

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: August 19, 2020

Place: 510 Center

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, August 19, at the 510 Center located at 2950 Airfield Service Drive, Alcoa, Tennessee, with the Board Chairman, Eddie Mannis, presiding. Commissioners had the option to attend the meeting electronically due to the COVID-19 pandemic.

Roll call developed that Board members present in person or electronically, in addition to Chairman Mannis, were Ursula Bailey, Joe Dawson, Charles Harr, 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 attended electronically.

BUSINESS AGENDA

I. Procedure for Conducting Business. Chairman Mannis first asked for a motion for the Board to agree that this meeting be held electronically as it is necessary to protect the health, safety, and welfare of the citizens of Tennessee. It was moved by Ms. Bailey and seconded by Ms. Koella. The motion was unanimously approved by a roll call vote.

II. Announcements. Chairman Mannis explained that members of the public were given the option to submit written comments to the Board of Commissioners and were given the option to sign up to speak during the public forum at the end of the meeting by emailing info@tys.org, pursuant to the meeting notice. The Chairman noted that the Board of Commissioners did not receive any written comments or requests to address the Board of Commissioners.

Mr. Mannis then announced that Commissioner Koella received the GlobeSt.Com "Women of Influence Award." Ms. Koella was one of forty-five women across the country to receive this honor, which is given annually to accomplished and impactful leaders in commercial real estate.

III. Minutes. The Chairman noted that the minutes of the regular meeting of July 22, 2020, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by unanimous roll call vote.

IV. Consent Calendar. The Chairman noted that the Consent Calendar for August 19, 2020, 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 roll call vote, and a copy will be filed with these minutes.

V. President's Report and Financial Report. President Patrick Wilson provided his President's report and noted that the financial report was included with the agenda materials. In his President's report, Mr. Wilson referred the board to the activity reports included in the agenda.

Next, Mr. Wilson thanked Mark Watson, the City Manager of Oak Ridge, and Jack Suggs, the Electric Department Director of the City of Oak Ridge, for their attendance and continued cooperation to transfer the Oak Ridge Airport to the City of Oak Ridge.

Mr. Wilson then thanked his staff for their continued dedication and flexibility during the pandemic.

VI. Committee Reports.

A. Report of the Audit Committee. Commissioner Dawson, Acting Chair of the Audit Committee, advised the Board that the Committee had met prior to the Board meeting and considered updates to the Audit Committee Charter. The Committee did not recommend any updates at this time.

VII. New Business.

A. Consideration of Resolution No. 20-02: A Resolution Approving the Transfer of Sponsorship of the Development of the Oak Ridge General Aviation Airport to the City of Oak Ridge, as the Primary Sponsoring Party, and Authorizing the Airport Authority's Officers to Take Such Actions as are Necessary or Appropriate to Facilitate Such Transfer and the Airport Authority's Staff to Provide Advisory Services to the City of Oak Ridge in Connection with Such Transfer. Mr. Wilson advised the Board that the proposed resolution provides for the transfer of sponsorship of the development of the Oak Ridge General Aviation Airport to the City of Oak Ridge. In addition, the resolution authorizes the Airport Authority to take any actions necessary or appropriate to facilitate the transfer, as well as provide advisory services to the City of Oak Ridge in connection to the transfer. Mr. Wilson noted that the resolution was prepared by legal counsel. It was moved by Mr. Vogel, seconded by Mr. Simmons, that Resolution No. 20-02 be approved. The motion was unanimously approved by a roll call vote.

B. Consideration of Adoption of the 2020 Terminal Area Plan for McGhee Tyson Airport. Mr. Wilson explained that the 2020 Terminal Area Plan was originally presented to the Board for comment at the July Board meeting. The Airport Authority staff is now presenting the plan for the Board's approval. Mr. Wilson explained that the plan includes aviation data collection, forecasting of aviation demand, capacity analysis and facility requirements, airport development concepts, roadway concepts, recommended development plan, and a financial analysis for capital planning. It was moved by Mr. Smith, seconded by Mr. Harr, that the 2020 Terminal Area Plan be adopted. The motion was unanimously approved by a roll call vote.

C. Consideration of Approval of a Professional Services Agreement for an Economic Impact Study for McGhee Tyson Airport and Knoxville Downtown Island Airport. Mr. Wilson explained that the Airport Authority recommends obtaining an economic impact study to quantify the financial benefit of Knoxville Downtown Island Airport and McGhee Tyson Airport to the East Tennessee region. Mr. Wilson explained that the last study was completed in 2011. The Airport Authority staff advertised a request for qualifications in December 2019. Two responses were received, and the staff unanimously recommends John C. Martin Associates, LLC for the study. The cost for the study will not exceed \$55,000.00. It was moved by Ms. Bailey, seconded by Mr. Dawson, that the agreement for an economic impact study with John C. Martin Associates, LLC be approved. Following discussion, the motion was unanimously approved by a roll call vote.

D. Consideration of Approval of Supplemental Agreement No. 1 with Eutaw Construction Company, Inc., Amendment to Work Authorization No. 20-130 with CHA Consulting, Inc., and Purchase of Owner Furnished Materials and Services for Runway 5L/23R Reconstruction Project 5 for McGhee Tyson Airport. Mr. Wilson explained that the base bid for Runway 5L/23R Reconstruction Project 5 was awarded to Eutaw Construction Company. The proposed additive bid is critical for maintaining the scheduled opening of the runway due to long lead times on the steel for the building construction and the

airfield lighting regulators. Mr. Wilson explained that the additive bid would also include additional support services from CHA Consulting, Inc. and revised signage message and face panels from ADB Safegate. The supplemental agreement for the additive bid with Eutaw Construction is in the amount of \$6,288,883.64. The amendment to CHA Consulting, Inc.'s work authorization is \$561,653.00, and the purchase of signage from ABD Safegate is \$57,381.20. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the Supplemental Agreement No. 1 with Eutaw Construction Company, Inc., the amendment to Work Authorization No. 20-130 with CHA Consulting, Inc., and the purchase of owner furnished materials and services for Runway 5L/23R Reconstruction Project 5 be approved. The motion was unanimously approved by a roll call vote.

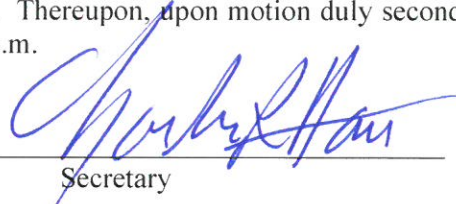
E. Consideration of Selection of On-Call Service Providers for Human Resource Consulting and Search Services. Mr. Wilson explained that the Airport Authority occasionally needs human resource consulting and search services. In order to have providers available to meet such needs, the Airport Authority issued a request for proposals. Eleven firms responded to the request, and the Airport Authority recommends that ADK Consulting and Executive Search and BGT Recruiting and Consulting both be used as the primary on-call providers. The Airport Authority's staff recommends an initial term of agreement with both providers for five years with two one-year options. Mr. Wilson explained that the agreement would reserve the Airport Authority's right to terminate the contract at any time or choose another provider if needed. It was moved by Ms. Koella, seconded by Ms. Bailey, that the selection of ADK Consulting and Executive Search and BGT Recruiting and Consulting, as on-call human resources consulting and search service providers, be approved. The motion was unanimously approved by a roll call vote.

VIII. Staff Reports.

Mr. Wilson reported to the Board on the impact of the pandemic on aviation-related employers located in the area, including recently announced layoffs of two aviation employers. In addition, Mr. Wilson informed the Board of a proposed new hangar project at Knoxville Downtown Island Airport.

Finally, Ms. Becky Huckaby, Vice President of Public Relations, reported to the Board on public relations during the pandemic and an update on public art in the McGhee Tyson Airport terminal.

The Chairman announced that the business agenda had been completed and that no requests had been received by individuals wishing to address the Board. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:04 p.m.


Secretary