

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: October 18, 2023

Place: Airport Operations Center
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:01 p.m. on Wednesday, October 18, 2023, at the Airport Operations Center, located at 100 Cirrus Landing, Alcoa, Tennessee, with the Board Chairman, Brian Simmons, presiding.

Roll call developed that Board members present, in addition to Chairman Simmons, were Ursula Bailey, Joe Dawson, Charlie Harr, Caryn Hawthorne, Maribel Koella, Wes Stowers 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 as to an item on the agenda or to speak during the public forum at the conclusion of the meeting. Mr. Simmons also announced that the dates for the 2024 board meetings had been distributed to the Board.

II. Minutes. The minutes of the regular meeting of September 20, 2023 had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by a unanimous voice vote.

III. Resolution 23-03: A Resolution Expressing Appreciation to Eddie Mannis for His Service on the Board of Commissioners of the Metropolitan Knoxville Airport Authority. Chairman Simmons recognized the Board's former member, Eddie Mannis, and thanked him for his special contributions to the Board. Mr. Mamantov read aloud Resolution 23-03 expressing appreciation for Mr. Mannis' service and dedication on the Board of Commissioners. Such resolution was duly adopted by unanimous voice vote of the Board and will be included with the Board's minutes. Mr. Wilson also expressed his gratitude to Mr. Mannis for his service to the Airport Authority, particularly for his support of the Authority's staff.

IV. President's Report and Financial Report. President Wilson highlighted two recent news articles about the Airport Authority—the first being an article in the *Knoxville News Sentinel* entitled "Knoxville's airport gets top marks for growth among US airports in new report," and the second being on *teknovention.biz*, a website dedicated to technology, innovation, and entrepreneurship in East Tennessee, entitled "McGhee Tyson Airport is flying high, economically speaking." Both articles highlighted that the McGhee Tyson Airport (TYS) ranked 19 out of 80 for small hub airports in the Airport Accessibility Index created by Swelbar-Zhong Consultancy.

Next, Mr. Wilson announced the upcoming "Hallowings" costume event at Knoxville Downtown Island Airport (DKX) on October 22, 2023, between 3:00 and 5:00 p.m. Becky Huckaby explained that the hangar owners at DKX would be decorating their planes and handing out candy. Mr. Wilson invited the Commissioners and the public to attend.

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

V. New Business.

A. Consideration of Fuel and Fire Truck Insurance Policy Renewal. Susan Gennoe, the Vice President of Finance at the Airport Authority, explained to the Board that D.R. Cox and Company sought insurance quotes for the four fire trucks at TYS and two leased fuel trucks at DKX. The current provider, Travelers Insurance, quoted a premium of \$15,555 or an increase of 8% from the previous year. The deductible on the two leased fuel trucks and two of the firetrucks also increased from \$2,500 to \$5,000 from the previous year. It was moved by Mr. Vogel, seconded by Ms. Koella, that the fuel and fire truck insurance policy be renewed as presented. Following discussion, the motion was unanimously approved by a voice vote.

B. Consideration to Authorize Master Services Agreement to Provide Public Relations Services to the Airport Authority. Becky Huckaby, the Vice President of Public Relations at the Airport Authority, informed the Board that the Airport Authority solicited proposals for public relations and marketing consultants in June. After the review of proposals, Finn Partners was selected as the recommended consultant by the review committee. The initial services to be provided by Finn Partners includes media training, campaign branding exercises for upcoming construction projects, and the development of a comprehensive construction communications plan. The proposed cost of these initial services will not exceed \$100,000. It was moved by Mr. Dawson, seconded by Ms. Koella, that the agreement with Finn Partners be approved and the Airport Authority be authorized to spend an amount not to exceed \$100,000 for the initial services as presented. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Work Authorization Number 23-158B to CHA Consulting, Inc. (CHA) for the 5R/23L Environmental Assessment at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that the proposed work authorization provided for the required environmental documentation for the Runway 5R/23L rehabilitation program. This work authorization is eligible to be reimbursed with federal funding. The cost of the proposed work authorization is \$166,708. It was moved by Mr. Vogel, seconded by Ms. Bailey that Work Authorization Number 23-158B to CHA for the Runway 5R/23L environmental assessment be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Approval of Award to Messer Construction for Construction Manager at Risk Services for the Parking Garage Expansion Project and the Acceptance of Tennessee Department of Transportation (TDOT) Aeronautics Division Funding at TYS. Mr. White explained to the Board that the Airport Authority's staff solicited proposals for construction manager at risk services for the parking garage expansion project in August. After interviewing three qualified firms, the Airport Authority's staff recommends awarding the contract to Messer Construction. Mr. White explained that the proposed award for consideration is for pre-construction services only and a guaranteed maximum price for the project would be presented at a future Board meeting. The cost of the pre-construction services is \$199,930.40. The Airport Authority's staff also requests acceptance of a grant from TDOT Aeronautics Division for this project. It was moved by Mr. Vogel, seconded by Mr. Dawson, that the award to Messer Construction for pre-construction services for the parking garage expansion project and the acceptance of a grant from TDOT Aeronautics Division be approved. Commissioner Stowers recused himself from the vote due to a potential, indirect conflict of interest. The remaining Commissioners unanimously approved the motion by a voice vote.

E. Consideration of Approval of Work Authorization Number 22-502E to Gresham Smith for the Parking Garage Expansion Design Development and Construction Documents and the Acceptance of TDOT Aeronautics Division Funding at TYS. Mr. White informed the Board that the proposed work authorization to Gresham Smith included project management, civil design, architectural design, code and life safety reviews, wayfinding design, structural engineering design, quality control program, construction manager at risk coordination, and coordination with our rental car companies in connection

with the Parking Garage Expansion project. Funding for this project will be obtained from TDOT Aeronautics Division. The total cost of this work authorization is \$6,092,627. It was moved by Mr. Dawson, seconded by Mr. Vogel, that Work Authorization Number 22-502E to Gresham Smith for the parking garage expansion design development and construction documents and the acceptance of a grant from TDOT Aeronautics Division be approved as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Award to McCarty Holsaple McCarty, Inc. (MHM) for TYS Parking Garage Elevator Replacement Design Services at TYS. Mr. White explained that an assessment of the parking garage elevator recommended replacement due to the elevator's age and mechanical condition. The proposed award to MHM includes all design services for the replacement of the parking garage elevator, and the advertisement and selection of a contractor for the project. The cost of the proposed contract is \$42,500. It was moved by Ms. Bailey, seconded by Ms. Koella, that the award to MHM for the parking garage elevator replacement design services be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Work Authorization Number 23-164 to CHA Consulting, Inc. (CHA) for the Generator Load Bank Connections Safety Improvements at TYS. Mr. White explained that the proposed work authorization includes planning, engineering, design, and associated support services to improve the safety and operational efficiency of the generator load bank connections in the terminal and concourse, Airport Operations Center, and Aircraft Rescue and Fire Fighting Facility. The cost of the proposed work authorization is \$119,383. It was moved by Mr. Dawson, seconded by Mr. Vogel, that Work Authorization Number 23-164 to CHA for safety improvements to the generator load bank connections be approved as presented. Commissioner Stowers recused himself from the vote due to a potential, indirect conflict of interest. The remaining Commissioners unanimously approved the motion by a voice vote.

H. Consideration of Approval of Award to Ardour Enterprises, LLC (Ardour), and Construction Administration Services with MHM for DKX Phase I Terminal Improvements Project. Mr. White informed the Board that the first phase of the DKX terminal improvements project is patching and repairing numerous existing penetrations in the existing metal siding, adding two building mounted signs, prepping and painting, new architectural fencing and gates, and an exterior covered seating area for the terminal hangar facility. The proposed work authorization with MHM is for construction administration for a total cost of \$8,500. After soliciting bids for the construction of this project, Ardour was the only received bid. MHM reviewed the bid and concluded the bid was responsible, responsive, and within the architectural opinion of cost. The cost of the contract with Ardour is \$371,060. It was moved by Mr. Dawson, seconded by Ms. Bailey, that the award to Ardour and the work authorization to MHM for phase one of the DKX terminal improvements project be approved as presented. Commissioner Stowers recused himself from the vote due to a potential, indirect conflict of interest. The remaining Commissioners unanimously approved the motion by a voice vote.

I. Consideration of Approval of Work Authorization Number 23-165 with CHA Consulting, Inc. (CHA) for the Terminal Parking Lot Improvements Project and Acceptance of TDOT Funding at DKX. Mr. White informed the Board that phase two of the DKX improvements project is expanding and improving the existing parking facility to provide a more intuitive path to the terminal. The proposed work authorization to CHA includes programming, design and bidding services. The cost of the proposed work authorization is \$110,737. It was moved by Ms. Bailey, seconded by Mr. Vogel, that Work Authorization Number 23-165 with CHA for the DKX terminal parking lot improvements project and the acceptance of a grant from TDOT Aeronautics Division be approved as presented. The motion was unanimously approved by a voice vote.

J. Consideration of Approval of Work Authorization Number 23-601 to Internetwork Engineering (IE) for Network Server Infrastructure, Equipment, Professional Services, and Acceptance of

a Grant from TDOT Aeronautics Division in Support of the Common Use Initiative for TYS. Mr. Wilson reminded the Board that IE was approved as the Airport Authority's network integration service provider in February. At the request of Mr. Wilson, Brian Elton, the Director of Technology at the Airport Authority, explained that the proposed work authorization includes equipment for network servers and hardware accessories to support the future common use initiative and public address system and storage and integration equipment to support the future shared use system. The cost of the proposed work authorization is \$598,750.50, plus a contingency of 10%, or \$59,875.05, for a total of \$658,625.55. It was moved by Mr. Dawson, seconded by Mr. Stowers, that Work Authorization Number 23-601 to IE for network server infrastructure, equipment, and professional services and the acceptance of a grant from TDOT Aeronautics Division be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

K. Consideration of Work Authorizations with ADK Executive Search Services (ADK) for Professional Services. Mr. Wilson explained to the Board that the hiring of two leadership positions, a Chief Operating Officer or Vice President of Operations and a Business Diversity Director or Business Diversity Manager, was recently approved as part of the Airport Authority's budget for the fiscal year ending June 30, 2024. The leadership level and specialization of these roles requires the expertise of ADK Executive Search Services to assist with the search. The professional fee for these services will not exceed \$86,000 plus any approved travel expenses or other add-ons requested by the Airport Authority. It was moved by Mr. Vogel, seconded by Mr. Dawson, that the work authorizations with ADK for professional search services be approved as presented. The motion was unanimously approved by a voice vote.

VI. Public Forum. Chairman Simmons announced that the business agenda had been completed and that there were no requests by individuals wishing to address the Board.

Mr. Dawson explained to the Board that he attended the most recent Aviation Academy Alumni meeting, and he congratulated the Airport Authority's staff for a successful event.

VII. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 4:45 p.m.



Secretary