

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: June 19, 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, June 19, 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 Ursula Bailey, Joe Dawson, Charlie Harr, Caryn Hawthorne, 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.

Mr. Simmons also welcomed those in attendance to the newly renovated, Henrietta Grant Board Room.

II. Minutes. The minutes of the regular meeting of May 22, 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 announced that this month is the last month of service for Commissioner Bentley after 8 years of service. Mr. Wilson explained that Ms. Bentley was unable to attend the meeting this month, and the Airport Authority would recognize her at a future Board meeting. Mr. Wilson also explained that Allison Page has been newly appointed to the Board by the City of Knoxville to begin her service next month.

Next, Mr. Wilson congratulated and recognized Jason Bennett, Eric Williamson, Randy Harris and Jessica Miller for earning the certified member credential from the American Association of Airport Executives.

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. 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 various updates to the employee handbook. On behalf of the Committee, Mr. Harr moved for approval of the updates to the employee handbook with the addition of revisions to the grievance policy suggested by Commissioner Bailey, which motion required no second. The motion was unanimously approved by a voice vote.

Mr. Harr explained that the Committee also considered the renewal of the airport liability insurance policy with Chubb for the fiscal year ending June 30, 2025. The proposed premium is \$162,173. Mr. Harr

then, on behalf of the Committee, moved for approval of the renewal of the airport liability insurance policy, which motion required no second. The motion was unanimously approved by a voice vote.

Finally, Mr. Harr advised that the Committee considered the President's performance and salary review and recommended a salary increase consistent with the same percentage increase received by the Authority's other employees. On behalf of the Committee, Mr. Harr moved for acceptance of the consensus evaluation and approval of an increase of 4.25% to the President's salary, effective July 1, 2024, which motion required no second. The motion was unanimously approved by a voice vote.

V. New Business.

A. Consideration of Addendum Number Five to the Air Cargo Lease Agreement Between the Airport Authority and United Parcel Service Inc. (UPS) and Addendum Number Four to the Air Cargo Lease Agreement Between the Airport Authority and Federal Express Corporation (FedEx) at McGhee Tyson Airport (TYS). Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that the proposed addendums extend the lease terms with UPS and FedEx for 2 years through June 30, 2026. The rental rates continue to increase 2% each year. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the lease addendums with UPS and FedEx be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Approval of Lease Agreement No. GS-04P-LTN02262 with the General Services Administration (GSA). Mr. Schroth explained to the Board that GSA has requested to lease property in the terminal building for use by the Transportation Security Administration for another 5 years, effective November 1, 2023. The proposed lease is for 3,003 square feet of operations, office and storage space. The rental amount is \$274,534.26 or \$91.42 per square foot. It was moved by Ms. Bailey, seconded by Mr. Stowers, that the lease with GSA be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of Purchase of Property Located at 551 Link Drive. Mr. Schroth informed the Board that a residential home located at 551 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 approximately 0.60 acres, and the house on the lot is approximately 3,000 square feet. The cost of the property is \$650,000 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 Ms. Koella, seconded by Mr. Dawson, that the purchase of property located at 551 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Award to Massey Electric for the Terminal and Campus Generator Load Banks Safety Improvements at TYS. Trey Meadows, the Senior Director of Facilities at the Airport Authority, explained that the terminal, concourse, aircraft rescue and firefighting facility and the airport operations center are each connected to separate back-up electrical generators. The proposed project will update each docking station to enhance maintainers' safety, improve maintenance accessibility, and provide the capability to connect additional or supplemental generators, if required. Massey Electric submitted the lowest responsive bid at \$397,000. It was moved by Mr. Vogel, seconded by Mr. Dawson, that the award to Massey Electric for the generator load banks safety improvements 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 a Ratification of a Purchase with KONE. Mr. Meadows explained to the Board that the down escalator had a serious issue which required the replacement of its drive chain. KONE provided the lowest price to restore service at \$76,990. It was moved by Mr. Stowers, seconded by Mr.

Harr, that the escalator repair purchase with KONE be ratified as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Ratification of Work Authorization Number 24-169 with CHA Consulting, Inc. (CHA) for the Terminal Building Escalator Replacement Project at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained that the escalators are reaching the end of their useful life. The proposed work authorization with CHA will provide initial design development for the replacement of the escalators, escalator industry evaluations and discussions and advertisement and selection of a design-build firm. The construction phase of this project will potentially take 8 to 12 weeks per escalator. The cost of the work authorization is \$84,992, and Mr. White explained that funding will be provided through passenger facility charges. It was moved by Mr. Dawson, seconded by Mr. Vogel, that the work authorization for the terminal building escalator replacement project be ratified as presented. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Work Authorization Number 24-258 to C2RL, Inc. (C2RL) for Schematic Design of Pedestrian Canopy Extension at TYS. Mr. White informed the Board that the expansion of surface parking has increased the amount of pedestrian traffic to the terminal. The proposed work authorization with C2RL provides for planning and schematic design of an ADA compatible sidewalk and canopy system extending from the terminal's west side lower-level entrance to Terminal Lots A and B. The schematics will also include a covered waiting area adjacent to the terminal lots roadway crossing. Mr. White explained the work authorization also includes a workshop with the Airport Authority's staff to discuss options for sidewalk connectivity to the greenway system at Hunt Road. The cost of the work authorization is \$59,080. It was moved by Mr. Stowers, seconded by Mr. Dawson, that the work authorization with C2RL for the schematic design of the pedestrian canopy extension be approved as presented. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of Work Authorization Number 22-502M to Gresham Smith for the Parking Garage Expansion Construction Contract Administration Phase 1 and Acceptance of Tennessee Department of Transportation (TDOT) Funding at TYS. Mr. White explained to the Board that the proposed work authorization provides for the first phase of construction contract administration services during the parking garage expansion project. The services will include administration of the construction contract documents, updates to design documents, progress meeting participation, site visits and observation reports, submittal reviews, request for information reviews and responses, change order reviews and recommendations, pay application reviews and recommendations, punch list creation and review, project closeout, warranty, and substantial completion document support. The cost of the work authorization is \$1,643,482, and funding will be provided through a grant from TDOT. It was moved by Ms. Bailey, seconded by Ms. Koella, that the work authorization with Gresham Smith for construction contract administration be approved and that the TDOT grant for the project be accepted as presented. The motion was unanimously approved by a voice vote.

I. Consideration of Approval of Supplemental Agreement Number 1 to The Harper Company and Work Authorization Number 21-137E with CHA and for Acceptance of a Federal Grant for the Terminal Apron Expansion Project at TYS. Mr. White informed the Board that the proposed supplemental agreement with The Harper Company provides for the widening of the east apron access roadway, the increased size of the east apron, additional contractor mobilization, and the increased cost of materials and labor related to the terminal apron expansion. The cost of the supplemental agreement is \$2,417,487.57. Mr. White explained the proposed work authorization with CHA provides for construction administration, resident project representation and quality assurance for the terminal apron expansion project. The cost of the work authorization is \$467,968. This project will be funded by a grant from the Federal Aviation Administration. It was moved by Mr. Vogel, seconded by Ms. Koella, that the supplemental agreement to The Harper Company and the work authorization with CHA for the terminal apron expansion project be approved and that the related federal grant be accepted as presented. Following discussion, the motion was unanimously approved by a voice vote.


J. Consideration of Approval of Work Authorization Number 23-163A with CHA for a New Fuel Farm Expansion Project and Acceptance of a TDOT Grant at TYS. Mr. White explained to the Board that the proposed work authorization with CHA will build on the previous fuel farm assessment and programming study and provide design services to expand the fuel farm and add needed fuel storage capacity to address the needs over the next 10 years. The scope includes design development, advertisement, and the selection of professional services. The cost of the work authorization is \$717,112, and funding will be provided through a TDOT grant. It was moved by Mr. Stowers, seconded by Mr. Vogel, that the work authorization with CHA for the fuel farm expansion project be approved and that the TDOT grant for the project be accepted as presented. The motion was unanimously approved by a voice vote.

K. Consideration of Approval of an Amendment to the New Air Service Partnership Program. Mr. Wilson explained that the proposed amendment to the New Air Service Partnership Program would clarify that the program includes a waiver of landing fees in addition to gate area and ticketing area fees. This change will align the program more closely with the previous program and industry standards and is consistent with recent FAA guidance. Mr. Wilson also explained that the incentive agreements approved by the Board at the April meeting will be consistent with this amendment. It was moved by Mr. Dawson, seconded by Mr. Stowers, that an amendment to the New Air Service Partnership Program be approved as presented. The motion was unanimously approved by a voice vote.

VI. Staff Reports. Jessica Belitz, the Director of Workforce Development at the Blount Partnership, reported to the Board on the need for an aviation maintenance school through Pellissippi State Community College.

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 5:25 p.m.

  
Secretary