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 3:25 p.m. on Wednesday, March 18, 2026.

Commissioner Hawthorne, Interim Chair of the Committee, presided, and other members present were Joe Dawson, 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; 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 November 19, 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 first order of business was the consideration of Employee Health, Dental, Vision, Life AD&D, and Disability Insurance June 1, 2026, Policy Renewals. At the request of Adrienne Washington, Vice President of Human Resources, Chris Wampler, President of Carriage Hill Insurance, and Nick Weissfeld, Employee Benefits Agent for Carriage Hill Insurance, presented the Committee with an overview of the employee insurance policies and benefits. Mr. Wampler explained that the Airport Authority's health insurance premiums for the upcoming year were quoted with a 24% increase by the current provider, United Health Care. Mr. Wampler reported that this increase was due to increased claims in FY 2026. Mr. Wampler reported that Cigna had provided a quote on the day of the meeting with an increased cost of 10% and a $100,000 transition credit, which would effectively be an increase of health insurance cost of 7% over FY 2026's premiums. Mr. Wampler reported that Cigna quoted vision insurance at less than current premiums and dental insurance with a 7% increase with a higher benefit to employees. Mr. Weissfeld then reported that the cost of life insurance and long-term disability insurance did not increase over FY 2026 and that the flexible spending benefit user fee was quoted to increase from $4.30 to $4.55 per user. Ms. Washington stated that MKAA staff recommends approval of the Employee Health, Dental, Vision, Life AD&D, and Disability Insurance Policy Renewals, effective June 1, 2026, with an increased cost not to exceed a 24% increase over FY 2026. Mr. Vogel moved, and Ms. Page seconded, that the Committee recommend to the Board that the Board approve the renewal of the Employee Health, Dental, Vision, Life AD&D, and Disability Insurance Policies, effective June 1, 2026, after further negotiations by the Authority's agents and staff, provided, however, that the increased cost would not exceed a 24% increase as compared to FY 2026. The motion was unanimously approved by a voice vote.

The second order of business was the consideration of the FY 2027 Personnel Program, which was presented by Ms. Washington. Ms. Washington presented statistics and salary information for state and local government employees and recommended a 3.5% salary increase for all full-time and part-time employees, effective July 1, 2026. The salary cost associated with such a raise is $514,791. Ms. Washington reported that the staff recommends increasing the FY 2027 MKAA Staffing Plan salary ranges by 2.5% to reflect the expected increases in ranges from 2026 and prevent compression issues experienced in some targeted areas in FY 2026. Ms. Washington also addressed new positions that will be in the proposed FY 2027 Staffing Plan and FY 2027 Operating Budget, which include four (4) new full-time positions, one (1) new intern/temp position, and adjustments in other areas. Ms. Washington stated that these proposed positions would focus on supporting additional activities related to already recognized growth in equipment, employees, and passengers. Ms. Washington proposed to use natural attrition and timing of hiring to address potential fluctuations in projections and stated that the FY 2027 Personnel Program includes $238,990 budgeted salary expense related to these new positions. Mr. Wilson explained that if the Committee does not have concerns with the presented information, the proposed increases will be in the proposed FY 2027 Staffing Plan and FY 2027 Operating Budget presented next month for consideration. The Committee shared no concerns with the proposed salary increases and position changes as presented.

The third order of business was the consideration of FY 2026 Staffing Plan Revision, which was presented by Adrienne Washington, Vice President of Human Resources. Ms. Washington noted MKAA's ongoing organizational growth and increased complexity of workloads in both the Financial Services and Planning and Development departments, which have required changes to current positions. MKAA staff recommended reclassifying two existing positions to align with current operational needs and the skill levels required. In the Finance Department, Ms. Washington noted that significant organizational growth has increased the volume and complexity of revenue analysis and reporting inside the Accounts Receivable ("AR") area. Ms. Washington proposed modification of the vacant position of Accounting Specialist for Accounts Receivable position to a Financial Analyst for Revenue position due to the need for accuracy, integrity, and optimization of airport revenues as well as enhanced technical skills. The new position would require a higher degree of independent judgment, analytical capability and strategic financial support, would change the salary grade of the position to Grade 27 compared to the Specialist level of Grade 25, and would modify the FLSA status from non-exempt to exempt. Ms. Washington noted that this modification would more accurately reflect the nature of the work currently performed. In the Planning and Development Department, Ms. Washington noted that growth in development activity has expanded the size, scope, and complexity of airport projects. Ms. Washington explained that the current position of Project Manager was originally thought to be a position that assists the leaders of the current projects, but the role now requires advanced strategic planning, technical expertise, and project oversight consistent with a higher-level classification. Due to internal equity considerations and the scope of responsibility, Ms. Washington recommends this position's salary grade change from Grade 27 to Grade 30 and changing the FLSA status from non-exempt to exempt, which is justified by the role's increasing autonomy and professional decision-making. Finally, Ms. Washington noted that the increased construction activity has required the need for a temporary position of a Terminal Area Development Program Director. This position is proposed for a limited duration with a salary grade of Grade 34. Ms. Washington stated that this position would replace an open Project Manager position so as to maintain current overall Staffing Plan counts. Ms. Washington stated that MKAA staff recommends the Committee and Board approve the following FY 2026 Staffing Plan revisions: (1) reclassify the Accounting Specialist position to Financial Analyst, with a grade change from 25 to 27 and a change to exempt status; (2) reclassify one Project Manager position in Planning & Development from Grade 27 to Grade 30, with a change to exempt status; and (3) add the Terminal Area Development Program Director position at a Grade 34. Upon motion by Commissioner Ms. Page, seconded by Mr. Vogel, the FY 2026 Staffing Plan Revision was approved as presented for recommendation to the full Board of Commissioners.

There being no further business to come before the meeting, it was, upon motion duly seconded and unanimously approved, adjourned at 4:06 p.m.

Acting Secretary

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