

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: March 12, 2025

Place: Henrietta Grant Board Room  
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:11 p.m. on Wednesday, March 12, 2025, 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 speak during the public forum at the conclusion of the meeting. Chairman Simmons shared that the Airport Authority's former longtime legal counsel, Mr. Bruce Foster, passed away on March 7, 2025, and Chairman Simmons and the audience observed a moment of silence in memory of Mr. Foster.

II. Minutes. The minutes of the regular meeting of January 22, 2025, 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, project report, and financial report, which were included in the agenda materials. Notably, passenger activity records continue to increase monthly, and activities, including budget cuts and hiring freezes, at the federal and state level have not impacted operations at the Airport or the flow of grant funds. President Wilson announced that Flight Plan, the communication initiative about the parking garage construction project, has been well received as presented on television and through other media outlets. President Wilson ended his report with a special recognition of Caitlin Darras, Manager of Public Relations and Communication, for being included in the Aviation Pro Magazine to its Airport Business Top 40 Under 40 list. Ms. Darras was recognized for her work in developing innovative tactics in public relations for the Airport Authority.

IV. Chairman's Board of Commissioners Update. Chairman Simmons reminded the Commissioners of the process for electing a new slate of officers for the Board of Commissioners. Chairman Simmons requested Commissioners to advise Mr. Mamantov, legal counsel for the Airport Authority, if a Commissioner desires to serve on the Nominating Committee or wishes to be considered for an officer position on the Board. Chairman Simmons stated that the Nominating Committee would be introduced at the April Board meeting and that the slate of officers would be presented at the June Board meeting.

V. Report of the Capital Development Committee. Commissioner Koella, Chair of the Capital Development Committee, advised the Board that the Committee had met prior to the Board of Commissioners meeting and was presented with the FY 2026 Airport Capital Improvement Program (ACIP) for McGhee Tyson and Knoxville Downtown Island Airports. The Committee will reconvene in April for a presentation of the final FY 2026 ACIP, and no Board approval was necessary at this time.

VI. 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 of Commissioners meeting to consider the proposed contract with Coulter and Justus, P.C., to perform auditing services for the Airport Authority for the current fiscal year. The Committee recommended approval of the proposed contract with Coulter and Justus, P.C. as presented. Mr. Harr moved on behalf of the Committee that the contract with Coulter and Justus, P.C. be approved by the Board, a motion which required no second. The motion was unanimously approved by voice vote.

Mr. Harr then reported that the Committee had received a presentation of a Mid-Year Financial Update by Susan Gennoe, Vice President of Finance. Mr. Harr noted that this report was positive and was informational only.

Next, Mr. Harr reported that the Committee had considered renewals for employee health, dental, vision, life, AD&D, and disability insurance policies for the next fiscal year. Mr. Harr reported that the premium increases were modest from the current fiscal year. Mr. Harr moved on behalf of the Committee that the renewals be approved as presented, a motion which required no second. The motion was unanimously approved by voice vote.

Mr. Harr reported that Adrienne Washington, Vice President of Human Resources, had presented the FY 2026 Personnel Program for the Committee's consideration. Mr. Harr noted that this report was preliminary and that the final program would be presented to the Committee at a later time. Therefore, the report was informational only.

Next, Mr. Harr reported that the final item of business for the Committee was consideration of a FY 2025 Employee Performance Recognition Award. This Award program would provide each employee of the Airport Authority, except the President, a one-time bonus in an amount equal to 2.5% of their base salary. Mr. Harr moved on behalf of the Committee that the employees of the Airport Authority, with the exception of the President, receive the FY 2025 Employee Performance Recognition Award, a motion which required no second. The motion was unanimously approved by voice vote.

## VII. New Business.

A. Consideration of Purchase of Property Located at 429 Link Drive. Dave Schroth, Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 429 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 0.66 acres, and the house on the lot is 2,651 square feet. The cost of the property is \$662,750 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. Stowers, that the purchase of property located at 429 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.

B. Consideration of Purchase of Property Located at 535 Link Drive. Mr. Schroth informed the Board that a residential home located at 535 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 0.66 acres, and the house on the lot is approximately 2,500 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. Bailey, seconded by Mr. Vogel, that the purchase of property located at 535 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.

C. Consideration of Property Management Agreement for Residential Property. Mr. Schroth discussed the growing number of residential properties owned by the Airport Authority and that the Airport

Authority needed the assistance of a professional management firm to lease and manage these properties. The Airport Authority had issued a Request for Proposals for this purpose with no response. He explained that as a next step the Airport Authority contacted several organizations to understand their qualifications and experience. Realty Executives Associates was the only organization that was responsive to this request and that was able to meet the needs of the Airport Authority regarding residential property management. Mr. Schroth presented the basic terms of the agreement between Realty Executives Associates and the Airport Authority. It was moved by Mr. Stowers, seconded by Ms. Bailey, that the Airport Authority enter into a Residential Management Agreement with Realty Executives, pending legal counsel's review. The motion was unanimously approved by a voice vote.

D. Consideration of Approval of Work Authorization Number 25-516 to Gresham Smith for the Terminal IT Room Analysis at McGhee Tyson Airport. Eric Williamson, Director of Design and Construction, reported in the absence of Bryan White, Vice President of Planning and Development. Mr. Williamson discussed the dramatic increase in the need of the IT infrastructure since the design and construction of the terminal building. The proposed Terminal IT Room Analysis would involve an examination of each IT location to determine the long-term suitability of IT equipment and offer improvements for planning purposes. It was moved by Mr. Dawson, seconded by Ms. Koella, that Work Authorization Number 25-516 to Gresham Smith in the not-to-exceed amount of \$44,409 for the Terminal IT Room Analysis be approved and that the FY 2025 ACIP be amended to include this project as presented. The motion was unanimously approved by a voice vote.

E. Consideration of Approval of Work Authorization Number 25-321 to Gresham Smith for the Stormwater Compliance Assistance for McGhee Tyson and Knoxville Downtown Island Airports. Mr. Williamson presented the proposed work authorization, which would provide for quarterly inspections and training, permitting, and ongoing support for compliance changes related to permits and other regulatory requirements. It was moved by Ms. Bailey, seconded by Mr. Stowers, that Work Authorization Number 25-321 to Gresham Smith in the amount of \$56,888 for the Stormwater Compliance Assistance at McGhee Tyson and Knoxville Downtown Island Airports be approved as presented. The motion was unanimously approved by a voice vote.

F. Consideration of Approval of Work Authorization Number 25-156C with CHA Consulting, Inc. for New Gate and Passenger Boarding Bridge Addition at McGhee Tyson Airport. Mr. Williamson presented the proposed work authorization, which would provide for the planning and programming necessary to create the proposed passenger boarding bridge addition in the area that is currently used as the art gallery space. President Wilson noted that in anticipation of this project that the art gallery space was already being reconfigured for a new use. It was moved by Mr. Harr, seconded by Mr. Dawson, that Work Authorization Number 25-156C to CHA Consulting, Inc. in the amount of \$636,194 for the New Gate and Passenger Boarding Bridge Addition at McGhee Tyson Airport be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of Approval of Award to Messer Construction and Approval of Work Authorization Number 15-218H to C2RL, Inc. for the Terminal Envelope Improvements, Phase Two at McGhee Tyson Airport. Phase I of the terminal envelope improvements project will be completed in May 2025, and Mr. Williamson presented the proposal for Messer Construction to be awarded the contract to act as the Construction Manager at Risk for Phase 2 of the project. Additionally, C2RL, Inc. would provide construction administration, inspection, phasing coordination, and closeout/record documentation services for Phase 2 of the Project. It was moved by Mr. Vogel, seconded by Ms. Koella, for Messer Construction to be awarded as the Construction Manager at Risk for Phase 2 of the project in the amount of \$6,507,798.19 and Work Authorization Number 15-218H to C2RL, Inc. in the amount of \$576,600 for the Terminal Envelope Improvements project at McGhee Tyson Airport be approved as presented. The motion was unanimously approved by a voice vote.

H. Consideration of Approval of Work Authorization Number 23-165B with CHA Consulting, Inc. for Taxilane Expansion Project at Knoxville Downtown Island Airport. The proposed project involves a taxiway extension in connection with future T-Hangar construction and expansion for Knoxville Downtown Island Airport. As part of the horizontal design for taxiway expansion, the proposed work authorization would provide for the design, permitting, surveying, and site establishment for a future T-Hangar expansion. The majority of the funding for this work authorization would be provided through a grant from the Tennessee Department of Transportation. It was moved by Ms. Bailey, seconded by Ms. Hawthorne, that Work Authorization Number 23-165B to CHA Consulting, Inc. for the Taxilane Expansion Project at Knoxville Downtown Island Airport in the amount of \$254,078.18 be approved and the acceptance of a grant from the Tennessee Department of Transportation be approved for execution. The motion was unanimously approved by a voice vote.

I. Consideration of Approval of Award to Southern Constructors, Inc. for the DKX Roof Replacement Projects at Knoxville Downtown Island Airport. Mr. Williamson explained that the DKX Roof Replacement Projects have become broader and more complex than just replacing a roof. The scope of the proposed project would now include complete replacement of the sheet metal roofs and insulation for Hangar FN 03 and the Terminal Hangar support shop area and would also include corrosion repair and protection for the roof support structures. A majority of the funding for this project would be provided by the Tennessee Department of Transportation. It was moved by Ms. Bailey, seconded by Ms. Koella, that the award to Southern Constructors, Inc. for the DKX Roof Replacement Projects at Knoxville Downtown Island Airport in the amount of \$974,750 be approved as presented. The motion was unanimously approved by a voice vote.

J. Consideration of Extension of Presidential Spending Authority Limit. President Wilson discussed the proposed extension of the Presidential Spending Authority Limit, which would allow President Wilson to continue doing business on behalf of the Airport Authority with specific vendors during the remainder of the 2024-2025 fiscal year, including Amazon, CDW Government, Eskola, Landrum & Brown, Inc., M3 Technology Group, Wm. S. Trimble, ADB Safegate, OshKosh AeroTech, and Trinity Security Services. This extension would increase the President's spending limit with any one of these single vendors or service provided to be \$150,000 in the aggregate instead of \$75,000 in the aggregate. President Wilson and Mr. Mamantov explained that an updated Procurement Policy would be provided when ready that would increase spending limits so that this interim measure would not be needed in the future. It was moved by Mr. Stowers, seconded by Ms. Hawthorne, that the Presidential Spending Authority Limit be extended to \$150,000 for the remainder of the 2024-2025 fiscal year for these specific vendors. The motion was unanimously approved by a voice vote.

K. Consideration of Purchase of Access Control Equipment (FYE 2024). The A-1 Access Control Equipment Upgrade project in the amount of \$400,000 was approved in the FY 2024 Capital Budget. The first phase of this upgrade was completed, and the next phase has been identified, which includes a total hardware cost in the amount of \$92,100. It was moved by Mr. Vogel, seconded by Mr. Stowers, that the purchase of hardware and equipment from Acre (Matrix) in the amount of \$92,100 be approved as presented. The motion was unanimously approved by a voice vote.

VIII. Staff Reports. Mr. Williamson provided the Board with an update on the parking garage project, beginning with a timeline for construction and including key activities and upcoming activities. The timeline for expected completion of the project has been pushed back from February 7, 2027 to February 25, 2027. Mr. Mamantov gave a financial update regarding spending and bond proceeds related to the project. President Wilson advised the Board that the Airport Authority, in coordination with the Tennessee Department of Transportation, has closed the main airport entrance from Alcoa Highway every evening from 7:00 p.m. to 2:00 a.m. during spring break due to increased traffic and decreased lane availability so that airport traffic will not back up on Alcoa Highway.

IX. Public Forum. Chairman Simmons announced that the business agenda had been completed. One member of the public, Larry Spears, a ride-share driver, addressed the Board regarding the traffic situation at McGhee Tyson Airport and the availability of parking areas and pickup areas for ride share drivers.

X. Adjournment. Thereupon, upon motion duly seconded and unanimously approved, the meeting was adjourned at 5:13 p.m.

  
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Secretary

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