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, October 22, 2025.

Commissioner Harr, Chair of the Committee, presided, and other members present were Joe Dawson, Caryn Hawthorne, Allison Page, and Howard Vogel, 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; and Mark Mamantov, legal counsel, who acted as secretary at the request of the Chair.

The Chair noted that the minutes of the last meeting of the Administration and Finance Committee held on August 20, 2025, had been distributed with the agenda materials, and upon motion duly made and seconded, the minutes were approved by a unanimous voice vote.

The only order of business was the review and consideration of certain amendments to the Airport Authority's Procurement Policy and a Policy Relating to Contracting and Purchasing Authority of President (President Policy). Mr. Wilson explained that the current policies were approved in October 2021. As the Airport Authority's staff and legal counsel have utilized these policies over the last four years, the Airport Authority's staff and legal counsel have noted a number of clarifications and updates that they recommend be made to these policies. Mr. Wilson presented the proposed amendments to the President Policy. In addition to various clarifications as to wording and title changes, the proposed amendments generally liberalize the purchasing and contracting authority limits of the President so as to give the President more flexibility to quickly address the immediate needs of the Airport Authority in a time of unprecedented growth. Upon motion duly made and seconded, the Committee recommended to the Board that the amendments to the President Policy be approved as presented; provided, however, that the President's spending limit be increased from $100,000 in the proposed policy amendment to $150,000. Next, Mr. Mamantov presented the proposed amendments to the Procurement Policy. Mr. Mamantov explained that the updates generally relate to clarifications and changes in titles. The proposed changes to the Procurement Policy also address more directly the process for selecting the delivery method for construction projects and for procuring the services necessary to implement the chosen delivery method. Upon motion duly made and seconded, the Committee recommended to the Board that the amendments to the Procurement Policy be approved as presented.

There being no further business to come before the meeting, it was, upon motion duly seconded and unanimously approved, adjourned at 3:56 p.m.

Acting Secretary

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