

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: December 18, 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, December 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 Ursula Bailey, Joe Dawson, Maribel Koella, Brian Simmons, 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.

The Chairman then recognized Chief Tom Aiken, Director of Public Safety for the Airport Authority, for his 40 years of service to the Airport Authority. The Chairman explained that Chief Aiken is the first employee of the Airport Authority to reach this milestone. Chief Aiken was hired as a Special Police Officer on November 10, 1979 and was promoted to a Lieutenant on November 13, 1982. Then, he transferred to a Safety Officer Supervisor on September 4, 1983. He was promoted to Safety Training Officer on March 31, 1986 and promoted to his current position on March 16, 1989. In addition to his meritorious performance at the Airport Authority for the last 40 years, Chief Aiken also received a special Memorandum of Commendation for coordinating the visit of President George W. Bush on October 8, 2002. Chairman Mannis congratulated Chief Aiken on this accomplishment and thanked him for his dedication and service to the Airport.

Finally, the Chairman announced that everyone was invited to attend the annual Christmas party following the meeting.

II. Minutes. The Chairman noted that the minutes of the regular meeting of November 20, 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 December 18, 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 majority 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 over 2,143,420 passengers during the first

ten months of 2019, an increase of over 16% from the same period in 2018. Additionally, the Airport handled over 71 million pounds of cargo during the first ten months of 2019. The Airport also reached its 42<sup>nd</sup> month of consecutive year-over-year passenger traffic growth, serving 244,240 passengers in the month of October.

Mr. Wilson then commended his staff for their hard work and dedication throughout 2019. He noted that Mr. Jim Evans, Vice President of Marketing and Air Service Development, has had a record year attracting new routes for the Airport, including a 40% increase in destinations from the Airport to Florida. He also celebrated Mr. Trevis Gardner, Senior Vice President of Operations, for organizing the efforts of the Southeast Airport Disaster Operations Group ("SEADOG") at the Airport during Hurricane Michael on the Gulf Coast. Under Mr. Gardner's direction, the Airport Authority's operations department set up a control center for the effort to manage the SEADOG mission for the six days before and after the hurricane. Mr. Wilson also noted that Mr. Gardner had been recently recognized in Airport Magazine for his efforts with SEADOG.

#### 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 an agreement for continued professional services with Stair Public Affairs, LLC, for continued support for the Oak Ridge Airport project in the amount of \$65,400.00. The contract will extend from January 1, 2020 through December 31, 2020. The services provided will generally include coordination and communication among a large number of stakeholders, including a variety of federal, state and local government agencies, and development and execution of funding strategies for the airport among federal, state and local entities. Mr. Smith then, on behalf of the Committee, moved for approval of the agreement for professional services with Stair Public Affairs, LLC, which motion required no second. The motion was unanimously approved by a voice vote.

#### VI. New Business.

A. Consideration of Approval of Addendum Number Two to Lease Agreement with Cirrus Design Corporation d/b/a Cirrus Aircraft for Hangar #1. Mr. Wilson explained to the Board that the addendum to the lease with Cirrus Design Corporation d/b/a Cirrus Aircraft ("Cirrus") facilitated an increase in the leased premises to allow for an additional apron area. The leased area will increase from 98,730 square feet to 125,645 square feet, with an increase in rental fees of \$981.00 per month. Mr. Wilson explained that the lease addendum was prepared by the Authority's legal counsel. It was moved by Mr. Vogel, seconded by Ms. Koella, that Addendum Number Two to the Lease Agreement with Cirrus be approved. Following discussion, the motion was unanimously approved by a voice vote.

B. Consideration of Award to Gallaher and Associates, Inc. for Annual Fire Alarm Inspection and Maintenance Services. Mr. Wilson explained to the Board that the presented agenda item will ensure compliance with the National Fire Protection Association and with the fire alarms' manufacturer. Mr. Wilson further explained that Gallaher and Associates, Inc. is the only authorized dealer for the manufacturer in the area and must be used in order to maintain all warranties. The maintenance component of the contract will be an annual cost of \$10,751.54 and the test and inspection component of the contract will be an annual cost of \$23,503.31. The proposed contract is for five years. It was moved by Ms. Bailey, seconded by Mr. Simmons, that the award to Gallaher and Associates, Inc. for annual fire alarm inspection and maintenance services be approved. Following discussion, the motion was unanimously approved by a voice vote.

C. Consideration of Approval of Work Authorization Number 19-248 to C2RL for a Temporary Parking Lot at McGhee Tyson Airport and Amendment of the FY 2020 Airport Capital Improvements Program. Mr. Wilson explained to the Board that the Airport's increasing growth continues to create need for additional parking. The work authorization provides for a survey, preparation of plans and specifications to a design/build level of detail, permitting efforts with the Tennessee Department of Environment and Conservation and the City of Alcoa, and the coordination with a contractor to obtain an estimate of construction and proposed schedule. The amount of this work authorization to C2RL, Inc. is \$32,450.00. Additionally, the Airport Authority's staff requests the Fiscal Year End 2020 Budget be amended to reflect this temporary parking lot. It was moved by Ms. Koella, seconded by Mr. Dawson, that Work Authorization Number 19-248 to C2RL, Inc. for a temporary parking lot and the related amendment to the Fiscal Year End 2020 Airport Capital Improvements Program Budget be approved. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Approval of Purchase for Vehicles. Mr. Wilson advised the Board that the Airport Authority is in need of replacement vehicles, and the proposed vehicles are sourced from a Tennessee Statewide Contract. The Airport Authority recommends obtaining three 2020 Chevrolet 2500 Series Trucks and one Chevrolet Tahoe from Freeland Automotive for \$135,270.00; two Chevrolet 1500 Series Trucks from Wilson County Motors for \$54,819.80; and one Ford F350 and a Ford Transit Wagon from Ford of Murfreesboro for \$104,798.00. The current vehicles being replaced are no longer cost-effective to maintain. Additionally, the van will allow for the transport of small groups of visitors and those participating in internal training. The total cost of the vehicles is \$294,887.80. It was moved by Ms. Bailey, seconded by Mr. Simmons, that the purchase of the vehicles as presented be approved. Following discussion, the motion was unanimously approved by a voice vote.

E. Consideration of Continuation of Professional Services Agreement with Pratt Government Strategies, Inc. Mr. Wilson advised the Board that, since 2015, the Airport Authority has engaged Pratt Government Strategies, Inc. for a variety of legislative and government related services. These services include direct lobbying, advocacy with Executive Branch agencies and departments at the state and federal level, and strategic planning advice. Based on the increased number of airport-related legislative issues that have arisen over the past several years, the Airport Authority's staff recommends continuing to engage Pratt Government Strategies, Inc. for calendar year 2020. The total cost of the contract is \$48,000.00. It was moved by Mr. Smith, seconded by Mr. Simmons, that the continuation of the agreement with Pratt Government Strategies, Inc. be approved. The motion was unanimously approved by a voice vote.

## VII. Staff Reports.

Mr. Bryan White, Vice President of Engineering, reported to the Board regarding the status of the Tennessee Department of Transportation construction on Alcoa Highway. He presented the Board with maps on the current progression and future plans surrounding such construction.

Then, Mr. Evans reported to the Board on the current state of air cargo throughout the United States and specifically at McGhee Tyson Airport. Mr. Evans explained that FedEx accounts for over 74% of the air cargo transported at the Airport. He noted Amazon would soon bring all of its courier functions in-house and told the Board that he would keep the Board apprised on how this shift will affect the air cargo industry and the Airport.

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 5:03 p.m.

  
Secretary

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