

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: September 16, 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, September 16, 2020, 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, Julia Bentley, 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 Mr. Vogel 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.

III. Minutes. The Chairman noted that the minutes of the regular meeting of August 19, 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 September 16, 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 announced that the Airport Authority received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2019. Mr. Wilson noted that this certificate is the highest form of recognition in the area of governmental accounting and financial reporting and that the Airport Authority has received this award for 27

consecutive years. The Chairman congratulated Nancy White, Vice President of Finance, and her team for their excellent work. Specifically, Jennifer Whitaker, Controller, received an award for financial reporting achievement, being designated as instrumental and primarily responsible for the award-winning Comprehensive Annual Financial Report.

Mr. Wilson then announced that Colonel Michael J. Metcalf, Commander of the U.S. Air Forces 117th Operations Group, located in Birmingham, Alabama, sent a detailed letter thanking and recognizing Jim Roberts, Director of Airfield Operations, and his airfield operations staff. The staff supported a critical training exercise on August 12, 2020, at McGhee Tyson Airport. Colonel Metcalf attributed the success of testing to the skill and professionalism of the airfield operations staff in arranging and supporting the operation with the Federal Aviation Administration ("FAA"), commercial airline flight activities, and general aviation operations. Mr. Wilson congratulated Jim Roberts, Gregory McCulloch, Justin Lackey, and Charles Stroud for this recognition.

Finally, Mr. Wilson recognized Trevis Gardner, Vice President of Operations, for receiving his Master's Degree in Business Administration from Tusculum University.

VI. 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 considered the selection of on-call providers for financial consulting. The Airport Authority staff recommends Ricondo & Associates, Inc. (Ricondo) and Unison Consulting, Inc. (Unison) as the primary on-call service providers for the Airport Authority. Mr. Harr, on behalf of the Committee, moved for the approval of Ricondo and Unison as on-call providers and for the authorization of the appropriate Airport Authority's staff members to enter into an agreement with each selected provider, which motion required no second. The motion was unanimously approved by a roll call vote.

Mr. Harr then explained that the Committee considered an agreement with ADK Consulting and Executive Search (ADK) for a human resources director search and consulting services, for a total cost of \$39,900. Mr. Harr, on behalf of the Committee, moved for the approval of the agreement with ADK for the human resources director search, which motion required no second. The motion was unanimously approved by a roll call vote.

B. Report of the Capital Improvements Committee. Commissioner Koella, Chair of the Capital Improvements Committee, advised the Board that the Committee had met prior to the Board meeting and considered the revisions to the capital improvement program for the fiscal years ending in 2021 through 2025. Ms. Koella, on behalf of the Committee, moved for the approval of the revised capital improvement program for the fiscal years ending in 2021 through 2025, which motion required no second. The motion was unanimously approved by a roll call vote.

C. 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 and considered a work authorization with C2RL, Inc. for the design of an updated entrance to the Knoxville Downtown Island Airport. Mr. Smith, on behalf of the Committee, moved for the approval of Work Authorization 20-251 with C2RL, Inc., which motion required no second. The motion was unanimously approved by a roll call vote.

VII. New Business.

A. Consideration of Approval of Property Damage Release Request from National Union Fire Insurance Company of Pittsburgh, PA for Metropolitan Knoxville Airport Authority. Mr. Wilson advised the Board that an incident occurred at Knoxville Downtown Island Airport where a plane owned and operated by Fowler Aviation, LLC hit a runway marker and strobe light with their propeller due to a brake failure. The total cost to repair the damages was \$11,042.28. National Union Fire Insurance Company, Fowler Aviation's insurer, has agreed to reimburse the Airport Authority for the cost of repairs upon receipt of a signed release. Mr. Wilson advised the Board that the release has been reviewed by legal counsel. It was moved by Mr. Harr, seconded by Ms. Bentley, that the release from National Union Fire Insurance Company be approved. The motion was unanimously approved by a roll call vote.

B. Consideration of Approval of Change Order Number 6 to the Contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction Project 4. Mr. Wilson explained that the proposed change order adds taxiway drainage improvements, articulate concrete block installation for erosion protection, extension of sign pad, sign conduit installation and repair. As a result of the change order, ten days will be added to the contract. Mr. Wilson explained that these changes have been approved by the FAA. The total cost of the change order is \$24,468.30. It was moved by Mr. Smith, seconded by Ms. Koella, that Change Order Number 6 with The Harper Company, Inc. for Runway 5L/23R Reconstruction Project 4 be approved. The motion was unanimously approved by a roll call vote.

C. Consideration of Schematic Design Concept Approval for the Terminal Modernization Program for McGhee Tyson Airport. Mr. Wilson explained that the proposed design concept includes architectural elevations for the terminal building exterior façade and the 12 concourse gates exterior façades, as well as approval to further study the 12 concourse gates interior thresholds for an improved customer boarding experience. The staff is recommending approval of this design concept with the exception that the "rain screen" color would be presented to the Board at a later meeting. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the schematic design concept for the Terminal Modernization Program for McGhee Tyson Airport be approved. The motion was unanimously approved by a roll call vote.

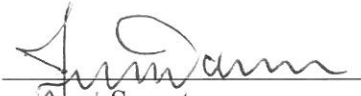
VIII. Staff Reports.

Mr. Gardner reported to the Board on the community engagement and events held at the Knoxville Downtown Island Airport.

Ms. White reported to the Board on the procedure for the Airport Authority's audit and Comprehensive Annual Financial Report.

The Chairman informed the Board about the strategic plan process, and that Mr. Vogel will lead the initiative. A recommendation of the Airport Authority's strategic planning facilitator and consulting services will be made at the October Board meeting.

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 4:55 p.m.


Asst. Secretary