

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: November 17, 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, November 17, 2021, 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, 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.

BUSINESS AGENDA

I. 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.

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

III. President's Report and Financial Review. President Patrick Wilson provided the President's report and highlights of the activity report, the project report, and financial information that was included with the agenda materials.

Mr. Wilson then congratulated Dave Schroth, the Properties and Risk Manager at the Airport Authority, for successfully completing the Certified Member Program from the American Association of Airport Executives.

Finally, Mr. Wilson thanked Nancy White, the Vice President of Finance of the Airport Authority, for her many contributions to the Airport Authority and wished her the best at her new position.

IV. Consideration of Approval of the Standing Committee Charters. Mr. Wilson explained that the proposed charters of the Airport Authority's standing committees were distributed with the agenda materials. After receiving no comments or questions from the Commissioners, it was moved by Mr. Vogel, seconded by Ms. Koella, that the charters of the standing committees be approved as presented.

V. Consideration of Approval of the Chairs and Members of the Standing Committees. Mr. Wilson explained that Chairman Simmons developed the proposed list of chairs and members of the Airport Authority's standing committees included in the agenda materials. After receiving no comments or questions from the Commissioners, it was moved by Ms. Bentley, seconded by Ms. Bailey, that the list of chairs and members of each standing committee be approved as presented.

VI. New Business.

A. Consideration of Approval of Fiscal Year Ended June 30, 2021 Annual Comprehensive Financial Report (ACFR). Ms. White introduced Ms. Susan Beavers, a Principal with Coulter & Justus,

P.C., the Airport Authority's external auditors, to present the ACFR to the Board. Ms. Beavers reported that no internal controls deficiencies were identified, and they are prepared to issue a clean, unmodified opinion. Ms. Beavers explained that the only major change to this year's audit related to addressing the treatment of the Coronavirus Aid, Relief, and Economic Security Act funds that granted to the Airport Authority. Finally, Ms. Beavers complimented the Airport Authority's staff on its preparation of the financial reports and its communication with the auditors. It was moved by Ms. Bentley, seconded by Mr. Mannis, that the ACFR and the related audit report be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Renewal of Public Officials and Employment Practices Liability Insurance Renewal. Ms. White explained that the Airport Authority's insurance agent, Donnaud-Clay Aviation Insurance, contacted several underwriters in relation to the renewal of the public officials and employment practices liability insurance. The only responsive provider was Chubb, the Airport Authority's current provider. Chubb has agreed to renew the policy for an increase of \$79 over the prior year, for a premium of \$50,119 plus a policy fee of \$150. Ms. White explained that the Airport Authority was given the option last year to pay a higher premium to exclude defense costs, but that option is no longer available. The policy has a \$10,000,000 limit per occurrence and in the aggregate. It was moved by Mr. Vogel, seconded by Mr. Harr, that the renewal of the public officials and employment practices liability insurance be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of an Award of Contract to Knoxville Community Development Corporation (KCDC) for the Environmental Remediation and Demolition of Structures Located at 1917 Airbase Road. Ms. White informed the Board that KCDC, as the Airport Authority's agent, has been soliciting bids for the remediation of asbestos materials and the demolition of two houses and two sheds at 1917 Airbase Road. KCDC recommends that the project be split into two steps, with the remediation occurring first. KCDC recommends the use of Helton and Associates, Inc. for remediation at a cost of \$22,250. Following the completion of remediation, KCDC will bid out the demolition portion of the project, not-to-exceed \$47,750. KCDC will manage the project through completion and pay the contractors. It was moved by Mr. Mannis, seconded by Ms. Bailey, that the contract with KCDC related to remediation and demolition at 1917 Airbase Road be approved. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Contract with Urban Economics, Inc. (Urban Economics) for the Tennessee Department of Transportation (TDOT) Project Phase 5 Related Land Acquisition Appraisal Services. Trevis Gardner, Vice President of Operations of the Airport Authority, explained that the Airport Authority is required to obtain fair market value for land sales, including the property being acquired by TDOT in relation to the new Alcoa Highway project. Urban Economics was previously selected to perform appraisal services in relation to the Phase 1 Hunt Road interchange land acquisition. For this proposed contract, Urban Economics will provide an appraisal and produce a written report in accordance with standard practices and applicable requirements for TDOT's Phase 5 land acquisition. The proposed contract is for \$75,000. It was moved by Ms. Bentley, seconded by Ms. Bailey, that the contract with Urban Economics for appraisal services be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of an Award of Contract to Service One, Inc. (Service One) for Electrical and Mechanical Maintenance at McGhee Tyson Airport. Mr. Gardner explained that the Airport Authority issued a request for proposals for preventative maintenance and repairs for the passenger boarding bridges, related equipment and roadway and parking lot high mast lighting. Only Service One, the Airport Authority's current provider, presented a final proposal of \$276,000. Mr. Gardner explained that this is the same cost as the previous 2018 contract with Service One but with additional equipment being added to the scope. It was moved by Mr. Harr, seconded by Ms. Koella, that contract with Service One for electrical and mechanical maintenance be approved. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of a Purchase to Cook's Mechanical Services (Cook's Mechanical) for Building Automation Systems Upgrades at McGhee Tyson Airport. Mr. Gardner explained to the Board that the building automation system controls and monitors the HVAC, lighting and generators in various buildings and provides alarms for critical equipment such as the sanitary sewer pump stations, chillers, and boilers. The system was originally installed in 2008 and is now obsolete and not compatible with modern cybersecurity practices. Mr. Gardner reminded the Board that Cook's Mechanical is the Airport Authority's current provider for HVAC and mechanical systems support. The upgrades to the building automation system will cost \$118,750. It was moved by Mr. Vogel, seconded by Ms. Bailey, that the purchase to Cook's Mechanical for building automation systems upgrades be approved. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of a Purchase to Cook's Mechanical for Heating Ventilation and Air Conditioning Filtration Improvements at McGhee Tyson Airport. Mr. Gardner informed the Board that the proposed award to Cook's Mechanical includes the installation of needlepoint bi-polar ionization equipment in the terminal building, the aircraft rescue and firefighting building, and the airfield operations and maintenance center air handlers. This equipment will improve air quality and reduce risks associated with biohazards associated with air handling equipment. Mr. Gardner explained to the Board that the project will be funded through the Coronavirus Response and Relief Supplemental Appropriations Act. The cost will be \$174,850 with a \$10,000 contingency. It was moved by Ms. Bentley, seconded by Ms. Koella, that the purchase to Cook's Mechanical for heating ventilation and air conditioning filtration improvements be approved. The motion was unanimously approved by a voice vote.

H. Consideration of Approval to Accept Two Grant Amendments from TDOT Aeronautics Division for the Parking Garage Maintenance and Repairs Project at McGhee Tyson Airport. Mr. Gardner explained that the two grant amendments from the TDOT Aeronautics Division cover additional repairs and maintenance for the parking garage. The first amendment is in the amount of \$89,400, and the second amendment is in the amount of \$54,100. It was moved by Mr. Mannis, seconded by Mr. Vogel, that the two grant amendments with TDOT related to the parking garage be approved as presented. The motion was unanimously approved by a voice vote.


I. Consideration of Approval of a Reimbursable Agreement with the Federal Aviation Administration (FAA) to Provide Maintenance for the Runway 23L Instrument Landing System at McGhee Tyson Airport. Mr. Gardner informed the Board that with the upcoming opening of Runway 5L/23R, a new agreement with the FAA for the maintenance of the instrument landing system is necessary. Under the maintenance agreement, the FAA will perform the required monthly, quarterly, semi-annual, and annual maintenance, flight inspection and documentation as necessary, in accordance with the FAA's policy, procedures, standards, and tolerances. The proposed agreement will be for five years in the annual amount of \$192,630.55. It was moved by Ms. Koella, seconded by Mr. Harr, that the agreement with FAA regarding the instrument landing system at Runway 23L be approved. The motion was unanimously approved by a voice vote.

VII. Staff Reports.

Trevis Gardner, Vice President of Operations of the Airport Authority, along with Bill Barley from CHA Consulting, Inc., reported to the Board regarding the status of the Knoxville Downtown Island Airport runway and taxiway rehabilitation.

Mr. Gardner then presented to the Board the continued planning efforts 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 5:38 p.m.


Secretary

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