

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: March 22, 2023

Place: Cascade Room, Airport Hilton
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:05 p.m. on Wednesday, March 22, 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 Joe Dawson, 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.

Chairman Simmons also announced that the nominating committee is being formed, and officer elections will occur at the June Board meeting. Mr. Simmons requested that any commissioner willing to serve on the nominating committee or as an officer should contact Mr. Mamantov.

II. Minutes. The minutes of the regular meeting of February 22, 2023, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by a unanimous voice vote.

III. President's Report and Financial Report. President Patrick Wilson introduced Brian Elton, the new Director of Technology at the Airport Authority, to the Board. Prior to joining the Airport Authority, he worked locally in the healthcare industry. Bryan White, the Vice President of Planning and Development at the Airport Authority, then introduced Jason Bennett, the new Director of Planning at the Airport Authority, to the Board.

Mr. Wilson reported that the annual Transportation Security Administration audit was recently completed, and the Airport Authority received positive feedback. Mr. Wilson also provided a legislative update to the Board and provided 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, advised the Board that the Committee had met prior to the Board meeting to consider renewal of the Airport Authority's employee health, dental, vision, life, AD&D, and disability insurance plans. The policy renewals were recommended by the Airport Authority's insurance broker, Carriage Hill Insurance. Mr. Harr reported that the Committee recommended that the policy renewals 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 roll call vote.

Next, Mr. Harr explained that information regarding the budget and the personnel program for the fiscal year ending on June 30, 2024, was provided to the Committee. This report was informational only.

V. New Business.

A. Consideration of Approval of Work Authorization Number 23-507 to Gresham Smith for the Terminal Building Expansion Program Visioning at McGhee Tyson Airport (TYS). Mr. White explained to the Board that the proposed work authorization with Gresham Smith would develop a unified vision and guidance for future projects in the terminal building. The cost of this work authorization is \$210,000. It was moved by Mr. Vogel, seconded by Mr. Dawson, that Work Authorization Number 23-507 to Gresham Smith for the terminal building expansion program visioning be approved. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Purchase to Aebi Schmidt Group for an Airport Tow Behind Sweeper and Authorization to Accept a Grant from the Tennessee Department of Transportation (TDOT) Aeronautics Division. Mr. White informed the Board that an airport tow behind sweeper is critical for snow removal and rubber removal operations, and the current sweeper has reached the end of its service life. The Airport Authority's staff issued a request for proposals in February, and Aebi Schmidt Group provided the lowest, responsive bid. The cost of the sweeper is \$344,676, and 95% of the cost is expected to be covered by a TDOT Aeronautics Division grant. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the purchase of an airport tow behind sweeper from Aebi Schmidt Group be approved and that the appropriate officers be authorized to accept the related grant from TDOT Aeronautics Division. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Air Service Incentives for New American Airlines Nonstop Service Between TYS and New York-LaGuardia Airport. Jim Evans, the Vice President of Air Service and Marketing at the Airport Authority, informed the Board that the proposed incentives relate to American Airlines' new non-stop, daily flight between TYS and New York-LaGuardia Airport starting on May 5, 2023. The incentives include \$30,000 in initial marketing and advertising funds to support the flights, plus \$1.00 per flown passenger in additional marketing dollars, and a waiver of terminal rents and landing fees associated with the new flight. These incentives will be offered for 12 months and will require American Airlines to operate the new flights for at least 18 months. Mr. Evans explained that American Airlines' failure to operate the flights for the agreed schedule would result in a repayment of all incentives and payment of all fees waived. The proposed incentives are consistent with the Airport Authority's Enhanced Air Service Partnership Program. It was moved by Mr. Harr, seconded by Mr. Vogel, that the air service incentives to American Airlines for the new non-stop service to New York-LaGuardia Airport be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of the Award of Purchase to Wm. S. Trimble for New Security Doors, Exit Security Devices, and Security Cameras at TYS. Mr. Wilson explained that, under the President's purchasing authority, the Airport Authority has purchased and installed a number of new security doors, exit security devices, and security cameras through Wm. S. Trimble, but any additional purchase would cause the amount purchased from Wm. S. Trimble to exceed the President's purchasing authority of \$75,000 from any vendor. Mr. Wilson requests the authorization of additional purchases from Wm. S. Trimble of security doors, exit security devices, and security cameras and related installations in an amount not-to-exceed \$25,000 with an initial purchase of security doors in the amount of \$9,294. It was moved by Mr. Mannis, seconded by Mr. Harr, to authorize the purchase of such goods and services from Wm. S. Trimble in an amount not-to-exceed \$25,000, with an initial purchase of \$9,294. The motion was unanimously approved by a voice vote.

E. Consideration of the Approval of Work Authorization Number 23-508 to Gresham Smith for Shuttle Program Analysis Services at TYS. Susan Gennoe, the Vice President of Finance at the Airport Authority, explained that the proposed work authorization would provide professional services related to the analysis of all aspects of the shuttle program needed at TYS. Areas of study include shuttle routing, hours and frequency, facility needs for operators and vehicles, vehicle type and configuration, technology,

and procurement assistance. The cost of the work authorization is \$127,000. It was moved by Mr. Vogel, seconded by Ms. Koella, that the award of Work Authorization Number 23-508 to Gresham Smith for shuttle program analysis services be approved. The motion was unanimously approved by a voice vote.

VI. Adjournment. 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 4:35 p.m.


Secretary

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