

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: February 17, 2021

Place: Electronic Audio Conference

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, February 17, 2021, electronically with the Board Chairman, Brian Simmons, presiding.

Roll call developed that Board members present in addition to Chairman Simmons, were Ursula Bailey, Julia Bentley, Joe Dawson, Charlie Harr, Maribel Koella, Eddie Mannis, 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 Simmons 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 Ms. Bailey and seconded by Mr. Vogel. The motion was unanimously approved by a roll call vote.

II. Minutes. The Chairman noted that the minutes of the regular meeting of January 20, 2021, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by unanimous roll call vote.

III. Announcements. Chairman Simmons 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.

IV. President's Report and Financial Report. President Patrick Wilson began his President's Report with a few announcements. First, Mr. Wilson recognized the recent passing of Mr. Michael Bachman, the former Vice President of Finance and Administration of the Airport Authority. Mr. Bachman served the Airport Authority for over 30 years. Mr. Bachman played a significant role in creating the current financial success of the Airport Authority, and Mr. Wilson noted that Mr. Bachman will be missed by the Airport Authority and the East Tennessee community. The Board and the meeting attendees held a moment of silence in remembrance of Mr. Bachman.

Second, at the request of Mr. Wilson, Mark Mamantov highlighted certain requirements of the Tennessee Open Meetings Act for the Board.

Third, Mr. Wilson provided an update on the 2022 Smoky Mountain Air Show, tentatively scheduled for September 2022. Mr. Wilson noted that Mr. Trevis Gardner, Vice President of Operations for the Airport Authority, would be coordinating the Air Show and that a letter of agreement with the Tennessee Air National Guard would be presented to the Board in April. Further, Mr. Wilson explained that the Airport Authority is reviewing the possibility of obtaining an event cancellation policy for the Air Show.

Fourth, Mr. Wilson noted that, along with the Airport Authority's legal counsel, he is preparing updated Bylaws and accompanying policies of the Airport Authority. Mr. Wilson explained that after such policies were reviewed by Commissioner Vogel, the policies would be presented to the Board for consideration in May.

Finally, Mr. Wilson announced that Mr. Stephen Van Beek at Steer would have his first workshop with the Board on February 26, 2021. The second workshop was tentatively scheduled for April 9, 2021.

After making the foregoing announcements, Mr. Wilson referred the Board to the activity reports included in the agenda.

V. Report of the Knoxville Federal Bureau of Investigation (FBI)

Mr. Wilson introduced Assistant Special Agent in Charge Craig Donnachie and Supervisory Special Agent Jason Jarnagin from the Knoxville field office of the FBI. Agent Donnachie presented to the Board on cybersecurity preventative measures.

VI. Consent Calendar. The Chairman noted that the Consent Calendar for February 17, 2021, 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.

VII. Committee Reports.

A. Report of the Audit Committee. Commissioner Bentley, Chair of the Audit Committee, advised the Board that the Committee had met prior to the Board meeting to select the Airport Authority's auditors. Ms. Bentley reported that the Airport Authority issued a request for proposals for auditing services in 2014, and after interviews, Coulter & Justus, P.C. was selected. She reported that Coulter & Justus, P.C. have done an excellent job on behalf of the Airport Authority, and the Airport Authority has received the Certificate of Achievement for Excellence in Financial Reporting every year. Ms. Bentley then reported that Coulter & Justus, P.C. has proposed to be the Airport Authority's auditor for the fiscal years ending June 30, 2021 and June 30, 2022, and that its proposed fees would be \$59,700 for the fiscal year ending June 30, 2021 audit and \$66,300 for the fiscal year ending June 30, 2022. Ms. Bentley then, on behalf of the Committee, moved for approval that Coulter & Justus, P.C. be awarded an additional two-year term as the Airport Authority's auditors, which motion required no second. The motion was unanimously approved by roll call vote.

VIII. New Business.

A. Consideration of Authorization to Apply and Accept Grants from the Federal Aviation Administration (FAA) and the State of Tennessee Associated with the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act 2021. Mr. Wilson advised the Board that the proposed agenda item would allow the appropriate Airport Authority officers to apply for and accept grants from the FAA and the State of Tennessee associated with the CRRSA Act. The deadline to apply for such grants is June 30, 2021, and the estimated amount of the grants is \$4,720,000. Mr. Wilson noted that all grants would be subject to review and approval by the Airport Authority's legal counsel. It was moved by Ms. Bentley, seconded by Mr. Vogel, that the Airport Authority's staff be authorized to apply and accept grants from the FAA and the State of Tennessee associated with the CRRSA Act. The motion was unanimously approved by roll call vote.

B. Consideration of Authorization to Apply and Accept Grants from the FAA. Mr. Wilson explained to the Board that this agenda item would allow the appropriate Airport Authority officers to apply for and accept grants from the FAA for the fiscal year ending 2021 entitlement funds in support of the Airport's Capital Improvement Program. The grant funds would be used for the master plan updates, the Runway 5R/23L rehabilitation programming, and the terminal apron expansion programming and environmental studies. Mr. Wilson noted that all grants would be subject to review and approval by the Airport Authority's legal counsel. It was moved by Mr. Smith, seconded by Ms. Bentley, that the Airport Authority staff be authorized to apply and accept grants from the FAA as presented. The motion was unanimously approved by a roll call vote.

C. Consideration of Approval of Services from the City of Alcoa Electric Department for Runway 5L/23R Reconstruction Project 5 for McGhee Tyson Airport. Mr. Wilson advised the Board that as part of the Runway 5L/23R Reconstruction Project 5, the Airport Authority is constructing a new airfield lighting vault. The power for this vault will be provided by the City of Alcoa, and the City of Alcoa's electric department will install the cable and transformer needed for the facility. The cost of these services is \$27,876. It was moved by Mr. Dawson, seconded by Mr. Mannis, that the services from the City of Alcoa electric department be approved as presented. The motion was unanimously approved by a roll call vote.

D. Consideration of Approval of Contract with Restocon Corporation for the Parking Garage Maintenance and Repairs Project and Award of Work Authorization Number 16-235C to C2RL Engineers, Inc. Mr. Wilson advised the Board that the Airport Authority's staff solicited bids in December 2020 for the parking garage maintenance and repairs project. Restocon Corporation submitted the lowest responsive bid. This proposed project will provide for a new waterproof membrane/coating on the third level, restriping of parking on all three levels, replacement of expansion joints on all three levels, replacement of bearing pads for double-tees, fiber reinforced polymer strengthening, crack injection sealing, patching of spalls, addition of steel support brackets at selected double-tee connections, guardrail, and door painting. The total cost of the award to Restocon Corporation is \$2,577,918.25. In addition, Work Authorization Number 16-235C with C2RL Engineers, Inc. provides for services related to rebid support, construction administration, design engineering support, resident project representative, and quality assurance. The cost of the work authorization is \$265,820. It was moved by Ms. Koella, seconded by Ms. Bailey, that the award to Restocon Corporation for parking garage maintenance and repairs and Work Authorization Number 16-235C with C2RL Engineers, Inc. be approved. Following discussion, the motion was unanimously approved by a roll call vote.

E. Consideration of Approval of Agreement for Landscape Architectural General Consulting and Professional Services with Hedstrom Landscape Architecture, LLC and Award of Work Authorization Number 21-401 for McGhee Tyson and Knoxville Downtown Island Airports. Mr. Wilson advised the Board that the Airport Authority's staff and McCarty Holsaple McCarty, Inc. issued a request for qualifications for landscape architect consulting and professional services. After reviewing and ranking all three responses, the Airport Authority ranked Hedstrom Landscape Architecture, LLC the highest. The agreement will be for three years with two additional one-year extensions, and projects and fees will be awarded through the Airport Authority's typical work authorization process. An initial work authorization will provide for an initial survey of existing landscape and development of immediate-action improvements, with such programming and planning to support a future work authorization for the development of a landscape master plan. The cost of the work authorization is \$45,000. It was moved by Mr. Mannis, seconded by Mr. Vogel, that the agreement and Work Authorization 21-401 with Hedstrom Landscape Architecture, LLC for landscape architectural consulting and professional services be approved. The motion was unanimously approved by a roll call vote.

F. Consideration of Approval of a Contract with Jim Roberts for Airfield Operations' Professional Services to Support the Airport Authority. Mr. Wilson advised the Board that the proposed contract with Jim Roberts, the Airport Authority's previous Director of Airport Operations, would provide for airfield operations consulting services. The contract is for one year, and the total cost of the contract will not exceed \$9,600. It was moved by Ms. Bentley, seconded by Ms. Koella, that the contract with Jim Roberts for airfield operations' professional services be approved. Following discussion, the motion was unanimously approved by a roll call vote.

G. Consideration of Approval of Air Cargo/Ground Support Equipment (GSE) Maintenance Building Lease Agreement. Mr. Wilson advised the Board that the proposed lease agreement outlines the rights and responsibilities of the Airport Authority and Delta Air Lines, Inc. (Delta) with respect to Delta's cargo building in the West Aviation Area. The term of the agreement is from March 1, 2017 through June 30, 2023. The agreement provides for an initial rental of \$7.9235 per square foot with an annual increase of 2%. The agreement also provides Delta with a termination right on or prior to December 31, 2021, provided that notice is given to the Airport Authority prior to August 31, 2021. It was moved by Mr. Dawson, seconded by Mr. Mannis, that the lease agreement with Delta be approved as presented. The motion was unanimously approved by a roll call vote.

IX. Staff Reports.

Ms. Becky Huckaby, Vice President of Public Relations, and Mr. Tom Aiken, Director of Public Safety, provided a report to the Board regarding security directives on face coverings.

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 5:11 p.m.

  
Asst. Secretary