

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: July 17, 2019

Place: Henrietta Grant Board Room
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, July 17, 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, Charles Harr, Maribel Koella, Jeff Smith, 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 June 19, 2019, 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 July 17, 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 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 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 now achieved 37 consecutive months of year-over-year passenger traffic increases at the Airport. The Airport served 231,941 passengers in May 2019, which is an increase of 14.8% from last year. Mr. Wilson showed the Board the growth chart in passenger traffic over the last five years.

Mr. Wilson stated that the Airport is still having security line constraints due to the increased passenger traffic, but this issue should be alleviated when the additional security line is constructed. Mr. Wilson commended the Transportation Security Administration for their ongoing hard work and their efforts to move the long lines at an exceptional rate. Additionally, Mr. Wilson explained that the Airport Authority is continuing to have parking constraints due to the increased passenger traffic, and he reported that the paid parking lots reached 98% capacity at times during the previous month. He thanked the staff for their adaptability, as the staff lot has been moved around to accommodate the growing need for parking space.

Finally, Mr. Wilson noted that the Board was provided with a copy of the report on debt obligation filed with the State of Tennessee. The report was filed on June 27, 2019, regarding the issuance of the Airport Authority's Airport Revenue Refunding Note, Series 2019A.

V. New Business.

A. Consideration of Award of a Contract to Eskola, LLC for Roof Systems Maintenance and Repairs at McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Wilson advised the Board that the agenda item provides for inspection services, preventative maintenance, and repairs of the roof systems at both McGhee Tyson Airport and Knoxville Downtown Island Airport. The Airport Authority advertised a Request for Qualifications that resulted in four responses: Dixie Roofing, Tremco, Progressive, and Eskola, LLC. The selection team considered experience, resources of subcontractors, estimated cost, references, and other qualifications and determined that Eskola, LLC was the most qualified provider. The proposed contract will be for five years, and the total cost is projected to be \$50,000.00 annually. It was moved by Ms. Bailey, seconded by Mr. Smith, that the contract with Eskola, LLC for roof systems maintenance and repairs at McGhee Tyson Airport and Knoxville Downtown Island Airport be approved, subject to legal counsel's review. The motion was unanimously approved by a voice vote.

B. Consideration of Award of a Contract to Shred-it for Document Shredding Services at McGhee Tyson Airport. Mr. Wilson explained to the Board that the agenda item provides for on-site shredding services. The Airport Authority solicited bids for this project, and Shred-it provided the lowest cost bid. The proposed contract term is five years, and the total cost of this contract is estimated to be \$5,670.00. It was moved by Ms. Bentley, seconded by Mr. Vogel, that the contract with Shred-it for document shredding services at McGhee Tyson Airport be approved, subject to legal counsel's review. The motion was unanimously approved by a voice vote.

C. Consideration of Award of a Contract to American Paper and Twine as the Supplier of Janitorial, Cleaning, and Associated Equipment Supplies at McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Wilson advised the Board that the agenda item provides for the supply of janitorial, cleaning, and associated equipment supplies at both McGhee Tyson Airport and Knoxville Downtown Island Airport. Earlier in June, the Airport Authority solicited bids for these supplies and received four responses: Kelsan, Buckeye, All American Poly and American Paper and Twine. Mr. Wilson explained that American Paper and Twine was the low-cost bidder based on the annual estimated cost of the primary products consumed by the Airport Authority. The Airport Authority's staff recommends a contract with American Paper and Twine for three years with two additional one-year renewal options. The estimated cost of the supplies is \$170,000.00 per year. It was moved by Ms. Bailey, seconded by Mr. Smith, that the contract with American Paper and Twine for supplying janitorial, cleaning, and associated equipment supplies at McGhee Tyson Airport and Knoxville Downtown Island Airport be approved, subject to legal counsel's review. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Change Order Number 5 to the Contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction Project 3. Mr. Wilson explained to the Board that the proposed change order with The Harper Company, Inc. adds erosion control items, an airfield sign with minor grading, mowing aprons for storm structures, articulated concrete block installation, addition of fertilizer for overseeding, and the resealing of joints on Taxiway Tango as part of the Runway 5L/23R Reconstruction Project 3. The change order increases the contract time by 40 days and is a proposed cost of \$272,120.72. Mr. Wilson explained that this change order has received the necessary approvals from the Tennessee Air National Guard. It was moved by Ms. Koella, seconded by Mr. Harr, that Change Order Number 5 under the contract with The Harper Company, Inc. for the Runway 5L/23R Reconstruction Project 3 be approved. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Change Order Number 4 to the Contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction Taxiway G Lighting System. Mr. Wilson explained to the Board that the change order will add the installation of approximately 300 linear feet of 15" storm sewer, the installation of approximately 160 linear feet of 36" storm sewer, and the reinforcing of concrete slabs and electrical and communications vault structures for the lighting system on Taxiway G. The change order will add 109 days to the contract, and the cost of the change order is \$504,409.25. Mr. Wilson explained that this change order has received the necessary approvals from the Tennessee Air National Guard. It was moved by Ms. Koella, seconded by Mr. Vogel, that Change Order Number 4 with The Harper Company, Inc. for the Runway 5L/23R Reconstruction Taxiway G lighting system be approved. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of a Service Agreement with Brochure Distribution Services for Brochure Display and Distribution Services at McGhee Tyson Airport. Mr. Wilson explained to the Board that the marketing staff has determined that outsourcing the brochure distribution component would increase revenues to the Airport Authority, as the industry becomes more specialized. The Airport Authority's staff advertised a request for proposals in May and determined that, of the two responses, Brochure Distribution Services in Sevierville, Tennessee, was the superior provider. Brochure Distribution Services is the largest brochure distribution company in the region with a wide variety of attraction, entertainment, lodging, dining, and shopping brochure suppliers. The proposed compensation is \$600.00 per month to the Airport Authority, which is higher than what the Airport Authority has received from brochures during the past few years. The Airport Authority's staff recommends that Brochure Distribution Services be awarded a one-year contract with the option of 3 one-year extensions based upon performance. It was moved by Ms. Bentley, seconded by Ms. Koella, that the contract with Brochure Distribution Services for brochure display and distribution be approved, subject to legal counsel's review. 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 4:23 p.m.


Secretary

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