

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: August 17, 2022

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, August 17, 2022, 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, Joe Dawson, Charlie Harr, Maribel Koella, 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. The minutes of the regular meeting of June 15, 2022 and July 20, 2022, 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 Report. President Patrick Wilson introduced Colonel Lee Hartley from the 134th Air Refueling Wing of the Tennessee Air National Guard (TNANG) to the Board of Commissioners. Colonel Hartley thanked the Airport Authority for their partnership in relation to the Smoky Mountain Air Show set for September 10-11, 2022. Colonel Hartley explained that the Air Show would highlight the partnership between TNANG, the Airport Authority and the aviation community while giving back to the local community.

Mr. Wilson then provided the President's report and highlights of the activity report, the project report, and financial information that was included with the agenda materials.

IV. General Aviation Report from Commissioner Jeff Smith. Commissioner Jeff Smith provided a report to the Board on his observations and experiences from attending the Experimental Aircraft Association AirVenture Oshkosh that took place in Wisconsin on July 25-31, 2022.

V. New Business.

A. Consideration of Ratification of Certain Agenda Items from the July Board Meeting. At the meeting of the Board on July 20, 2022, the Board did not have a quorum and was unable to approve certain agenda items. The Bylaws and the Policy Relating to Contracting and Purchasing Authority of the President permit the President to execute or approve items in the event of an emergency. Upon giving notice to Chairman Simmons, Mr. Wilson executed or approved the below list of agenda items from the July Board meeting in order to prevent lapses in crucial insurance policies of the Airport Authority and to ensure the success of the 2022 Smoky Mountain Air Show:

1. The renewal of the Airport Authority's crime protection policy with Great American Insurance Group for the fiscal year ended June 30, 2023, at a premium of \$3,924;

2. The renewal of the Airport Authority's cyber liability insurance policy through Beazley and excess coverage from Cowbell for the fiscal year ended June 30, 2023, at a premium of \$30,584.89;

3. The approval of the weather insurance policy and the hangar keeper's liability coverage through Avemco Insurance Company for a premium of \$15,050 and the adjustment to the air meet liability at an increase of \$600 for the 2022 Smoky Mountain Air Show;

4. The purchase to Eskola, LLC for the roof repair and rehabilitation for the Airport Authority's Aircraft Rescue and Firefighting building in the amount of \$203,911.10;

5. The approval of the rental and service agreement for portable restrooms and associated equipment with United Rentals in the amount of \$201,232.72 for the 2022 Smoky Mountain Air Show; and

6. The approval of the rental and service agreement for event rental equipment in the amount of \$188,763.48 with All Occasions Party Rentals for the 2022 Smoky Mountain Air Show.

The Bylaws require that the Board of Commissioners ratify the agenda items that the President approved or executed in the event of an emergency. It was moved by Mr. Smith, seconded by Mr. Vogel, that the above-listed actions taken by Mr. Wilson be ratified. The motion was unanimously approved by a voice vote.

B. Consideration of Purchase of Lot 96 Located on Stonybrook Lane in the Rocky Waters Subdivision. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a vacant lot on Stonybrook Lane, identified as Lot 96, is adjacent to property owned by the Airport Authority and is important to the Airport Authority's future expansion and development. The undeveloped property is approximately 0.68 acre. The cost of the property is \$16,000 plus closing costs, and the purchase is contingent on an appraisal and title report. It was moved by Mr. Vogel, seconded by Ms. Bentley, that the purchase of Lot 96 be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Work Authorization Number 22-150 with CHA Consulting, Inc. (CHA) for Airfield Pavement Condition Index, Pavement Classification Rating, and General Aviation Ramp Assessment Update at McGhee Tyson Airport (TYS). Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that the Federal Aviation Administration (FAA) requires that all airports receiving federal funds are to implement an Airfield Pavement Maintenance Management Program. The FAA has further made updates to the program requiring the use of a pavement classification, rating instead of the previously used pavement classification number. Previous inspections have indicated that the general aviation ramp is beginning to trend downward in its rating. Mr. White explained that the proposed work authorization would engage CHA to perform the necessary inspections and analysis to update the program. CHA will then develop specific recommendations for rehabilitation and maintenance of the existing general aviation ramp, including any cost estimates and suggested schedules. The cost of the work authorization is \$126,172. It was moved by Ms. Bailey, seconded by Mr. Vogel, that Work Authorization Number 22-150 to CHA be approved. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Work Authorization Number 21-147B to CHA Consulting, Inc. (CHA) for the Automated Parking Guidance System Request for Proposals at TYS. CHA prepared a programming report related to the automated parking guidance system, identifying system providers and the enabling infrastructure. Mr. White explained that the proposed work authorization with CHA would allow for the preparation of the request for proposals related to the automated parking guidance system and

the evaluation of the responses. The cost of the work authorization is \$199,974. It was moved by Mr. Vogel, seconded by Mr. Dawson, that Work Authorization Number 21-147B to CHA be approved. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Work Authorization Number 22-500 to Gresham Smith for the Terminal Building Program Evaluation and Project Definition Document at TYS. Mr. White explained that the Terminal Area Plan provides high-level view of the expected airport development projects needed to support our airport and traveling community. The proposed work authorization provides for Gresham Smith to further develop the existing Terminal Area Plan and to prepare a more detailed Capital Improvement Program. The focus of this work authorization will be the terminal and concourse projects. The cost of the work authorization is \$189,893. It was moved by Ms. Bentley, seconded by Mr. Vogel, that Work Authorization Number 22-500 to Gresham Smith be approved. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Work Authorization Number 22-151 to CHA Consulting, Inc. (CHA) for ADA Parking and Access Update at TYS. Mr. White explained that the last evaluation of the parking lots and access paths for compliance with the Americans with Disabilities Act occurred in 2011. The proposed work authorization would provide for a new comprehensive study and a report detailing the recommendations. The cost of the work authorization is \$54,502. It was moved by Mr. Harr, seconded by Ms. Bailey, that Work Authorization Number 22-151 to CHA be approved. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Work Authorization Number 22-502 to Gresham Smith for the Parking Garage Expansion Subsurface Exploration and Survey at TYS. Mr. White explained that the proposed work authorization provides for the location and cataloging of all underground utilities at TYS using radio frequency, acoustic, ground penetrating radar, magnetic and physical probes. The work authorization will also provide for geotechnical exploration and evaluation of soil and subsurface conditions as well as topographical surveying. Mr. White explained that the Airport Authority has applied for funding for this project through the Tennessee Department of Transportation's Aeronautics Division. The cost of the work authorization is \$168,260. It was moved by Mr. Dawson, seconded by Ms. Bailey, that Work Authorization Number 22-502 to Gresham Smith be approved. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of Work Authorization Number 22-503 with Gresham Smith for the Programming and Schematic Design of the Sheriff Facility at Knoxville Downtown Island Airport (DKX). Mr. White explained that the DKX facility for the Knox County Sheriff is nearing the end of its useful life. The sheriff's office has approached the Airport Authority about potentially siting a new facility at DKX. The proposed work authorization would allow for planning services related to the siting, hangar schematic concepts, site development requirements, a programming report, and option of costs for the project. The cost of the work authorization is \$36,600. It was moved by Mr. Smith, seconded by Mr. Harr, that Work Authorization Number 22-503 to Gresham Smith be approved. Following discussions, the motion was unanimously approved by a voice vote.

I. Consideration of Approval of Work Authorization Number 22-504 to Gresham Smith for the T-Hangar and Box Hangar Expansion Planning at DKX. Mr. White explained that there is currently a waiting list for airplane hangar rentals at DKX. The proposed work authorization would provide siting and sizing of potential hangars and provide a preliminary cost estimate. The planning study will explore options related to T-hangar and box hangar facilities expansion, as well as the associated site and civil development. The cost of the work authorization is \$24,600. It was moved by Ms. Bentley, seconded by Mr. Dawson, that Work Authorization Number 22-504 to Gresham Smith be approved. The motion was unanimously approved by a voice vote.

J. Consideration of Award of Pricing Agreement to Calloway Oil Automotive Fuel. Michael Giles, the Procurement Manager at the Airport Authority, explained that a request for proposals for automotive fuel was advertised in May 2022. The Airport Authority's current vendor, Calloway Oil, was the only respondent. The service cost proposed by Calloway Oil increased from \$0.10/gallon to \$0.40/gallon. The agreement with Calloway Oil will be for a term of five years with the option to renew for four additional terms of one year. It was moved by Mr. Vogel, seconded by Mr. Smith, that awarding the pricing agreement to Calloway Oil Automotive Fuel be approved. Following discussions, the motion was unanimously approved by a voice vote.

K. Consideration of Information Technology Professional Services – The Faith Group. Mr. Wilson explained that The Faith Group is the approved information technology consultant for the Airport Authority. Mr. Wilson is requesting an increase in Work Authorization Number 6 to The Faith Group to complete its work related to support for shared use technology systems. The amount of the proposed increase is \$17,796.20. Mr. Wilson explained that he is also proposing the award of Work Authorization Number 14 to allow The Faith Group to provide construction administration services for the terminal support enhancements. The proposed work authorization is for \$117,383. It was moved by Ms. Koella, seconded by Ms. Bailey, that Work Authorization Number 14 and the increase to Work Authorization Number 6 with The Faith Group be approved. The motion was unanimously approved by a voice vote.

L. Consideration of Authorizing the President to Negotiate the Terms of and to Execute a Retirement and Transition Agreement with the Vice President of Operations. Mr. Wilson requested that he, in consultation with Chairman Simmons, the Chairman of the Administration and Finance Committee, the Director of Human Resources at the Airport Authority, and the Airport Authority's legal counsel, be authorized to negotiate the terms of a retirement and transition agreement with the Vice President of Operations. Mr. Wilson also requests the ability to sign the retirement and transition agreement upon the completion of negotiations. It was moved by Mr. Vogel, seconded by Mr. Dawson, that the President be authorized to negotiate the terms of and to execute a retirement and transition agreement with the Vice President of Operations as presented. The motion was unanimously approved by a voice vote.

M. Consideration of Approval of Public Input Policy. Mr. Wilson explained that the Airport Authority and the Airport Authority's legal counsel recommend the adoption of a public input policy for the Airport Authority. While the meetings of the Board of Commissioners must remain open to the public, state law does not require that the public be allowed to participate in meetings. However, the Board of Commissioners and the Airport Authority value the ideas and insights of the public, and have historically allowed the public to address the board. The proposed policy would embody this tradition by allowing the public to speak, but would provide certain parameters and guidelines surrounding public input at meetings. It was moved by Ms. Bentley, seconded by Mr. Vogel, that the public input policy be approved as presented. The motion was unanimously approved by a voice vote.

N. Consideration of Approval of Work Authorization Number 22-152 to CHA Consulting, Inc. for Obstruction Evaluation and Removal Planning at TYS. Mr. White explained that the FAA periodically surveys obstructions surrounding all airports in the United States. The FAA has recently completed this process and identified seven locations at TYS that are potential obstructions. The proposed work authorization will allow CHA to acquire additional elevation data on each of the approaches and departures from TYS using aerial photographs and topographical surveys. CHA would then produce bid documents for all necessary removals along with appropriate property acquisition documents. The Airport Authority will seek federal funds for this project. The cost of the work authorization is \$100,000. It was moved by Ms. Bentley, seconded by Ms. Bailey, that Work Authorization Number 22-152 to CHA and that the 2023 ACIP be amended to reflect this work authorization amount be approved. The motion was unanimously approved by a voice vote.

VI. Staff Reports. Various staff provided a report to the Board on the upcoming Smoky Mountain Air Show. Mr. Wilson also reviewed the strategic plan initiative with the Board.

VII. 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 5:28 p.m.


Secretary

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