

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: March 20, 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, March 20, 2024, at the Airport Operations Center, located at 100 Cirrus Landing, Alcoa, Tennessee, with Vice Chairman Howard Vogel presiding.

Roll call developed that Board members present, in addition to Howard Vogel, were Ursula Bailey, Julia Bentley, Joe Dawson, Charlie Harr, Caryn Hawthorne, Maribel Koella, and Wes Stowers. 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. Vice Chairman Vogel 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 February 21, 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.

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

Mr. Harr advised the Board that the Committee also considered a one-time performance recognition award for the Airport Authority's employees equal to 3.5% of each employee's base pay. The Committee recommended that such award include the President position. On behalf of the Committee, Mr. Harr moved for approval of the one-time performance recognition award, which motion required no second. The motion was unanimously approved by a voice vote.

V. New Business.

A. Report Related to the Architectural Visioning Process Report. At the request of Mr. Wilson, Luca Carraro from Gresham Smith reported to the Board on the results of the architectural visioning process. This report was informational only.

B. Report Related to the Parking Demand/Supply Forecast. Mr. Wilson reported to the Board on the current parking demand and supply forecast. Mr. Wilson explained that a more detailed report would be provided at the April Board meeting. This report was informational only.

C. Consideration of Approval for Award to Messer Construction for the Temporary Public Parking Lot C Expansion and Remote Parking Support at McGhee Tyson Airport (TYS). Bryan White, the Vice President of Planning and Development at the Airport Authority, informed the Board that the updated parking demand projections reflect a deficit in available public parking. To provide additional parking during the parking garage construction project, the Airport Authority's staff recommends the expansion of Parking Lot C. The expansion will provide approximately 500 spaces for early summer. The cost of the proposed project using a design/build approach through the amendment of an existing contract with Messer Construction will not exceed \$4,650,000, which the staff recommends, and the staff also recommends the President be authorized to spend an additional \$500,000 for remote parking improvements. The proposal requires an amendment to the capital budget for the fiscal year ended June 30, 2024. It was moved by Ms. Bentley, seconded by Mr. Dawson, that the selection of Messer Construction to provide design/build services for the Parking Lot C expansion and remote parking support at TYS be approved as presented, that the capital budget be amended accordingly and that the additional \$500,000 for additional improvements be also 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.

D. Consideration of the Approval of Parking Access Control Equipment Purchase and Additional Needs to Repurpose Three Employee Lots. Susan Gennoe, the Vice President of Finance at the Airport Authority, explained to the Board that to accommodate the increase in parking demand, the Airport Authority desires to repurpose three employee parking lots to public parking lots. The proposed purchase will incorporate access control equipment at the entrance and exit of these repurposed public parking lots. The access control equipment is approximately \$138,529. Ms. Gennoe recommends that the President be authorized to spend up to \$750,000 for the purchase of the equipment and for additional costs to make the public parking lots operational, including construction and information technology costs. It was moved by Mr. Stowers, seconded by Mr. Harr that the parking access control equipment purchase and additional needs to repurpose three employee lots be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

E. Consideration of Approval of Amended and Restated Shuttle Services Agreement with RTW Management, Inc. (RTW). Ms. Gennoe explained to the Board that the Airport Authority previously entered into an agreement with RTW for shuttle services at TYS. The original agreement permitted employee and tenant shuttle buses to be added to RTW's passenger shuttle responsibilities any time after July 1, 2024, but RTW has verbally agreed to start such services early on April 1, 2024. The proposed agreement would accommodate the April 1, 2024 start date for the employee and tenant shuttle bus services and additional changes including: (i) providing additional flexibility for the Airport Authority to adapt the bus routes, (ii) providing for the use of Airport Authority owned-buses for certain routes, and (iii) clarifying that compensation is based upon the type of bus used for the service. It was moved by Ms. Hawthorne, seconded by Ms. Bentley, that the amendments to the shuttle services agreement with RTW be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

F. Consideration of Approval of Addendum Number Six to Public Parking Management Services Agreement with Republic Parking of Knoxville (Republic). Ms. Gennoe explained to the Board that the Airport Authority previously engaged Republic to provide employee and tenant shuttle bus services. Due to the upcoming parking capacity challenges, Republic has indicated that it prefers to discontinue the shuttle services as of April 1, 2024 and reallocate its shuttle employees to other parking responsibilities. The proposed amendment to the agreement with Republic discontinues the shuttle bus services, extends the term for one additional year through June 30, 2025, and additional changes including: (i) increasing flexibility for the Airport Authority to adapt the parking lots managed by Republic and (ii) increasing Republic's management fee for the additional term year. It was moved by Ms. Bentley, seconded by Ms.

Bailey, that the Addendum Number Six to Public Parking Management Services Agreement with Republic Parking of Knoxville be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Purchase of Property at 428 Link Drive. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 428 Link Drive is near property owned by the Airport Authority and is important to the Airport Authority's future expansion and development. The lot is 0.60 acres, and the house on the lot is 2,300 square feet. The cost of the property is \$520,000 plus closing costs. The purchase will be contingent on a property inspection, appraisal and title report. It was moved by Ms. Koella, seconded by Mr. Dawson, that the purchase of property at 428 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of a Contract with Greenway Lawn Care Inc. (Greenway) to Provide Mowing and Trimming Services. Michael Giles, the Procurement Manager at the Airport Authority, informed the Board that the Airport Authority owns several residential properties that require general lawn care maintenance. The Airport Authority's staff issued a request for proposals for lawn care maintenance and Greenway provided the lowest cost and most responsive bid. The proposed contract will be for a term of three years with two optional years. The proposed cost for the first three years is approximately \$171,000. It was moved by Ms. Bailey, seconded by Ms. Bentley, that the award to Greenway to provide mowing and trimming services be approved as presented. The motion was unanimously approved by a voice vote.

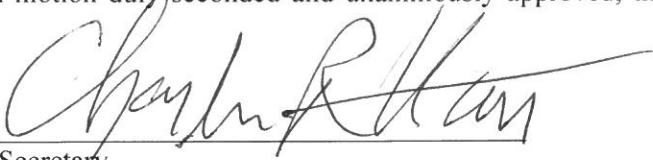
I. Consideration of Approval of Policy Relating to the Contracting and Purchasing Authority of the President Amendment. Mr. Wilson explained that the Airport Authority's "Policy Relating to the Contracting and Purchasing Authority of the President" limits the President's purchasing authority to \$75,000 per fiscal year, per vendor. Mr. Wilson explained that the total expenditures for the current fiscal year for the following vendors are near that \$75,000 threshold: Amazon, Grainger, CDW Government, Internetwork Engineering, and Amadeus. Mr. Wilson proposes that his purchasing authority be increased to \$150,000 for the remainder of the fiscal year ending June 30, 2024 for those particular vendors. It was moved by Ms. Koella, seconded by Mr. Dawson, that the President's purchasing authority be increased to \$150,000 for the presented vendors through the fiscal year ending June 30, 2024. The motion was unanimously approved by a voice vote.

J. Consideration of Ratification of Purchases to M3 Technology Group and Service One for the Board Room Update at TYS. Mr. Wilson explained that the Board previously approved the furniture and interior update to the Board room. The Board room also requires an update to the audiovisual equipment and the cabinets and countertops to coordinate with the new furniture and carpet. Due to the long lead times involved for the equipment and countertops needed to update the Board room, deposits were approved for these items prior to the Board meeting date. Mr. Wilson recommends the approval of a 15% contingency to be used at his discretion to complete the Board room. The total proposed cost, including the 15% contingency, is \$234,725.63. Mr. Wilson informed the Board that he hoped the Board room would be complete by the June Board meeting. It was moved by Mr. Dawson, seconded by Mr. Stowers, that the purchases to M3 Technology Group and Service One for the Board room update at TYS be ratified. The motion was unanimously approved by a voice vote.

VI. Staff Reports. Rob Voyles, the Director of General Aviation at the Airport Authority, updated the Board on upcoming events at the Knoxville Downtown Island Airport (DKX) and completed and planned improvements at DKX.

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

VIII. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:19 p.m.


Secretary

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