

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: December 13, 2023

Place: Airport Operations Center
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 3:55 p.m. on Wednesday, December 13, 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, Julia Bentley, Joe Dawson, Charlie Harr, Caryn Hawthorne, 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.

Chairman Simmons announced that the Airport Authority Christmas party would take place immediately following the Board meeting at the Airport Hilton.

II. Minutes. The minutes of the regular meeting of November 15, 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 Wilson first congratulated Judy Mapes on her retirement from the Airport Authority. Ms. Mapes was hired on September 22, 2008, as a payroll assistant and retired on December 1, 2023, as an accounting specialist specializing in accounts payable. Mr. Wilson then congratulated Ron Pavlik on his retirement from the Airport Authority after 33 years. Mr. Pavlik has served as a laborer, equipment operator and various other titles, and he was promoted to Supervisor of Building Services on July 19, 1999. Mr. Wilson thanked Ms. Mapes and Mr. Pavlik for their service to the Airport Authority.

Mr. Wilson then 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 the selection of the external auditors for the fiscal year ending June 30, 2024. Mr. Harr explained that transitioning external auditors during the upcoming bond financing would be challenging, and the Committee recommends a two-year extension with Coulter & Justus, P.C., the Airport Authority's current external auditors. Mr. Harr moved on behalf of the Committee that the extension to the agreement with Coulter & Justus, P.C. be approved, a motion which required no second. The motion was unanimously approved by voice vote.

V. New Business.

A. Consideration of Purchase of Property Located at 526 East Cunningham Street. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 526 East Cunningham Street is near property owned by the Airport Authority and is important to the Airport Authority's future expansion and development. The lot is 0.50 acres, and the house on the lot is 2,000 square feet. The cost of the property is \$425,000 plus closing costs. The purchase will be contingent on a property inspection, appraisal, and title report. The staff further recommends that a contingency of \$25,000 be made available at the President's discretion for property repairs. It was moved by Mr. Dawson, seconded by Mr. Stowers, that the purchase of property located at 526 East Cunningham Street be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Purchase of Property Located at 680 West Hunt Road. Mr. Schroth informed the Board that a residential home located at 680 West Hunt Road is also 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 2,076 square feet. The cost of the property is \$525,000 plus closing costs. The purchase will be contingent on a property inspection, appraisal, and title report. The staff further recommends that a contingency of \$25,000 be made available at the President's discretion for property repairs. It was moved by Mr. Dawson, seconded by Mr. Stowers that the purchase of property located at 680 West Hunt Road be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

C. Consideration of Award of Contract to Knoxville's Community Development Corporation (KCDC) for the Demolition of Structures Located at 706 West Hunt Road. Mr. Schroth explained to the Board that the proposed award to KCDC includes the solicitation of bids and project management for the demolition of all structures and site restoration at 706 West Hunt Road. KCDC estimates the cost of the project to not exceed \$45,000. The staff further recommends that a contingency of 10% or \$4,500 be made available at the President's discretion for additional project costs, for a total project budget of \$49,500. It was moved by Ms. Hawthorne, seconded by Ms. Bailey, that the award of contract to KCDC for the demolition of structures located at 706 West Hunt Road be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of Purchase of a Fleet Vehicle from Ford of Murfreesboro for McGhee Tyson Airport (TYS). Michael Giles, the Procurement Manager at the Airport Authority, explained that the proposed purchase of a fleet service truck was included in the Airport Authority's capital improvement program. This vehicle will be purchased from Ford of Murfreesboro through a state-wide purchasing contract for \$86,954. It was moved by Ms. Bentley, seconded by Ms. Hawthorne, that the purchase of a fleet vehicle from Ford of Murfreesboro be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of Purchase of Mowing Equipment from Ag-Pro for TYS. Mr. Giles informed the Board the proposed purchase of mowing equipment, specifically a rotary cutter, was included in the Airport Authority's capital improvement program. Following a request for proposals, one bid was received from Ag-Pro. The proposed cost is \$59,499.15. It was moved by Ms. Bailey, seconded by Mr. Vogel, that the purchase of mowing equipment from Ag-Pro be approved as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Retaining McCarty Holsapple McCarty, Inc. (MHM) for Airport Operations Center Office Expansion Design Development for TYS. Trey Meadows, the Senior Director of Facilities at the Airport Authority, presented to the Board the proposed retention of MHM to prepare construction documents, including drawings and specifications, for the renovation of a portion of the Airport Operations Center to add additional office space and an additional breakroom. The cost of the

proposed contract is \$46,000. It was moved by Mr. Dawson, seconded by Ms. Bailey, that the proposed retention of MHM for design development of the Airport Operations Center office expansion be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Award to Messer Construction (Messer) for Signage Procurement and Installation for Terminal Curbside and the Cell Phone Lot at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that the proposed award would provide for the purchase and installation of signage to prevent idling at the front curbs for departures and arrivals and for signage to direct users to a new, larger cell phone lot at the southern portion of Surface Lot B. The proposed cost of the award is \$125,000. It was moved by Mr. Vogel, seconded by Ms. Bailey, that the award to Messer for signage procurement and installation for terminal curbside and the cell phone lot at TYS 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 Messer for Construction Manager at Risk Services and Approval of Work Authorization Number 15-218F to C2RL for the Terminal Exterior/Envelope Improvements Project at TYS. Mr. White explained to the Board that the existing terminal has been in service over 20 years and maintenance improvements are required due to the natural weathering of the exterior stone envelope. After requesting competitive bids for the terminal envelope project in August, Messer was the apparent low bidder. Due to the complexities of construction on an existing facility, the Airport Authority staff recommends that Messer serve as the Construction Manager at Risk (CMAR) instead of as a general contractor. The proposed award to Messer for pre-construction services is \$107,430.40, and the Airport Authority's staff will present a guaranteed maximum price at a future Board meeting. Mr. White explained that the proposed work authorization with C2RL would be for continued design document development, project management and CMAR coordination. The cost of the proposed work authorization with C2RL is \$205,918. It was moved by Mr. Vogel, seconded by Mr. Dawson, (i) that the procurement of Messer's services as a CMAR instead of as a general contractor in the manner undertaken be approved, (ii) that Messer be selected to provide such CMAR services and (iii) that Work Authorization Number 15-218F to C2RL for the terminal exterior/envelope improvements project at TYS 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.

VI. Staff Reports. Becky Huckaby, the Vice President of Public Relations at the Airport Authority, reported to the Board that the Airport Authority would host over twenty local caroling groups to perform for travelers during this year's "Sounds of the Season" event. Ms. Huckaby explained that the event would run through next Thursday and performances would occur between 10:00 a.m. and 4:00 p.m. Ms. Huckaby also reported that the Airport Authority continues to advertise the need for passengers to arrive early for their flights to find parking, along with other helpful holiday travel information.

VII. 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.

VIII. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 4:22 p.m.


Secretary