

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: February 21, 2024

Place: Airport Operations Center
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:00 p.m. on Wednesday, February 21, 2024, 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 Julia Bentley, 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.

II. Minutes. The minutes of the regular meeting of January 24, 2024 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 Wilson provided the Board with highlights of the activity report, the project report, and financial information that was included with the agenda materials. Mr. Wilson also provided a legislative update to the Board.

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 the job description and pay range for a Chief Operating Officer. The Board previously approved the search efforts for a Vice President of Operations position, but the proposed Chief Operating Officer would allow the public safety department to merge with the operations department. Mr. Harr moved on behalf of the Committee that the job description and pay range for a Chief Operating Officer be approved as presented, a motion which required no second. The motion was unanimously approved by voice vote.

Mr. Harr advised the Board that the Committee also considered an amendment to the engagement letter with Bass, Berry & Sims PLC. On behalf of the Committee, Mr. Harr moved for approval of the amendment as presented, which motion required no second. The motion was unanimously approved by a voice vote.

V. Report of the Airline and Passenger Services Committee. Commissioner Vogel, Chair of the Airline and Passenger Services Committee, advised the Board that the Committee had met prior to the Board meeting to consider the adoption of an updated incentive program for airlines. The updated incentive program will encourage new air service and incorporates new guidance from the Federal Aviation Administration (FAA) regarding such programs. Mr. Vogel moved on behalf of the Committee that the incentive program be approved, a motion which required no second. The motion was unanimously approved by voice vote.

Mr. Vogel advised the Board that the Committee also considered an advertising policy for McGhee Tyson Airport (TYS). On behalf of the Committee, Mr. Vogel moved for approval of the advertising policy as presented, which motion required no second. The motion was unanimously approved by a voice vote.

VI. New Business.

A. Consideration of Award of Aviation Fuel Services Agreements for Knoxville Downtown Island Airport (DKX). Rob Voyles, the Director of General Aviation at the Airport Authority, informed the Board that the Airport Authority issued a request for proposals for aviation fuel and fueling equipment at DKX. Eastern Aviation d/b/a Titan Aviation Fuels is the vendor that presented the most favorable proposal. The proposed term of an agreement with Titan Aviation Fuels would be five years. The fueling equipment would be rented at no charge. Mr. Voyles explained that the aviation fuel cost is estimated to be \$62,937 per month based on the cost of goods sold, and the credit card processing fees are estimated to be \$2,348 per month. The fuel costs and processing fees would be paid from sales of aviation fuel at DKX. It was moved by Mr. Harr, seconded by Mr. Vogel, that the award to Titan Aviation Fuels for aviation fuel services at DKX be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of the Purchase from Fire Suppression Solutions, LLC. Tom Aiken, the Director of Public Safety at the Airport Authority, explained to the Board that the fire suppression systems in two rooms hosting information technology equipment are water-based. The proposed purchase would provide for a dry agent fire extinguishing system that would be safer for the equipment and would be the same as is used in other similar areas of the Airport. The proposed cost is \$90,640.57, including installation and testing. It was moved by Ms. Bentley, seconded by Mr. Stowers that the purchase from Fire Suppression Solutions, LLC be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

C. Consideration of Approval of a Contract with Service One to Refurbish Inbound Conveyor System BB1 in the TYS Terminal. Trey Meadows, the Senior Director of Facilities at the Airport Authority, explained to the Board that Carousel 1, where passengers pick up their luggage, was originally installed in 1999. The proposed contract would refurbish the conveyor belt to restore normal levels of service and extend the life of the system. Following a solicitation of quotes, Service One was the lowest bidder at \$62,910. Mr. Meadows requested approval of a contingency of 25%, or \$15,728, to address any unforeseen conditions during this project. It was moved by Mr. Vogel, seconded by Ms. Koella, that the contract with Service One to refurbish the inbound conveyor system in the terminal be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Work Authorization Number 22-502J to Gresham Smith for the Parking Garage Expansion Program Management Services Phase 1 at TYS and Acceptance of Tennessee Department of Transportation (TDOT) Funding. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that the proposed work authorization would provide program management support prior to the award of the guaranteed maximum price. Gresham Smith would be responsible for the delivery of the overall project and the management of the Construction Manager at Risk. The proposed cost of this work authorization is \$585,259, funded through a TDOT Aeronautics Division grant. It was moved by Ms. Bentley, seconded by Mr. Vogel, that Work Authorization Number 22-502J to Gresham Smith for program management services related to the parking garage project and the acceptance of related TDOT funding be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Award to Messer Construction for Predrilling Services for the Parking Garage Expansion Project at TYS and Acceptance of TDOT Funding. Mr. White informed the Board that the first phase of the parking garage project will be focused on foundation construction and utilities, with the first step being predrilling. The proposed award to Messer is for predrilling with the site work and caisson foundation construction to be presented at a future Board meeting. The proposed cost of

