

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: December 16, 2020

Place: Electronic Audio Conference

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:04 p.m. on Wednesday, December 16, 2020, electronically with the Board Chairman, Eddie Mannis, presiding.

Roll call developed that Board members present in addition to Chairman Mannis, were Ursula Bailey, Joe Dawson, Charlie 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 so moved by Mr. Smith and seconded by Mr. Simmons. 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.

The Chairman then congratulated Mr. Mamantov and Commissioner Vogel for being named as Best Lawyers in America 2021 by Best Lawyers.

III. Minutes. The Chairman noted that the minutes of the regular meeting of November 18, 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 December 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.

Mr. Wilson reminded the Board that the audit report received by Coulter & Justus, P.C. in November was contingent on the possible release of additional guidance from the Office of Management and Budget. No additional guidance was released prior to the end of November. Therefore, the audit

report and the June 30, 2020 Comprehensive Annual Financial Report was released with no significant changes since the Audit Committee's review of the same in November.

Mr. Wilson also provided an update on the strategic planning initiative with Mr. Stephen Van Beek at Steer. Mr. Wilson advised that Mr. Van Beek has previously met with individual Board members and is currently seeking input from the Airport Authority's leadership team and members of the community. Mr. Wilson explained that Mr. Van Beek would give an industry update prior to the January Board meeting, and the first work session with the Board would occur on February 26, 2021.

Mr. Wilson then commended his staff and leadership team for their hard work and dedication during this challenging year.

VI. 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 for updates regarding the general aviation industry and performance at McGhee Tyson Airport and Knoxville Downtown Island Airport. The Knoxville Downtown Island runway safety area determination and the entranceway improvements were also discussed. The presentations were informational only, and no action is required by the Board.

VII. New Business.

A. Consideration of Approval of Agreement for Engineering Professional Services with C2RL Engineers, Inc. for General Consulting, Landside Professional Services for McGhee Tyson and Knoxville Downtown Island Airports. Mr. Wilson advised the Board that the Airport Authority's staff advertised a request for qualifications for engineering professional services for landside projects in September. The Airport Authority's staff reviewed and ranked the four received submissions, with C2RL Engineers, Inc. being ranked the highest. The Airport Authority's staff is recommending a three-year agreement with two extensions for one-year. All projects will be awarded and negotiated using the Airport Authority's work authorization process. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the agreement with C2RL Engineers, Inc. for engineering professional services be approved. The motion was unanimously approved by a roll call vote.

B. Consideration of Approval of Purchase to Service One, Inc. for the Hotel Connector Canopy Repair and Partial Replacement for McGhee Tyson Airport. Mr. Wilson advised the Board that the canopy between the McGhee Tyson Airport terminal and the Hilton Hotel has been in service for over 30 years. The proposed award to Service One, Inc. will provide for the replacement of 60 linear feet of damaged canopy, reinstallation of lighting in the new section of canopy, and the reinstallation and addition of downspouts in the canopy. Mr. Wilson explained that this project would be an addition to the capital projects budget for the fiscal year ending June 30, 2021. The estimated cost of the project is \$89,175. It was moved by Mr. Harr, seconded by Mr. Simmons, that the award to Service One Inc. for the canopy repair and replacement be approved. The motion was unanimously approved by a roll call vote.

C. Consideration of Approval of Aviation Financial Consulting On-Call Work Authorization. Mr. Wilson reminded the Board that it previously selected two aviation financial consultants – Ricondo & Associates and Unison Consulting. The original plan was to evaluate financial consulting on a per task basis. The Airport Authority's staff now desires to have a general work authorization for on-call services in an amount not to exceed \$70,000 for the fiscal year ending June 30, 2021. It was moved by Mr. Smith, seconded by Ms. Koella, that the President be authorized to initiate

work authorizations for general on-call financial consulting in an amount not to exceed \$70,000 for the fiscal year ending June 30, 2021. The motion was unanimously approved by a roll call vote.

D. Consideration of Approval of a Contract with Jerry Gentry for Information Technology Professional Services to Support the Metropolitan Knoxville Airport Authority. Mr. Wilson explained that the Airport Authority has previously contracted with Jerry Gentry on a variety of information technology services. Due to attrition in the Airport Authority's technology department staff and increased demands for remote capabilities, the Airport Authority's staff requests that Jerry Gentry be retained for an additional 12 months. The cost of these services will not exceed \$9,600. It was moved by Mr. Dawson, seconded by Ms. Bailey, that the contract with Jerry Gentry for information technology professional services be approved. The motion was unanimously approved by a roll call vote.

E. Consideration of Approval of a Contract Extension with Digital AV for Information Technology Consulting Services. Mr. Wilson explained that Digital A.V., Inc. provides information technology consulting services, and the current agreement with Digital A.V., Inc. provides for an optional one-year extension through January 20, 2022. Digital A.V., Inc. assists the Airport Authority in changes to Airport Authority's voice and data services provider and other ongoing projects that have been delayed due to the COVID-19 pandemic. It was moved by Ms. Bailey, seconded by Mr. Vogel, that the one-year extension to the agreement with Digital A.V., Inc. for information technology consulting services be approved. The motion was unanimously approved by a roll call vote.

F. Consideration of Approval of Information Technology Policy, Strategy, and Planning Consulting Services. Mr. Wilson explained that the Airport Authority's staff has identified a need for an information technology consultant to assist with policy, strategy, and planning. After issuing a request for proposals, the staff recommends that Faith Group, LLC assist with these services. Faith Group, LLC has assisted the Greeneville/Spartanburg, Asheville, Chattanooga, Raleigh, and Memphis airports. The recommendation is for a five-year agreement with 3 one-year extensions. In addition, the Airport Authority's staff requests approval for a work authorization for cybersecurity assessment and strategy advisory services in an amount not to exceed \$84,804.72 and a work authorization for terminal passenger systems advisory services in an amount not to exceed \$77,621.84. It was moved by Mr. Vogel, seconded by Mr. Harr, that the professional services agreement and two work authorizations with the Faith Group, LLC be approved. The motion was unanimously approved by a roll call vote.

G. Consideration of Approval of Addendum Number Four to the Food and Beverage Concession Agreement between the Metropolitan Knoxville Airport Authority and Host International, Inc. at McGhee Tyson Airport. Mr. Wilson explained that Host International, Inc. (Host) currently operates the Airport Authority's food court consisting of Starbucks, Quizno's, Express By Uno, and Cinnabon. The proposed addendum to the Food and Beverage Concession Agreement would (i) initially extend the term through March 31, 2022 with an additional option to extend through December 31, 2023, (ii) provides for the discontinuation of the pre-security Starbucks kiosk, (iii) allows Host to close Express By Uno and/or Cinnabon if enplanements drop below a certain threshold, and (iv) update force majeure provisions to include "pandemics, epidemics and public health emergencies." It was moved by Ms. Bailey, seconded by Mr. Smith, that the addendum to the Food and Beverage Concession Agreement with Host be approved. The motion was unanimously approved by a roll call vote.

H. Consideration of Approval of Addendum Number Four to the Agreement by and between the Metropolitan Knoxville Airport Authority and Smarte Carte, Inc. Relative to Rental of Luggage Carts at McGhee Tyson Airport. Mr. Wilson explained that Smarte Carte, Inc. currently provides luggage cart rental racks at McGhee Tyson Airport. The proposed addendum to the agreement with Smarte Carte, Inc. provides for an initial extension through November 30, 2021 with 4 one-year automatic renewals for a maximum term through November 30, 2025. In addition, the addendum adds the civil rights provisions

required by the Federal Aviation Administration. It was moved by Ms. Koella, seconded by Mr. Dawson, that the addendum with Smarte Carte, Inc. be approved. The motion was unanimously approved by a roll call vote.

VIII. Staff Reports.

Mr. Bryan White, Vice President of Engineering and Planning, provided an update to the Board on the Tennessee Department of Transportation Alcoa Highway Project.

IX. Report of the Nominating Committee.

Commissioner Bailey, Chair of the Nominating Committee, advised the Board that the Committee had met on November 25, 2020 to discuss nominations for Chairman, and the Committee unanimously nominated Mr. Simmons to serve as Chairman. There being no other nominations, Mr. Simmons was elected Chairman by an unanimous roll call vote.

Next, Ms. Bailey noted that the Committee met on December 7, 2020 to discuss nominations for Vice Chairman, and the Committee unanimously nominated Mr. Smith to serve as Vice Chairman. There being no other nominations, Mr. Smith was elected Vice Chairman by an unanimous roll call vote.

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

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