

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Administration and Finance Committee

The Administration and Finance Committee of the Metropolitan Knoxville Airport Authority met at the Airport Operations Center, located at 100 Cirrus Landing, Alcoa, Tennessee, pursuant to notice at 3:30 p.m. on Wednesday, February 21, 2024.

Commissioner Charlie Harr presided, and other members present were Julia Bentley, Caryn Hawthorne, Howard Vogel and Brian Simmons, Board Chairman, as an ex officio member of the Committee. Also attending were Patrick Wilson, President of the Airport Authority; other members of the Airport Authority's staff; and Mark Mamantov, legal counsel, who acted as secretary at the request of the Chair.

The Chair noted that the minutes of the last meeting of the Administration and Finance Committee held on January 24, 2024, had been distributed with the agenda materials, and upon motion duly made and seconded, the minutes were approved by a unanimous voice vote.

The first order of business was the consideration of the job description and pay range for a Chief Operating Officer. Mr. Wilson explained that the Airport Authority has seen unprecedented growth in passenger activity and has new projects that will affect ongoing operations now and in the future. 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. The day-to-day safety, operations, and emergency management (airside and landside) of the Airport Authority would be combined under one leader who will report to the President. The job description and pay range will be used to inform and communicate recruiting efforts through the ADK executive recruiting agency. Following discussion and upon motion duly made and seconded, the Committee recommended to the Board the job description and pay range for a Chief Operating Officer as presented by unanimous voice vote.

The second order of business was the consideration of an amendment to the engagement letter with Bass, Berry & Sims PLC. Mr. Wilson explained that Bass, Berry & Sims PLC has served as general counsel to the Airport Authority for over 30 years and has rarely adjusted its hourly rates during that period. The firm proposes to amend its current engagement letter to reflect current market rates. The hourly rates will remain heavily discounted, recognizing the Airport Authority as a governmental entity and reflecting the firm's long-standing relationship with the Airport Authority. Following discussion and upon motion duly made and seconded, the Committee recommended to the Board the amendment to the engagement letter with Bass, Berry & Sims PLC as presented by unanimous voice vote.

There being no further business to come before the meeting, it was, upon motion duly seconded and unanimously approved, adjourned at 3:47 p.m.


Acting Secretary