

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: July 21, 2021

Place: Sterling 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, July 21, in the Sterling 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, Charles Harr, Maribel Koella, Eddie Mannis, 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.

BUSINESS AGENDA

I. Minutes. Chairman Simmons noted that the minutes of the regular meeting of June 16, 2021, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by unanimous voice vote.

II. Announcements. 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.

III. 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 announced that the Airport Authority was one of eight organizations to receive the Diversity Business Alliance Award from the East Tennessee Purchasing Association. Mr. Wilson specifically thanked Alan Jones, the Director of Administration and DBE Liaison at the Airport Authority, for leading this effort.

Mr. Wilson announced that the Airport Authority received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020. Mr. Wilson thanked Yin Chen, Controller, and her team for their hard work and dedication.

Mr. Wilson explained that the Tuskegee Next Young Eagles Rally was scheduled to be held at the Knoxville Downtown Island Airport on August 28, 2021 in partnership with the Knoxville Aviation Collaborative Initiative and Pellissippi State Community College.

Mr. Wilson noted that the Airport Authority was continuing its work with the Knoxville Chamber to develop a Knoxville Downtown Island Airport visioning report. The next action item was to meet with the Island Home Neighborhood Association.

Finally, Mr. Wilson explained that there would be a workshop prior to the August Board meeting to discuss updated bylaws and policies for the operation of the Airport Authority.

IV. Consent Calendar. The Chairman noted that the Consent Calendar for July 21, 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.

V. President's Performance Review. Mr. Harr, as Chair of the Finance, Personnel and Insurance Committee, explained to the Board that the evaluation of the President had been completed as contemplated by the President's employment contract. Mr. Harr further explained that the President's employment contract contemplates review of the President's salary in conjunction with the President's performance review. Mr. Harr noted that, since hiring Mr. Wilson in 2018, Mr. Wilson has not received a raise in salary. Following discussions of the Board and following a motion by Mr. Harr and seconded by Mr. Vogel, as amended by a motion by Mr. Vogel and seconded by Ms. Bailey, and as further amended by a motion made by Mr. Mannis and seconded by Ms. Bentley, the Board approved a seven percent (7%) increase in the President's base salary, effective as of July 1, 2021, and a one-time \$5,000 bonus. The Commissioners thanked Mr. Wilson for his leadership and perseverance through the many challenges of the last few years, including the COVID-19 pandemic.

VI. Strategic Plan. Mr. Wilson explained that the Commissioners held a workshop prior to the board meeting to discuss the strategic plan with Stephen Van Beek. The facilitated discussions will be used to finalize the plan and to create an external version to be shared with the community and other stakeholders. It was moved by Ms. Bentley, seconded by Ms. Koella, that the strategic plan be approved as presented. The motion was unanimously approved by a voice vote.

VII. New Business.

A. Consideration of Approval of Strategic Planning Initiative for Steer Group Professional Services. Mr. Wilson explained that in October 2020 the Board approved an initial budget for the strategic planning initiative in the amount of \$45,000 with the Steer Group. Since that initial budget, the scope of the project was expanded to increase the number of community stakeholder interviews, increase the individual Commissioner engagement, increase the staff involvement on the development of performance measures, add another workshop with the Board, and develop a final graphical version of the plan. The Airport Authority's staff is recommending an increased budget of \$42,000, for a total of \$87,000. It was moved by Ms. Bailey, seconded by Ms. Koella, that the increase in the professional services budget for the development of strategic plan be increased as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of a Purchase to Service One for GSA Lease Space Renovations at McGhee Tyson Airport. Mr. Wilson informed the Board that the General Services Administration ("GSA") leases space at the Airport for the Transportation Security Administration ("TSA"). The proposed purchase will be for interior painting and carpet replacement for the TSA offices near the checkpoint, the TSA breakroom and the TSA training room on the lower level of the concourse. The Airport Authority will cover the cost of the interior paint as contemplated by the lease agreement with GSA, and GSA will reimburse the Airport Authority for the carpet replacement. The cost of the interior painting will be \$14,340, and the cost of the carpet replacement will be \$17,190. It was moved by Ms. Koella, seconded by Ms. Bentley, that the purchase to Service One for the leased space improvements be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Change Order No. 7 to the Contract with Eutaw Construction Company for Runway 5L/23R Reconstruction Project 5 for McGhee Tyson Airport. Mr. Wilson explained to the Board that the proposed change order includes additional base bid items for site restoration allowance,

sign relocation, a new sign panel, grouting of existing storm sewer and installation of in-pavement duct markers. The proposed change order also includes additive bid items related to the electrical lighting vault, building automation system connectivity, and the replacement of AOA fencing. Mr. Wilson noted that no additional time 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 \$73,412. It was moved by Mr. Vogel, seconded by Ms. Koella, that Change Order No. 7 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. 6 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 includes additional items related to the relocation of the Federal Aviation Administration light intensity monitor equipment, the modification of the midfield wind sensor power feed, installation of duct markers, and the replacement of metal oxide varistors. Mr. Wilson noted that no additional time 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 \$16,067. It was moved by Ms. Bentley, seconded by Ms. Bailey, that Change Order No. 6 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 Ratification of Work Authorization No. 21-252 to C2RL Engineers, Inc. for the Airport Employees' Shuttle Covered Shelter Waiting Area Design and Bidding Services. Mr. Wilson explained to the Board that, in order to support the shuttle for Airport employees, a covered shelter area needs to be designed and constructed adjacent to Surface Lots C and D to provide protection from inclement weather. The shelter will be pre-manufactured and placed on a constructed concrete pad. The design and bidding work by C2RL Engineers, Inc. under Work Authorization No. 21-252 will not exceed \$10,000. The Airport Authority's staff also requests that the President be authorized to purchase the shelter for an amount not to exceed \$20,000 and to approve an award to construct the concrete pad in an amount not to exceed \$16,000. It was moved by Mr. Vogel, seconded by Mr. Harr, that the work authorization with C2RL Engineers, Inc. relating to the design and bidding for the covered shelter be approved as presented, and that the President be authorized to purchase the shelter and to approve an award to construct the concrete pad as presented. Following discussion, the motion was unanimously approved by a voice vote.

F. Consideration of Addendum Number Four to the Lease and Operating Agreement between the Metropolitan Knoxville Airport Authority and Knox County, Tennessee at Knoxville Downtown Island Airport. Mr. Wilson informed the Board that Knox County, Tennessee currently leases approximately 5,248 square feet of hangar space, 1,809 square feet of office space and 3,000 square feet of ramp space at Knoxville Downtown Island Airport for use by the Knox County Sheriff's Department (KCSO). The lease term was set to expire on June 30, 2021. KCSO has indicated an interest in having a new hangar constructed in exchange for another long-term lease. In order to facilitate the evaluation of a new hangar, the Airport Authority's staff is recommending a short-term lease renewal of two years, through June 30, 2023. Rent will remain unchanged at \$4,216.40 per month. It was moved by Ms. Bailey, seconded by Ms. Koella, that the addendum to the Lease and Operating Agreement with Knox County, Tennessee be approved. Following discussion, the motion was unanimously approved by a voice vote.

VII. Staff Reports.

Trevis Gardner, Vice President of Operations of the Airport Authority, reported to the Board on potential community partners for the 2022 Smoky Mountain Air Show.

Chairman Simmons 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 5:03 p.m.


Asst. Secretary

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