

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Minutes of the Board of Commissioners

Date: December 18, 2024

Place: Henrietta Grant Board Room
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:02 p.m. on Wednesday, December 18, 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, 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. 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's Christmas party would take place immediately following the Board meeting at the Airport Hilton.

II. Minutes. The minutes of the regular meeting of October 16, 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 provided the Board with highlights of the activity report, the project report, and financial information that were included with the agenda materials.

Mr. Wilson presented the reports on debt obligation for the Airport Authority's revenue bonds issued on October 24, 2024 for the parking garage project to the Board. Such reports were previously emailed to each Board member in November.

Finally, Mr. Wilson informed the Board that the Asheville Regional Airport has adopted a resolution expressing appreciation to the Airport Authority for its assistance after Hurricane Helene.

IV. Report of the Administration and Finance Committee. Chairman Simmons, on behalf of the Administration and Finance Committee, advised the Board that the Committee had met prior to the Board meeting to consider the recognition and acceptance of the Annual Comprehensive Financial Report (ACFR) and the audit for the fiscal year ended June 30, 2024. Mr. Simmons moved on behalf of the Committee that the ACFR and the audit for the fiscal year ended June 30, 2024 be recognized and accepted by the Board, a motion which required no second. The motion was unanimously approved by a roll call vote.

The Committee also considered the approval of Resolution No. 24-06, designating certain institutions for deposits, authorizing investment of the Airport Authority's funds, and designating authorized signatories. Mr. Simmons moved on behalf of the Committee that Resolution 24-06 be approved

by the Board, a motion which required no second. The motion was unanimously approved by a roll call vote.

V. New Business.

A. Consideration of Approval of Work Authorization Number 23-166B with CHA Consulting, Inc. and Number 24-515 with Gresham Smith for Staff Extension Services at McGhee Tyson Airport (TYS) and Knoxville Downtown Island Airport (DKX). Bryan White, the Vice President of Planning and Development at the Airport Authority, explained that the Airport Authority's staff requires additional support to meet the planning and development demands stemming from the unprecedented growth at TYS and DKX. The proposed work authorizations would provide staff extension services for planning and development projects, and the cost of each proposed work authorization is \$180,000. It was moved by Mr. Dawson, seconded by Ms. Koella, that Work Authorization Number 23-166B with CHA and Work Authorization Number 24-515 with Gresham Smith be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Purchase of Property Located at 518 Link Drive. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 518 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 0.66 acres, and the house on the lot is 2,500 square feet. The cost of the property is \$450,000 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. Stowers, seconded by Ms. Koella, that the purchase of property located at 518 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.


C. Consideration of Non-Based Commuter Flight Crew Parking Program Adjustments. Mr. Wilson explained to the Board that the need for tenant employees and based flight crew parking continues to increase. As this need increases, there is a need to limit parking for non-based commuter flight crew. The airlines have not elected to fund the cost of providing parking to non-based commuter flight crew, and the Airport Authority is currently subsidizing the cost of the parking facilities and shuttle bus services for non-based commuter flight crew in the amount of \$112,000 per year. The Airport Authority's staff recommends the following adjustments to the non-based commuter flight crew parking program: (i) participants must be flight crew employed by signatory airlines offering scheduled Part 121 commercial passenger service at TYS; (ii) participants must be currently in the program with an account that is paid in full and in good standing as of December 30, 2024; (iii) the program will remain closed to new entrants; (iv) participants must prepay and remain current on program fees; and (v) the monthly fees will increase to \$80.00 per month commencing on July 1, 2025. The Airport Authority will remove anyone from the program for violation of program policies, and the Airport Authority reserves the right to consider future reductions to the program and future rate adjustments to the program. It was moved by Mr. Dawson, seconded by Ms. Bailey, that the adjustments to the non-based commuter flight crew parking program be approved as presented. The motion was unanimously approved by a voice vote.

VI. Staff Reports. Becky Huckaby, the Vice President of Public Relations at the Airport Authority, updated the Board on the communication effort known as "Flight Plan," and showed the Board the new website for the Airport Authority.

Jim Evans, Vice President of Marketing and Air Service Development at the Airport Authority, updated the Board on three new direct flights announced by Allegiant Air to commence in 2025: Sarasota/Bradenton International Airport, Gulf Shores International Airport, and Washington Dulles International Airport.

VII. Public Forum. Chairman Simmons announced that the business agenda had been completed and two individuals requested to speak during the public forum. Jim Harris and Mara Harvey expressed concerns with future development at DKX.

VIII. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 4:48 p.m.


Secretary