

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: January 18, 2023

Place: Cascade Room, Airport Hilton
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:13 p.m. on Wednesday, January 18, 2023, 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, Charlie 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. 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 December 14, 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 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. Report of the Administration and Finance Committee. Commissioner Harr, Chair of the Administration and Finance Committee, reported to the Board that the Committee had met prior to the Board meeting and considered the extension of the Airport Authority's external auditor agreement with Coulter & Justus, PC, through the fiscal year ending June 30, 2023. The cost of this extension is \$67,300. Mr. Harr, on behalf of the Committee, moved for the extension of the agreement with Coulter & Justus, PC through the fiscal year ending June 30, 2023, which motion required no second. The motion was unanimously approved by a roll call vote.

Mr. Harr then advised the Board that the Committee had considered the redemption of a portion of the indebtedness of the Airport Authority. The indebtedness paid by the Airport Authority is eligible for reimbursement from the federal pandemic relief grant. Mr. Harr, on behalf of the Committee, moved for the authorization of the President, in consultation with the Chairman, the Airport Authority's Vice President of Finance and legal counsel, to cause the redemption of a portion of the indebtedness of the Airport Authority in an amount not-to-exceed the available grant funds, which motion required no second. The motion was unanimously approved by a roll call vote.

V. New Business.

A. Consideration of Award of Purchase to Freeland Automotive for Operations Vehicles for the Metropolitan Knoxville Airport Authority. Mr. Wilson explained to the Board that additional airport operations trucks are needed to support the airfield, terminal areas and the Knoxville Downtown Island Airport (DKX). Due to supply issues, the Airport Authority was unable to procure the trucks through the

Tennessee statewide contract. The Airport Authority's staff issued a request for purchase, and Freeland Automotive was the only responder able to guarantee the delivery date of the vehicles. The total cost of the three vehicles is \$131,994. It was moved by Mr. Mannis, seconded by Ms. Bailey, that the purchase of three trucks from Freeland Automotive be approved. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Purchase to Envision Collaborative Interiors and Broadway Flooring, Inc. for Board Room Update at McGhee Tyson Airport (TYS). Mr. Wilson reported to the Board that the board room furniture and interior finishes are 22 years old and in need of an update. The proposed purchase will replace the furniture and carpet to provide an open concept and more engaging atmosphere. All of the furniture will be modular to allow for the reconfiguration to match the meeting requirements. The total cost is \$111,527.83. It was moved by Ms. Bentley, seconded by Ms. Koella, that the purchase of materials needed for the board room update from Envision Collaborative Interiors and Broadway Flooring, Inc. be approved. Following discussions, the motion was unanimously approved by a voice vote.

C. Consideration of Approval of Contract with The Harper Company and Work Authorization Number 21-137C with CHA Consulting, Inc. (CHA) for the Terminal Apron Expansion Project at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that three bids were received for the terminal apron expansion project, and The Harper Company submitted the lowest responsive bid. The terminal apron expansion will add up to nine additional overnight aircraft parking spots, and the project is expected to begin in April and finish in January 2024. The cost of the contract with The Harper Company is \$11,671,967.12. Mr. White also explained that the proposed work authorization with CHA is for construction administration, design engineering support, resident project representative services, and quality assurance. The cost of the work authorization with CHA is \$1,296,679.50. Mr. White noted that this project will be funded through grants from the Federal Aviation Administration. It was moved by Mr. Vogel, seconded by Mr. Mannis, that the contract with The Harper Company and Work Authorization Number 21-137C with CHA for the terminal apron expansion be approved and that the related federal grants be approved for execution by the appropriate Airport Authority's officers. The motion was unanimously approved by a voice vote.

D. Consideration of the Purchase of Property Located at 548 East Cunningham Street. Susan Gennoe, the Vice President of Finance at the Airport Authority, informed the Board that the property at 548 East Cunningham Street is adjacent to property owned by the Airport Authority and is important to the Airport Authority's future expansion and development. The property is approximately 0.68 acre and comprised of a 2,671 square foot house. The cost of the property is \$525,000 plus closing costs, and the Airport Authority's staff also recommends a contingency of \$20,000 be made available at the President's discretion for property repairs. The purchase is contingent on an appraisal, home inspection, and title report. It was moved by Ms. Koella, seconded by Ms. Bailey, that the purchase of the property located at 548 East Cunningham Street be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of a Professional Services Agreement with Cumulus Media for Digital Advertising Services. Madeline Littleton, Marketing Specialist at the Airport Authority, explained to the Board that the proposed agreement with Cumulus Media would provide for the development, placement, and management of digital advertisements for the Airport Authority. Cumulus Media was selected from 12 firms that responded to a request for qualifications for digital advertising services. Ms. Littleton explained that the agreement with Cumulus Media would be for one year, with an option to extend for two additional one-year periods. It was moved by Mr. Vogel, seconded by Mr. Mannis, that a professional services agreement with Cumulus Media for digital advertising services be approved. Following discussions, the motion was unanimously approved by a voice vote.

VI. Staff Reports. Mr. White and Ms. Gennoe reported to the Board on the new parking lot E scheduled to be available for opening on February 3, 2023. This parking lot will be opened on an as-needed

basis. The project was under budget by \$959,113.76, and a portion of the remaining funds are expected to be used to make capital improvements to facilitate shuttle services from parking lot E to the terminal.

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 4:49 p.m.


Secretary

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