

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: July 17, 2024

Place: Henrietta Grant Board Room
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:10 p.m. on Wednesday, July 17, 2024, in the Henrietta Grant Board Room at McGhee Tyson Airport with the Board Chairman, Brian Simmons, presiding.

Roll call developed that Board members present, in addition to Chairman Simmons, were Joe Dawson, Charlie Harr, Caryn Hawthorne, Maribel Koella, Allison Page, 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. Oath of Office. Chairman Simmons announced that Allison Page was appointed to the Board of Commissioners for her first term. Mark Mamantov administered the Oath of Office.

II. 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.

III. 2024 Board Committees. Chairman Simmons appointed the chairpersons and members to the Airline and Passenger Services Committee, Aviation Operations and Services Committee, Administration and Finance Committee, and the Capital Development Committee. It was moved by Mr. Vogel, seconded by Mr. Stowers, that the committee assignments be approved. The motion was unanimously approved by a voice vote.

IV. Minutes. The minutes of the regular meeting of June 19, 2024 had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by a unanimous voice vote.

V. 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

Next, Mr. Wilson congratulated and recognized Brenda Campbell, the Accounting Specialist (AR) at the Airport Authority, on earning her associate degree in accounting from Pellissippi State Community College this past semester.

Finally, Mr. Wilson introduced Kevin Burke, the President and Chief Executive Officer at Airports Council International – North America (ACI-NA). Mr. Burke spoke to the Board about the role of ACI-NA in the airport industry.

VI. New Business.

A. Consideration of Approval of Work Authorization Number 23-164A with CHA Consulting, Inc. (CHA) for Construction Support Services for the Generator Load Bank Docking Stations at McGhee Tyson Airport (TYS). Trey Meadows, the Senior Director of Facilities at the Airport Authority,

explained that the proposed work authorization is for construction support services for the generator load banks safety improvements project awarded to Massey Electric at the June Board meeting. CHA will provide general construction administration, quality assurance, progress meetings and minutes, contractor coordination, on-site inspections, record drawing documentation, and project closeout support for the installation of the docking stations at each facility. The cost of the proposed work authorization is \$54,673. It was moved by Mr. Dawson, seconded by Ms. Koella, that the work authorization with CHA for construction support services for the generator load bank docking stations be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Award to Hi-Lite Airfield Services, LLC (Hi-Lite) and Work Authorization Number 24-170 to CHA for the Runway 5L/23R Markings Removal and Replacement at TYS. Mr. Meadows informed the Board that the runway markings on Runway 5L/23R have started to deteriorate over the past year. Additionally, the inspector during the Federal Aviation Administration (FAA) Part 139 Certification Inspection noted that the runway needed a comprehensive re-marking project. Mr. Meadows explained that the proposed project will provide for the existing markings to be obliterated and new paint and reflective beads applied to meet FAA criteria. Under the proposed work authorization, CHA will provide an updated marking plan compliant with FAA guidance and provide construction administration and inspection services. The cost of the proposed work authorization will not exceed \$115,000. Hi-Lite will provide the removal and replacement services through a Sourcwell cooperative agreement. The cost of the proposed award to Hi-Lite will not exceed \$600,000. It was moved by Mr. Vogel, seconded by Mr. Stowers, that the award to Hi-Lite and the work authorization to CHA for Runway 5L/23R markings removal and replacement be approved as presented. Following discussion, the motion was unanimously approved by a voice vote.

C. Consideration of Award of a Change Order to Preferred Tank and Tower for Fire Suppression Tank Maintenance. Mr. Meadows explained to the Board that Preferred Tank and Tower was awarded the contract to support the exterior maintenance of the fire suppression tanks at the Endeavor hangar in November 2023. After draining the tanks, the inspection noted that the interior paint had deteriorated and that the interior of the tanks needed to also be repaired. The proposed change order will allow Preferred Tank and Tower to blast, paint and grout the interior of the tanks before finishing the originally awarded project. The cost of the proposed change order is \$174,900. It was moved by Mr. Stowers, seconded by Mr. Harr, that the change order to Preferred Tank and Tower for fire suppression tank maintenance be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of Award of a Contract Extension to Tennessee Associated Electric, LLC for Generator Maintenance and Repairs. Michael Giles, the Procurement Manager at the Airport Authority, informed the Board that the current contract with Tennessee Associated Electric, LLC for generator maintenance and repairs expires on November 1, 2024. Mr. Giles recommends a one-year extension to allow for completion of the generator load banks safety improvements project. The estimated annual cost of the contract is \$26,303.11. It was moved by Mr. Harr, seconded by Mr. Vogel, that the one-year extension to the contract with Tennessee Associated Electric, LLC for generator maintenance and repairs 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.

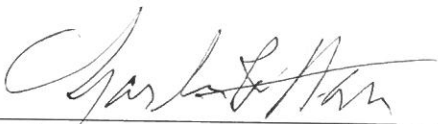
E. Consideration of Award of a Contract Extension to Eskola Roofing, LLC (Eskola) for Roofing Inspections and Repairs. Mr. Giles informed the Board that the current contract with Eskola for roof inspection and repairs expires on September 14, 2024. Mr. Giles recommends a one-year extension to allow for the completion of several ongoing roof repairs. The estimated annual cost of the contract is \$17,500. It was moved by Mr. Stowers, seconded by Mr. Dawson, that the one-year extension contract with Eskola for roofing inspections and repairs be approved as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Work Authorization Number 24-514 with Gresham Smith for Professional Services to Undertake a Request for Proposals for a Fire Protection Service Level Agreement. Mr. Giles explained to the Board that the Airport Authority currently maintains the fire sprinkler and alarm system on an “as needed” basis, but the staff recommends acquiring ongoing support due to the age of the buildings and infrastructure. The proposed work authorization will provide for an assessment of the current structures and systems, preparation of the request for proposals, and support during the evaluation and award process. The cost of the proposed work authorization is \$106,677. It was moved by Mr. Harr, seconded by Mr. Vogel, that the work authorization with Gresham Smith for a request for proposals for fire protection services be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of FY 2025 Airport Cyber Liability and Crime Insurance Policy Renewals and Adding Physical Damage Coverage on Auto Insurance Policy. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, explained to the Board that the Airport Authority’s insurance broker, D.R. Cox and Company, recommends renewal of the airport cyber liability insurance policy with Cowbell for the fiscal year ending June 30, 2025. Cowbell has agreed to renew the policy for a premium of \$29,960.81, an increase of 15% from the previous year. The increase in premium is due to the projected increase in revenue and loss history, along with a market increase generally for the cost of cyber insurance. D.R. Cox and Company also recommended renewal of the crime protection policy for the fiscal year ending June 30, 2025 with Great American Insurance Group. Mr. Schroth explained that the proposed premium is \$4,315, an increase of 4% from the previous year. Shafer Insurance investigated the cost of adding physical damage coverage on the 71 vehicles in the Airport Authority’s current fleet. Our current automobile insurance provider, Cincinnati Insurance, provided a quote of \$22,142 to add one million dollars in physical damage coverage. This coverage would cover collision, vandalism, fire, and theft and provide coverage for underinsured and uninsured motorists. This change would increase the Airport Authority’s total auto insurance premium from \$64,757 to \$86,899. It was moved by Mr. Harr, seconded by Mr. Stowers, that the renewals for the airport cyber liability and crime insurance policies and the addition of physical damage coverage on the auto insurance policy be approved as presented. The motion was unanimously approved by a voice vote.

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 5:01 p.m.



Secretary