, seconded by Mr. Dawson, that Change Order No. 1 to Pavement Restorations of East TN, Inc., the award of purchase to Common Grounds, and Work Authorization No. 19-246B to C2RL, Inc. for the relocated employee parking lots at McGhee Tyson Airport be approved. The motion was unanimously approved by a voice vote.

C. Consideration of Award of Contract to CKS Runway Services for Paint and Rubber Removal at McGhee Tyson Airport. Mr. Wilson advised the Board that the agenda item provides for the removal of both paint and rubber along with friction testing for runways and aircraft movement areas. Earlier in July, the Airport Authority solicited bids for these services and received three responses: Marking Impressions, Waterblasting, Inc., and CKS Runway Services. Mr. Wilson explained that CKS Runway Services was the low-cost bidder and recommended by the Airport Authority's staff. The Airport Authority's staff recommends a contract with CKS Runway Services that provides for a pre-approval of an additional 25% of the proposed amount due to the potential variation in scope and work processes. Therefore, the contract amount would not exceed \$55,775.00, including \$11,155.00 as the pre-approved amount for any contingency costs. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the contract with CKS Runway Services for the rubber removal, the paint removal and the friction testing at McGhee Tyson Airport be approved, subject to legal counsel's review. The motion was unanimously approved by a voice vote.

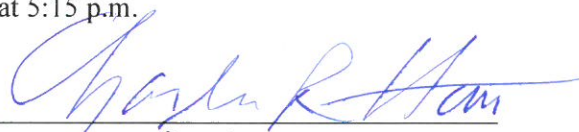
VII. Staff Reports.

Mr. Wilson reported to the Board regarding the trends of federal and state funding for capital projects, and Nancy White, the Vice President of Finance for the Airport Authority, reported to the Board on how such trends would impact the Airport Authority's strategy in funding future capital projects.

Then, Tom Aiken, the Director of Public Safety for the Airport Authority, introduced John Compston, Assistant Federal Security Director for the Transportation Security Administration (TSA), and asked Mr. Compston to give a report to the Board. Mr. Compston reported to the Board on checkpoint capacity constraints, security checkpoint wait-times and the TSA Pre-Check Program as the Airport continues to experience rapid passenger growth. Mr. Compston thanked the Airport Authority's staff for their assistance in sponsoring TSA Pre-Check events as well as adding additional customer service agents to assist customers during the security screening process at peak times.

Finally, Becky Huckaby, Vice President of Public Relations, reported on communication strategies with the public during both the TDOT construction project on Alcoa Highway and rapid passenger growth during the summer season.

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 5:15 p.m.


Secretary