

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: January 24, 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, January 24, 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 Charlie Harr, 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 December 13, 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 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 an overview of the Airport Authority's accomplishments during 2023.

Mr. Wilson explained that the staff did an excellent job managing last week's winter storm with aging equipment and declining airfield conditions. The Airport Authority made the safety decision to shut down operations at McGhee Tyson Airport (TYS) at 7 p.m. on Monday night and opened again at 10 a.m. Tuesday morning.

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 contract with the external auditors for the fiscal year ending June 30, 2024. The Committee recommends approval of the contract with Coulter & Justus, P.C. for a cost of \$71,000. Mr. Harr moved on behalf of the Committee that the contract 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 License Agreement Between the Airport Authority and the Industrial Development Board of Blount County and the Cities of Alcoa and Maryville, Tennessee (IDB). Mr. Wilson informed the Board that the IDB approached the Airport Authority with the desire to install a greenway trail from Smith & Wesson headquarters to TYS on the Airport Authority's land. The Airport Authority has been working with the IDB on an agreeable pathway and on the terms of the License Agreement. Mr. Wilson introduced Bryan Daniels, the CEO of the Blount Partnership, to provide a brief overview of the greenway project. The IDB will construct and maintain the greenway at its sole cost and will insure liabilities relating to the greenway on an on-going basis. The total length of the greenway will be

approximately 2.5 miles with approximately 2 miles on the Airport Authority's land. It was moved by Mr. Vogel, seconded by Mr. Stowers, that the License Agreement between the Airport Authority and the IDB be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Award of a Computerized Maintenance Management System Service Agreement for TYS and Knoxville Downtown Island Airport (DKX). Trey Meadows, the Senior Director of Facilities at the Airport Authority, explained to the Board that the proposed system would assist with Part 139 compliance, maintenance management, asset management, and a safety management system module. Following a request for proposals, Aerosimple is the preferred provider. The proposed cost is \$17,000 in one time start-up costs with an ongoing annual cost of \$25,000, for a total contract cost of \$142,000. The contract with Aerosimple would be for a term of five years. It was moved by Ms. Koella, seconded by Mr. Vogel that the award to Aerosimple for a computerized maintenance management system service agreement be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of a Service Level Agreement and Ratification of Purchase with Wm. S. Trimble. Tom Aiken, the Director of Public Safety at the Airport Authority, explained to the Board that the enplanement growth and related construction projects create the need for modifications to the security and surveillance systems to remain in compliance with applicable safety laws and regulations. Wm. S. Trimble has previously supported the security and surveillance systems through a General Services Administration (GSA) contract. Wm. S. Trimble no longer participates in the GSA contract, and the Airport Authority has been searching for alternative vendors. The alternative vendors require substantial time to gain adequate knowledge regarding the complexities of the current systems. Mr. Aiken recommends an agreement with Wm. S. Trimble for a period of two years for security and surveillance parts and labor. The Airport Authority's staff will issue a request for proposals for security and surveillance parts and labor during the next 18 months to allow for a 6-month transition period. The proposed cost of the agreement shall not exceed \$150,000. Mr. Aiken requested that the Board approve this service agreement as an alternative procurement method under the Airport Authority's procurement policy. Mr. Aiken explained that the Airport Authority also purchased security equipment to support an urgent need for the terminal apron expansion project. The cost of this purchase was \$47,789.99. It was moved by Mr. Vogel, seconded by Mr. Stowers, that the agreement with Wm. S. Trimble and the alternate procurement method be approved as presented and that the purchase of security equipment for the terminal apron expansion be ratified. Following discussion, the motion was unanimously approved by a voice vote.

D. Consideration of Authorization of Task Order #4 with Landrum & Brown for Airline Agreements and Rates and Charges' Financial Consulting. Susan Gennoe, the Vice President of Finance at the Airport Authority, explained to the Board that the proposed authorization would allow the Airport Authority's staff to consult with Landrum & Brown on the Airline Rates and Charges calculation, language for an extension to the current airline operating agreements and language and concepts for a new Airline operating agreement. Landrum & Brown performs similar consulting services for other airports and is familiar with best practices in developing airline rates and charges models, incorporating aviation industry standards, revolutionizing processes due to modern method adaptations and ensuring that changes made adhere to the Federal Aviation Administration's guidelines. The proposed cost of this authorization is \$100,000. It was moved by Mr. Vogel, seconded by Ms. Koella, that the authorization of Task Order #4 with Landrum & Brown for financial consulting be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

E. Consideration of Purchase of Property Located at 443 Link Drive. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 443 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 0.50 acres, and the house on the lot is 2,600 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. Harr,

seconded by Ms. Koella, that the purchase of property located at 443 Link Drive be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

F. Consideration of Approval of Purchase to Internetwork Engineering for the Terminal Apron Expansion Project at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained to the Board that network switches are required to provide connectivity for the new cameras and access control at both the east and west apron expansion areas. The proposed purchase will provide a 48-port switch for the west apron expansion and a 12-port switch for the east apron expansion. Internetwork Engineering is the Airport Authority's approved provider for network equipment and services. The cost of the proposed purchase is \$51,494.57, with a contingency of \$8,000, to be used at the President's discretion. This purchase is expected to be funded using a future grant from the Federal Aviation Administration. It was moved by Mr. Stowers, seconded by Mr. Vogel, that the purchase to Internetwork Engineering of network switches and related services be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

G. Consideration of Approval of Work Authorization Number 23-156A with CHA Consulting, Inc. for the Additional Contact Gates Analysis Project at TYS. Mr. White explained to the Board that the proposed work authorization would provide for an additional gate expansion analysis to evaluate near-term options while the comprehensive concourse gate expansion program is being developed. The proposed cost of the work authorization is \$61,990. It was moved by Ms. Koella, seconded by Mr. Harr, that the approval of Work Authorization Number 23-156A with CHA Consulting, Inc. for the additional contact gates analysis project be approved as presented. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of Work Authorization Number 23-510B with Gresham Smith for Concourse Seating Expansion Furniture Procurement and Planning Services for TYS. Mr. White explained to the Board that Gresham Smith has finalized its concourse seating optimization study to evaluate and develop a plan to optimize, modernize, and expand the seating capacity for the boarding gate hold rooms. This proposed work authorization will provide for the related furniture selection, procurement support, and installation professional services. This work authorization also includes planning services to provide floor location and seating layouts for a future move of the boarding gate counters. The cost of the proposed work authorization is \$147,278. This work authorization is expected to be funded by a grant from the Tennessee Department of Transportation (TDOT) Aeronautics Division. It was moved by Mr. Vogel, seconded by Mr. Stowers, that Work Authorization Number 23-510B with Gresham Smith for concourse seating expansion furniture procurement and planning services be approved as presented. The motion was unanimously approved by a voice vote.

I. Consideration of Approval of Work Authorization Number 23-502F and Number 23-502G with Gresham Smith for Parking Garage Additional Design Services for TYS and Acceptance of TDOT Funding. Mr. White explained that proposed Work Authorization Number 23-502F will provide a planning level study to understand traffic impacts due to the new parking garage and future impacts from the TYS entrance relocation due to the TDOT Alcoa Highway realignment. Work Authorization Number 23-502G will facilitate the revisions necessary to design an automatic fire suppression system in the new parking garage. The cost of the proposed work authorizations is \$252,821. Both work authorizations are expected to be funded by a grant from TDOT Aeronautics Division. It was moved by Mr. Vogel, seconded by Ms. Koella, that Work Authorization Number 23-502F and Number 23-502G with Gresham Smith for parking garage design services and acceptance of TDOT funding for such work authorizations be approved as presented. The motion was unanimously approved by a voice vote.

J. Consideration of Approval of Agreement for General Parking Consultant Services with Walker Parking and Work Authorization Number 23-700 for TYS and DKX. Mr. White explained to the Board that the proposed agreement will allow the Airport Authority to engage with Walker Parking to develop short and long-term parking strategies as enplanement growth continues at record levels. Walker

Parking has been involved in multiple projects with the Airport Authority as a subconsultant and is needed for a broader role as the specific expert on airport parking during this time of growth and capacity challenges. The proposed consulting agreement would be for a term of two years. Due to the expertise of Walker Parking and the history of their work with the Airport Authority, Mr. Wilson waived competitive selection in accordance with the Airport Authority's procurement policy. The proposed work authorization will provide initial planning for the overall campus parking system. The cost of the work authorization is \$120,000. It was moved by Mr. Vogel, seconded by Ms. Koella, that the agreement for general parking consultant services with Walker Parking and Work Authorization Number 23-700 be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

K. Consideration of Approval of the President's Spending Authorization for Planning and Design Services to Expand Temporary Parking at TYS. Mr. White explained that enplanement growth at TYS has remained strong and continues to exceed forecasts and that such growth results in increased demand for passenger parking. Lot C was originally designed and sized to offset parking spaces displaced during the new garage construction and to provide room for additional growth, but updated forecasts show an unmet need for parking during the construction of the garage. The proposed authorization request will allow the Airport Authority to immediately engage our general consultants in planning, design, and construction manager at risk coordination to expand our temporary parking. The proposed authorization is \$450,000. It was moved by Mr. Stowers, seconded by Mr. Vogel, that the President's spending authorization for planning and design services to expand temporary parking at TYS be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

L. Consideration of Approval of Work Authorization Number 23-166 with CHA Consulting, Inc. for Staff Extension Services at TYS. Mr. White explained that the proposed work authorization will provide additional staffing to meet the planning and development demands to support the enplanement growth. The work authorization will allow the Airport Authority to assign project planning, project management, and program administrative support on an as-needed basis in support of the Airport Authority's capital improvement program or expanded needs. The cost of the proposed work authorization is \$180,000. It was moved by Ms. Koella, seconded by Mr. Vogel, that Work Authorization Number 23-166 with CHA Consulting, Inc. for staff extension services be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

M. Consideration of Approval of Ratification of a Purchase from Seneca Mineral. Mr. Wilson explained that the recent weather event depleted the Airport Authority's supply of runway deicing fluid. Mr. Wilson, after consultation with Chairman Simmons, purchased additional runway deicing fluid as an emergency purchase in accordance with the Airport Authority's procurement policy. Following a request for pricing, Seneca Mineral provided the lowest cost at \$6.07 per gallon plus delivery costs. The total cost of the purchase was \$58,164. It was moved by Mr. Harr, seconded by Mr. Stowers, that the purchase from Seneca Mineral be ratified. Following discussion, the motion was unanimously approved by a voice vote.

VI. 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.

VII. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:00 p.m.

  
Secretary