

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: May 19, 2021

Place: Cascade Room, Airport Hilton
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, May 19, 2021, in the Cascade Room at the Airport Hilton 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, Charles Harr, Maribel Koella, and Jeff Smith. Also present were Patrick Wilson, President of the Airport Authority, and members of his staff; Mark Mamantov, legal counsel; and other visitors. Commissioner Howard Vogel listened to the meeting via conference call.

BUSINESS AGENDA

I. Announcements. Chairman Simmons announced that Ms. Koella was recently reappointed to the Board by the Knoxville City Council, and she is required to take the Oath of Office before business may be conducted. At the Chairman's request, Mr. Mamantov administered the Oath of Office, and then Ms. Koella took her seat with the Board of Commissioners.

Chairman Simmons reminded those in attendance that a sign-up sheet was available for members of the audience who would like to address the Board of Commissioners. The time for presentation would be limited to three minutes and then only if time permits.

Chairman Simmons then wished Mr. Dawson a happy birthday.

Finally, Chairman Simmons announced that he would like for the Nominating Committee to reconvene prior to the election of officers of the Board at the June meeting and to present nominations to the Board for consideration.

II. Minutes. The Chairman noted that the minutes of the regular meeting of April 21, 2021, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by unanimous voice vote.

III. Consent Calendar. The Chairman noted that the Consent Calendar for May 19, 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 voice vote, and a copy will be filed with these minutes.

IV. President's Report and Financial Review. 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 advised the Board that the operations department at the Airport Authority and the Federal Aviation Administration (FAA) continually monitored the ransomware cyberattack on Colonial Pipeline. The Airport Authority never experienced a fuel shortage.

Mr. Wilson explained to the Board that the Centers for Disease Control and Prevention's recent guidance loosening mask requirements for fully-vaccinated individuals has created confusion for passengers, as the requirement for masks on airplanes has not been lifted. The Airport Authority's public relations department has been working diligently to notify the public of the mask requirement.

Mr. Wilson then provided an update to the Board on state legislation related to airport funding.

Mr. Wilson advised the Board that the Airport Authority staff is developing performance measures as part of the strategic planning process to be presented to Mr. Van Beek in June.

Mr. Wilson announced that the revised bylaws and related policies would likely be presented to the Board at a workshop prior to the August board meeting.

Finally, Mr. Wilson announced that the students in the University of Tennessee's Aerospace and Defense Masters' Program would be touring the McGhee Tyson Airport on June 15.

V. 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 to consider renewal of the Airport Authority's property insurance, airport liability insurance, worker's compensation insurance, and automobile liability insurance. All four policies were recommended by the Airport Authority's various insurance consultants. Mr. Harr then stated that, based on the Committee's review, the Committee recommends that the procurement of the four policies be approved by the full Board. Mr. Harr then, on behalf of the Committee, moved for approval of the Committee's recommendation, which motion required no second. The motion was unanimously approved by a voice vote.

Next, the Finance, Personnel and Insurance Committee considered the operating budget and the airline rates and charges for the fiscal year ending June 30, 2022. At Commissioner Harr's request, Ms. White provided a summary of the budget and the rates and charges to the Board. Mr. Harr then, on behalf of the Committee, moved for the budget and the airline rates and charges for the fiscal year ending on June 30, 2022 be accepted, which motion required no second. The motion was unanimously approved by a voice vote.

VI. New Business.

A. Consideration of Approval of Purchase to Service One, Inc. and Joseph Construction for Rehabilitation Services to Baggage Make Up Room and Conveyor. Mr. Wilson explained that the proposed project is to rehabilitate the outbound baggage conveyor and waterproof the floors in the associated baggage make-up room. After a request for proposals, Service One, Inc. was selected for the conveyor, and Joseph Construction was selected for the flooring. The cost of the conveyor project is \$20,275, and the cost of the flooring project is \$43,144. It was moved by Ms. Bentley, seconded by Mr. Harr, that the purchase for rehabilitation services to baggage make up and conveyor from Service One, Inc. and Joseph Construction be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Contract with APAC-Atlantic, Inc. for Terminal Loop Drive and Garage Exit Roadway Improvements Project at McGhee Tyson Airport. Mr. Wilson informed the Board that the Tennessee Department of Transportation (TDOT) is scheduled to complete the service road connecting to the rental car facilities by the end of this year. In order to tie the service road to the existing terminal loop roadway, realignment of the existing roadway adjacent to the parking garage exit is required.

This project will provide asphalt overlay, pavement striping, temporary construction signage, and safety control during construction. Mr. Wilson explained that APAC-Atlantic, Inc. was the lowest responsive and responsible bidder for a cost of \$115,672.50. It was moved by Ms. Koella, seconded by Ms. Bailey, that the contract with APAC-Atlantic, Inc. for Terminal Loop Drive and garage exit roadway improvements project be approved, pending legal counsel review. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Change Order No. 5 to the Contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 5 for McGhee Tyson Airport. Mr. Wilson explained to the Board that the proposed change order includes enhanced pavement markings, additional taxiway safety area improvements, additional permanent seeding and sodding, additional topsoil and mulching, existing conduit repairs, debris and construction materials waste area reclamation, threshold lighting improvements, and additional erosion control measures. Further, additive items include mowing protection aprons for the sanitary sewer force-main cleanouts and potable waterline valve control access points, regulator control conduit size increase, regulator lifting equipment and installation of parking bollards. Mr. Wilson noted that nine days will be added to the contract time as a result of this change order, and the FAA has approved this change order. The cost of this change order is \$404,905. It was moved by Ms. Bentley, seconded by Ms. Koella, that Change Order No. 5 to the contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 5 be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Change Order No. 5 to the Contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 6 for McGhee Tyson Airport. Mr. Wilson explained to the Board that the proposed change order included items relating to an existing duct-bank repair, sodding placement, instrument landing system shelter modifications, and additional aggregate at the localizer antenna platforms. Mr. Wilson noted that 27 days will be added to the contract time as a result of this change order, and the FAA has approved this change order. The cost of this change order is \$39,011. It was moved by Mr. Harr, seconded by Ms. Bailey, that Change Order No. 5 to the contract with Eutaw Construction Company, Inc. for Runway 5L/23R Reconstruction Project 6 be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Change Order No. 9 to the Contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction, Taxiway G Lighting System. Mr. Wilson explained to the Board that the proposed change order included additional concrete apron demolition and repaving to replace cracked slabs in front of the Tennessee Air National Guard 134th Air Refueling Wing's aircraft rescue and firefighting station and reduction in quantities for storm sewer, taxiway concrete pavement, base course, and asphalt shoulder pavement. The FAA has approved this change order. The cost of this change order is a reduction of \$82,837.15. It was moved by Mr. Dawson, seconded by Mr. Harr, that Change Order No. 9 to the contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction, Taxiway G Lighting System be approved as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Request for Slope Easements Along Louisville Road from the Tennessee Department of Transportation. Mr. Wilson informed the Board that TDOT desires to perform work on the Louisville Road bridge to add fill to the slope in multiple places and replace and extend certain guardrails. In order to accomplish this work, TDOT has requested permanent slope easements and temporary work areas on the Airport Authority's property. The Airport Authority will receive \$1,800 as payment for these easements and work areas. TDOT plans to begin work in Fall 2021. It was moved by Ms. Bentley, seconded by Ms. Koella, that the request for slope easements and temporary work areas along Louisville Road from the Tennessee Department of Transportation be approved, that the President and legal counsel be authorized to negotiate the terms of such easements and work areas, and that the appropriate officers of the Airport Authority be authorized to execute such easements and work areas. The motion was unanimously approved by a voice vote.

G. Consideration of Purchase of Property Located at 706 West Hunt Road. Mr. Wilson explained that the owner of 706 West Hunt Road has agreed to sell the property to the Airport Authority. The purchase is contingent upon the Airport Authority's completion of an appraisal and home inspection. This property is adjacent to the Airport Authority's land. It was moved by Mr. Dawson, seconded by Mr. Harr, that the purchase of property located at 706 West Hunt Road be approved as presented in an amount not-to-exceed \$400,000, plus associated closing costs, and that the President be authorized to execute any documents necessary to purchase the property. The motion was unanimously approved by a voice vote.

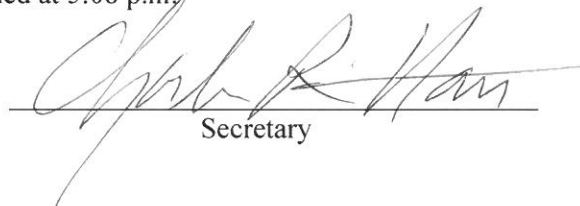
H. Consideration of Approval of an Award of Service Contract to Z Media Ventures for Video Production Services. Mr. Wilson explained to the Board that the Airport Authority often has a need for specialized video production services. After a request for qualifications, the Airport Authority's staff selected Z Media Ventures as the recommended firm for video production services. It was moved by Ms. Bentley, seconded by Mr. Dawson, that the award of a service contract to Z Media Ventures for video production services be approved for a two-year term with three possible one-year extensions based on performance, pending legal counsel's review. The motion was unanimously approved by a voice vote.

VII. Staff Reports.

Jim Evans, Vice President of Marketing and Air Service Development, provided an update to the Board on the air service expected for this summer.

Bryan White, Vice President of Engineering and Planning of the Airport Authority, provided an update to the Board on the runway reconstruction at Knoxville Downtown Island Airport. Upon request by Commissioner Smith, the Airport Authority's staff agreed to evaluate the permanent establishment of an alternative operations area at the Knoxville Downtown Island Airport.

The Chairman announced that the business agenda had been completed and that there were no requests by individuals wishing to address the Board. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:08 p.m.


Secretary

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