

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: October 21, 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, October 21, 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, 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 so moved by Mr. Simmons and seconded by Mr. Smith. 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](mailto: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 September 16, 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 October 21, 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. Mr. Wilson explained that passenger activity at the Airport continues to increase, and the Airport's facilities are clean, safe, and ready to support the continued return of passengers.

Next, Mr. Wilson announced that he and Mr. Jim Evans, the Vice President of Marketing and Air Service Development, recently attended the Aviation Forecast Conference hosted by the Boyd Group International. The focus of the conference was strategic planning for the airline industry's recovery over the next three to five years. Mr. Wilson noted that more information regarding the airline industry and specific activity at McGhee Tyson Airport would be presented in detail at the November Board meeting.

Commissioner Charles Harr joined the meeting electronically during the President's Report.

VI. New Business.

A. Consideration of Approval of Addenda No. 3 to the Agreements for Engineering Professional Services with C2RL Engineers, Inc., and CHA Consulting. Mr. Wilson advised the Board that the Tennessee Department of Transportation (TDOT) requires certain provisions to be included in contracts that involve state-funded projects. The presented addenda update that required language. Mr. Wilson noted that the addenda were prepared by legal counsel. It was moved by Mr. Vogel, seconded by Mr. Simmons, that the addenda with C2RL Engineers, Inc. and CHA Consulting be approved. The motion was unanimously approved by a roll call vote.

B. Consideration of Award of a Purchasing Contract to Symmetry Energy Solutions, LLC for Natural Gas at McGhee Tyson Airport. Mr. Wilson advised the Board that the proposed contract provides for the purchase and delivery of natural gas to the terminal, the aircraft rescue and firefighting facility, and the 510 Center. The Airport Authority previously entered into an agreement with Symmetry Energy Solutions, LLC that expired in July 2020. The proposed contract provides for a three-year term. It was moved by Mr. Dawson, seconded by Ms. Bailey, that the contract with Symmetry Energy Solutions, LLC, be approved. The motion was unanimously approved by a roll call vote.

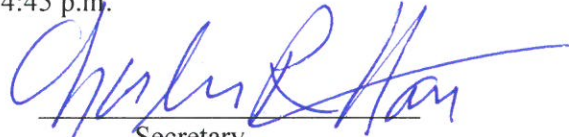
C. Consideration of Strategic Planning Initiative Professional Services. Mr. Wilson explained that the Airport Authority's staff researched a variety of professional service providers to assist the Airport Authority with a strategic planning initiative. Two consultants were interviewed electronically by the Chairman, Commissioner Vogel, and Mr. Wilson. The Airport Authority's staff recommends engaging the Steer Group, with Stephen Van Beek as the primary contact, to assist with the strategic planning initiative. The Airport Authority's staff further recommends an initial budget of \$45,000 for such initiative. It was moved by Mr. Smith, seconded by Ms. Bentley, that the Airport Authority be authorized to engage the Steer Group for consulting services up to \$45,000, plus actual travel expenses. The motion was unanimously approved by a roll call vote.

D. Consideration of Approval of Public Officials and Employment Practices Liability Insurance. Mr. Wilson explained that Donnaud-Clay Aviation Insurance, our agent, contacted several underwriters for the renewal of the Airport Authority's Public Officials and Employment Practices Liability Insurance. Of the Airport Authority's three respondents, our current provider, Chubb was the most competitive. Mr. Wilson explained that Chubb proposed a premium of \$36,754, an increase of \$2.00 from the prior year. The policy has also been changed to include defense costs within the policy. It was moved by Mr. Dawson, seconded by Mr. Harr, that the renewal of the Airport Authority's Public Official and Employment Practices Liability Insurance with Chubb be approved. The motion was unanimously approved by a roll call vote.

E. Consideration of Director of Human Resources Job Description and Position Grade. Mr. Wilson explained that ADK Consulting and Executive Search worked with Airport Authority's staff to develop a job description and salary grade recommendation for this position. The job classification and associated salary range are presented to the Board in accordance with the Airport Authority's policies. Mr. Wilson noted that the actual starting salary will be determined based on the successful applicant's qualifications. It was moved by Ms. Bailey, seconded by Mr. Vogel, that the job classification and associated salary range for the Director of Human Resources be approved. The motion was unanimously approved by a roll call vote.

Mr. Wilson introduced Mark Baker, the President of the Aircraft Owners and Pilots Association. Mr. Baker then presented to the Board on the current status of the general aviation industry and how the Airport Authority can continue to support the general aviation industry.

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 4:45 p.m.

  
Secretary

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