

## **METROPOLITAN KNOXVILLE AIRPORT AUTHORITY**

### **Minutes of the Administration and Finance Committee**

The Administration and Finance Committee of the Metropolitan Knoxville Airport Authority met in the Henrietta Grant Board Room at McGhee Tyson Airport, pursuant to notice at 3:20 p.m. on Wednesday, March 12, 2025.

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

The Chair noted that the minutes of the last meeting of the Administration and Finance Committee held on December 18, 2024, had been distributed with the agenda materials, and upon motion by Mr. Vogel, seconded by Mr. Simmons, the minutes were approved by a unanimous voice vote.

The first order of business was the consideration of the Auditor Contract with Coulter and Justus, P.C. for FYE on June 30, 2025. Mrs. Julie Hayes, Principal at Coulter and Justus, presented the contract price of \$73,500 and provided the expected staffing roster to the Committee. After consideration of the engagement and price increase, Mr. Simmons moved, and Mr. Vogel seconded, to approve the contract with Coulter and Justus for the Airport Authority's FYE 2025 Annual Comprehensive Financial Report as presented. The motion was unanimously approved by a voice vote.

The second order of business was the presentation of the Mid-Year Financial Update by Susan Gennoe, Vice President of Finance. Notably, year-to-date the Airport Authority's revenues are 19% over the budgeted amount and operating expenses are 20% below the budgeted amount. This report was informational only.

The third order of business was the consideration of Employee Health, Dental, Vision, Life, AD&D, and Disability Insurance June 1, 2025, Policy Renewals. At the request of Adrienne Washington, Vice President of Human Resources, Chris Wampler, President of Carriage Hill Insurance, presented the Committee with an overview of the employee insurance policies and benefits. Mr. Wampler explained that the Airport Authority's premiums for health insurance and dental insurance would increase 4% and 3.5%, respectively. Mr. Simmons motioned, and Mr. Vogel seconded, to approve the Employee Health, Dental, Vision, Life, AD&D, and Disability Insurance Policy Renewals as presented, effective June 1, 2025. The motion was unanimously approved by a voice vote.

The fourth order of business was a report of the FY 2026 Personnel Program presented by Ms. Washington. The summary of the Personnel Program cost increases for FY 2026 was based on the U.S. Bureau of Labor Statistics National Compensation Survey, the Consumer Price Index, the Airport Authority's YTD and projected year-end financial performance, and other factors. Overall, Ms. Washington recommended a 4.25% annual salary increase for all full-time and part-time employees, effective as of July 1, 2025. Ms. Washington also presented a proposed FY 2026 Staffing Plan based on foreseeable needs of the Airport Authority. A final recommendation for the Personnel Program will be presented at the April 2025 Committee meeting. This report was informational only.

The fifth and final order of business was consideration of FY 2025 Employee Performance Recognition Award, which was presented to the Committee by President Wilson. Based on numerous factors, including the Airport Authority employees' dedication and innovation in the implementation of

new safety systems, the construction of the six-level parking structure, provision of customer service, enhanced financial self-sufficiency, and strengthened community ties, President Wilson recommended a 2.5% Performance Recognition Award for Airport Authority employees for FY 2025 to be distributed by May 2025, with the President being excluded from such award. Mr. Harr motioned, and Mr. Vogel seconded, to approve the Performance Recognition Award for Airport Authority employees. The motion was unanimously approved by a voice vote.

There being no further business to come before the meeting, it was, upon motion duly seconded and unanimously approved, adjourned at 3:57 p.m.



Acting Secretary