The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:01 p.m. on Wednesday, October 16, 2019 at Knoxville Downtown Island Airport with the Board Chairman, Eddie Mannis, presiding.

Roll call developed that Board members present, in addition to Chairman Mannis, were Ursula Bailey, Julia Bentley, Joe Dawson, Charles Harr, Mariibel Koella, Brian Simmons, and Jeff Smith. 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 Mannis 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 Chairman noted that the minutes of the regular meeting of September 25, 2019, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by unanimous voice vote.

III. **Consent Calendar.** The Chairman noted that the Consent Calendar for October 16, 2019, had been included with the agenda materials, and he requested that Mr. Wilson review it with the Board. Following the review of the Consent Calendar, the Chairman inquired whether any Commissioner wished to move an item to the regular agenda. There being no such request, upon motion duly seconded, the Consent Calendar was approved by majority voice vote, whereby Commissioner Smith abstained from the vote, and a copy will be filed with these minutes.

IV. **President’s Report and Financial Report.** President Patrick Wilson advised the Board that his written report was included with the agenda materials, that the financial report was also included with the agenda materials, and that both reports would be on file in the administrative offices of the Airport Authority. Mr. Wilson then reported that the Airport served 233,423 passengers during the month of August, an increase of 21% when compared to August 2018. Mr. Wilson further reported that August was the 40th month of consecutive year-over-year passenger traffic growth.

Mr. Wilson explained that he and other members of the Airport Authority’s staff met with Allegiant Air’s executives in Las Vegas to recap the first year’s performance of the Allegiant Air base operation at the Airport. Allegiant Air was pleased with the year’s performance and is excited to launch direct flights to Sarasota and Palm Beach in November.

V. **New Business.**

A. **Consideration of Approval of Purchase to Airport Seating Alliance for Terminal Furniture and Power Outlets.** Mr. Wilson advised the Board that the Facility Maintenance Department of the Airport Authority had inspected the existing inventory of terminal seating. Upon such inspection,
department personnel noticed several bench seats that were beyond repair and in need of replacement. The Airport Authority is recommending the purchase of 20 additional four-seat units, as such units have proved to be the most durable. Additionally, the Airport Authority is recommending the existing power outlets be replaced with outlets that meet current industry standards and provide a USB port. Airport Seating Alliance was the original provider of the seats and provides power outlets that adapt to the current furniture without modification. This purchase will include materials and installation in the amount of $69,871.00. It was moved by Ms. Bailey, seconded by Mr. Simmons, that the purchase of terminal furniture and power outlets from Airport Seating Alliance be approved. Following discussion, the motion was unanimously approved by a voice vote.

B. Consideration of Award of Contract to Tennessee Associated Electric, LLC for Generator Maintenance and Repairs at McGhee Tyson Airport. Mr. Wilson explained to the Board that the presented agenda item was for inspection, preventative maintenance, and repair services for the Airport's ten generator units. In August, the Airport Authority advertised a request for bids and received bids from seven providers. Based on experience, estimated cost and references, the Airport Authority recommends Tennessee Associated Electric, LLC, as the low-cost bidder. The proposed contract is for five years and the expected cost is $129,983.00. It was moved by Mr. Harr, seconded by Mr. Dawson, that the award of contract to Tennessee Associated Electric, LLC, for generator maintenance and repair be approved, subject to legal counsel's review. The motion was unanimously approved by a voice vote.

C. Consideration of Approval of Change Order Number 6 to the Contract with The Harper Company, Inc. for Runway 5L/23R Reconstruction Project 3. Mr. Wilson advised the Board that the agenda item provides for the installation of eight drainage inlets to be installed in the surface of Runway 5R/23L. Mr. Wilson explained that intense rain events have resulted in an area of standing water on the runway that is slow to dissipate, and these drainage inlets will reduce the standing water. The change order shall not exceed a cost of $500,000.00 and will add 20 days to the contract. It was moved by Ms. Koella, seconded by Mr. Simmons, that Change Order Number 6 to the contract with The Harper Company, Inc. be approved. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Express Services, Inc. Staffing Agreement. Mr. Wilson advised the Board that the Airport Authority has temporary staffing needs for customer service assistance at the security check point and parking shuttle operations. The Airport Authority’s staff recommends using Express Services, Inc. to provide those temporary staffing needs. As Express Services, Inc. will be used on an as-needed basis, the total contract amount is unknown; however, the budget has provided for $67,000.00 for temporary staffing. Mr. Wilson advised that the contract has been negotiated and reviewed by legal counsel. It was moved by Ms. Bentley, seconded by Ms. Bailey, that the contract with Express Services, Inc. be approved. Following discussion, the motion was unanimously approved by a voice vote.

E. Staff Reports.

Mr. Jim Evans, Vice President of Marketing and Air Service Development, reported to the Board regarding the recent article in the Knoxville News Sentinel, titled "McGhee Tyson Airport named third most expensive airport in the country." Mr. Evans explained that the Department of Transportation (DOT) data used to compile the report was based on a ten percent random sample of reported tickets, but DOT's process on obtaining the sample was unknown. The data, as presented in the article, is misleading to readers because the data is almost a year old, was gathered prior to the establishment of the Allegiant Air base at the Airport, and is based on the 100 largest airports, and not peer airports to McGhee Tyson Airport. Mr. Evans and his marketing department ran their own study that determined the Airport would now be ranked #17 among the 100 largest airports, with airfares trending down 12% in the second quarter of this year. Mr. Evans told the Board that based on similar sized airports, the airfares at the Airport
would be considered average. Furthermore, Mr. Evans noted that, due to the increase in leisure travelers at the Airport and the competitive pricing provided by Allegiant Air, the Airport should continue to see lower fares.

Trevis Gardner, Vice President of Operations, then reported to the Board on the operations of the Knoxville Downtown Island Airport (DKX) and general aviation as a whole in the United States. Mr. Gardner explained that DKX is one of the busiest general aviation airports in the state, with approximately 72,000 flights and aviation fuel sales of over $800,000.00 in 2018 and over 150 based aircraft currently on site. Mr. Gardner explained to the Board that DKX has a viable, long-term aircraft maintenance provider on site, and DKX boasts the ongoing presence of the Knox County Sheriff’s Department aviation unit.

Finally, Becky Huckaby, Vice President of Public Relations, reported to the Board on customer service inquiries and the holiday travel information campaign. Ms. Huckaby explained that as passenger traffic has continued to grow at the Airport, the Airport Authority has seen an increase in email responses (207% increase) and has grown a social media following of over 25,000 fans. Ms. Huckaby also informed the Board that in anticipation of the holiday traffic, the public relations department has launched a campaign involving social media, email targeting, traditional news and billboards to inform the public of its need to arrive early to secure parking and due to longer lines at security.

The Chairman announced that the new business agenda item and the staff reports had been completed and asked if there were any requests by individuals wishing to address the Board. At that time, Jim Lara, a current tenant at DKX, introduced himself and complimented the DKX staff and facility.

After Mr. Lara addressed the Board, the Chairman announced that the agenda of the Board was concluded. Upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:02 p.m.

[Signature]
Secretary