

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## Minutes of the Board of Commissioners

Date: May 21, 2025

Place: Henrietta Grant Board Room  
McGhee Tyson Airport

The Board of Commissioners of the Metropolitan Knoxville Airport Authority met pursuant to notice at 4:15 p.m. on Wednesday, May 21, 2025, in the Henrietta Grant Board Room at McGhee Tyson Airport (TYS) with the Board Chairman, Brian Simmons, presiding.

Roll call developed that Board members present, in addition to Chairman Simmons, were Joe Dawson, Charlie Harr, 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 then introduced special guests: Betsy Foster, wife of the late Bruce Foster—longtime legal counsel for the Airport Authority—and her family, along with Senator Becky Massey. Senator Massey presented a resolution passed by the state legislature honoring Mr. Foster's dedicated service to the community and formally presented it to Mrs. Foster. Mr. Wilson, Chairman Simmons, Commissioner Vogel, and Mr. Mamantov each offered remarks commemorating Mr. Foster's legacy. The Board expressed its heartfelt appreciation to Mrs. Foster and her family for their presence at the meeting.

Mr. Simmons then called on Mr. Mamantov to read Resolution No. 25-02 honoring the memory and legacy of Mr. Foster. Upon motion by Mr. Vogel, seconded by Mr. Stowers, the Board adopted Resolution No. 25-02 and presented it to Mrs. Foster.

II. Presentation. Senator Massey provided the Board with a legislative update, focusing on matters related to the Transportation and Safety Committee, which she chairs. The Board extended its sincere appreciation to Senator Massey for her presence at the meeting, for providing the legislative update, and for her thoughtful participation in honoring the legacy of Mr. Foster.

III. Minutes. The minutes of the regular meeting of April 16, 2025, had been distributed with the agenda materials. Upon motion duly seconded, the minutes were approved as presented by a unanimous voice vote.

IV. Report of 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 announced that Allegiant's direct service to Gulf Shores International Airport had officially launched that afternoon. He also shared that Allegiant recently announced new nonstop routes to Key West International Airport and Memphis International Airport. In closing, Mr. Wilson reported the successful completion of another five-week session of the Aviation Academy, noting that graduates included Commissioner Stowers and Commissioner Page. Commissioner Stowers expressed his appreciation to Ms. Huckaby and Ms. Darras for their dedicated efforts in making the Aviation Academy a rewarding experience.

At the request of Mr. Wilson, Mr. Mamantov updated the Board on the 2025 Airport Revenue Bonds expected to be issued on June 4, 2025.

V. Report of Nominating Committee. Commissioner Stowers, Chair of the Nominating Committee, advised the Board that the Committee had met on May 7, 2025 to consider nominations for officers of the Board for the two-year period starting on July 1, 2025. In addition to Mr. Stowers, the Nominating Committee consisted of Ms. Hawthorne and Ms. Koella, and all members attended the meeting. The Committee considered the expressions of interest by Commissioners in serving as officers as well as the remaining terms of office of the Commissioners. After a thorough discussion, the Committee unanimously recommended the following proposed slate of officers: Howard Vogel, Chair; Allison Page, Vice-Chair; and Charlie Harr, Secretary. This report was informational only, and the Board will elect officers at the Board meeting in June.

VI. Report of 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 the performance review and employment contract of the President. On behalf of the Committee, Mr. Harr moved for approval of the President's performance review and requested that legal counsel draft a revised employment contract with Mr. Wilson for consideration at the next Committee meeting, which required no second. The motion was unanimously approved by voice vote.

Mr. Harr advised that the Committee also considered the operating budget and airline rates and charges for the fiscal year ending June 30, 2026. On behalf of the Committee, Mr. Harr moved for approval of the operating budget and airline rates and charges for the fiscal year ending June 30, 2026, which motion required no second. The motion was unanimously approved by a voice vote.

Finally, Mr. Harr explained that the Committee considered the renewal of the Airport Authority's property, workers compensation, automobile and airport liability insurance policy. Arch Insurance (formerly Allianz) submitted the most competitive quote for property insurance, with a premium of \$358,380. Beacon Aviation Insurance Services provided a quote of \$119,184 for workers' compensation coverage. The Cincinnati Insurance Company offered a premium of \$114,270 for automobile liability and uninsured motorist coverage. Chubb quoted \$170,281 for airport liability insurance. The Committee recommended approval of the proposed policies with Arch Insurance, Beacon Aviation Insurance Services, Cincinnati Insurance Company, and Chubb. On behalf of the Committee, Mr. Harr moved for approval of the Committee's recommendation, which motion required no second. The motion was unanimously approved by a voice vote.

VII. New Business.

A. Consideration of Adoption of Amendment to the Resolution that Implemented Regulations and Fees for Transportation Network Companies (TNCs) Operating at TYS. Susan Gennoe, Vice President of Finance at the Airport Authority, advised the Board that Resolution No. 16-01 and Resolution No. 21-01 authorized the Authority to collect drop off and pick up fees from TNCs operating at the Airport. The proposed Resolution No. 25-03 increases the fees from \$2.50 to \$3.00 for each drop off and pick up effective on August 1, 2025. The fees collected from TNCs are used to defray the cost of airport facilities and operations and to improve the financial stability and welfare of the Airport Authority. It was moved by Mr. Stowers, seconded by Mr. Dawson, that Resolution No. 25-03 be adopted. The motion was unanimously approved by a voice vote.

B. Consideration of Adoption of a Resolution to Increase and Implement Fees for Certain Ground Transportation Vehicles Operating at TYS. Ms. Gennoe explained to the Board that the monthly fees for the various ground transportation vehicles operating at the Airport have not been increased in more than thirty years. The proposed Resolution No. 25-04 would establish updated monthly fees for these operators at the Airport, effective August 1, 2025, as follows: taxicabs – \$160.00; motor buses – \$150.00;

charter vehicles – \$125.00; private shuttles with Lot F access – \$125.00; and hotel/motel courtesy shuttles – \$125.00. Ms. Gennoe commented that these increases are reasonable given the length of time the current fee structure has been in place. The fees collected from these ground transportation vehicles are used to help defray the cost of airport facilities and operations and to improve the financial stability and welfare of the Airport Authority. It was moved by Mr. Vogel, seconded by Ms. Koella, that Resolution No. 25-04 be adopted. The motion was unanimously approved by a voice vote.

C. Consideration of the Purchase of Property Located at 504 Link Drive. Dave Schroth, the Director of Properties and Risk Management at the Airport Authority, informed the Board that a residential home located at 504 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 3,300 square feet. The cost of the property is \$720,000 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. Dawson, seconded by Ms. Koella, that the purchase of property located at 504 Link Drive be approved as presented. The motion was unanimously approved by a voice vote.

D. Consideration of the Purchase of Property Located at 726 West Hunt Road. Mr. Schroth informed the Board that a residential home located at 726 West Hunt Road 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 1,471 square feet. The cost of the property is \$305,000 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. Harr, seconded by Mr. Stowers, that the purchase of property located at 726 West Hunt Road be approved as presented. The motion was unanimously approved by a voice vote.

E. Consideration of the Extension of Presidential Spending Authority. Michael Giles, the Procurement Manager at the Airport Authority, informed the Board that the Airport Authority's Policy Relating to Contracting and Purchasing Authority of the President limits purchases from a single vendor to \$75,000 for each fiscal year. In order to be able to continue business through the fiscal year ending June 30, 2025, the Airport Authority staff recommends an increase from \$75,000 to \$150,000 for the following vendors: Cook's Mechanical (HVAC), Service One (General Mechanical/Electrical), Grainger (Maintenance Parts), KONE (Elevator/Escalator Repairs), Ag-Pro (Fleet Parts), Presidio (Technology Supplies), Stowers Rents (Rental Equipment), Southern Tire (Tire Replacements including Passenger Boarding Bridge Tires), Graybar (Electrical Supplies), Greenway (Residential Lawn care), and McCarty Holsaple McCarty (Architectural Services). It was moved by Mr. Harr, seconded by Ms. Koella, that the presidential spending authority be increased for the fiscal year ending June 30, 2025 as presented. Commissioner Stowers recused himself from the vote due to a potential, indirect conflict of interest. Following discussion, the remaining Commissioners unanimously approved the motion by a voice vote.

F. Consideration of the Purchase of Grounds Maintenance Equipment for Knoxville Downtown Island Airport. Mr. Giles informed the Board that the proposed purchase of the New Holland PS120 tractor for grounds maintenance was included in the Airport Capital Improvement Program for the fiscal year ending June 30, 2025. The tractor would be purchased from Maury County Equipment as part of a Tennessee statewide contract. The proposed cost is \$83,925. It was moved by Mr. Harr, seconded by Mr. Stowers, that the purchase of the tractor be approved as presented. The motion was unanimously approved by a voice vote.

G. Consideration of the Approval of Work Authorization Number 25-175 with CHA Consulting, Inc. (CHA) for Airfield Pavement Condition Index Update at TYS. Bryan White, the Vice President of Planning and Development at the Airport Authority, explained that the Federal Aviation Administration (FAA) requires the Airport Authority to implement an airfield pavement maintenance program. This program includes visual inspections of all airfield pavements by trained personnel to catalog

all pavement distresses. The analysis then aids in determining the most efficient expenditure of funds for pavement repair and replacement. The proposed work authorization would direct CHA to perform the required FAA inspections and analysis under the program. The cost of the proposed work authorization is \$96,075. It was moved by Mr. Dawson, seconded by Mr. Stowers, that Work Authorization Number 25-175 with CHA be approved as presented. The motion was unanimously approved by a voice vote.

H. Consideration of the Approval of Work Authorization Number 23-158E to CHA for the Runway 5R/23L Rehabilitation Design and Bidding at TYS. Mr. White explained that the planning and environmental phases for the Runway 5R/23L rehabilitation project are complete. The Airport Authority is ready to proceed with the design work for Phase 3. Mr. White shared a diagram identifying Phase 3 of the project for the Board. The proposed work authorization would include surveying, testing, designing, project management, estimating, FAA coordination, bidding, and the award for Phase 3. The proposed work authorization is eligible for reimbursement with federal funds. The cost of the proposed work authorization is \$1,153,004. It was moved by Mr. Vogel, seconded by Ms. Koella, that Work Authorization Number 23-158E with CHA be approved as presented. The motion was unanimously approved by a voice vote.


I. Consideration of the Approval of Award to Workspace Interiors for the Terminal Concourse Hold Room Furniture Improvements at TYS. Mr. White explained that the proposed award will provide additional seating capacity and create a more efficient use of the existing concourse space. Existing seating will be supplemented with new tandem seating, comfortable and modern soft seating, and a mix of tables with stools and stand-only options. This will maximize the number of seats available and provide new alternatives for waiting spaces and concession overflow. This purchase will also include hold room furniture for the additional boarding gate project that is currently being developed. This project may be eligible for reimbursement from passenger facility charges. After competitively bidding the project, Workspace Interiors was chosen as the lowest responsive bidder. The proposed cost of the furniture and installation is \$1,540,669.15. It was moved by Ms. Koella, seconded by Mr. Stowers, that the award to Workspace Interiors for the concourse hold room furniture be approved. The motion was unanimously approved by a voice vote.

J. Consideration of the Approval of Change Order Number 2 to Shambaugh & Son, LP for Hanger 800 Fire Suppression System Upgrade Project at TYS. Mr. White informed the Board the proposed change order provides for the removal, processing, and proper disposal of additional firefighting foam stored in the mechanical room holding tanks in Hangar 800. The cost of the change order is \$118,902. It was moved by Mr. Vogel, seconded by Mr. Stowers, that Change Order Number 2 to Shambaugh & Son, LP for the Hangar 800 fire suppression system project be approved. The motion was unanimously approved by a voice vote.

VIII. Staff Reports. Becky Huckaby, the Vice President of Public Relations at the Airport Authority, provided the Board with an update on current construction-related communications under the Flight Plan initiative, with particular emphasis on preparations for increased passenger traffic during the busy summer months.

IX. 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.

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

  
Secretary