



2023 Board Meeting Minutes
Chattanooga, Tennessee

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**NO BOARD OF
COMMISSIONERS
MEETING
JANUARY 2023**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
February 20, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, February 20, 2023 at 2:00 p.m. Chairman Hall, Vice Chairman Jacobson, Commissioners Conn, LittleJohn, Roddy, Snow, Stokes, Sankar, and Sugden were present.

April Cameron verified that a quorum was present and the requirements of the Sunshine Law had been met.

Chairman Hall announced the departure of two Board members, Mike Mallen and Travis Lytle. Chairman Hall thanked them for their dedicated service to the CMAA Board of Commissioners. Two new board members were introduced. Santosh Sankar and Chris Sugden have now joined the CMAA Board and this will be their first meeting.

Minutes:

On motion of Commissioner Roddy, seconded by Commissioner LittleJohn, the minutes of the December 19, 2022 meeting were approved.

President's Report:

President Hart welcomed the two new Board members and echoed the sentiments from Chairman Hall in saying farewell to Mike Mallen and Travis Lytle.

Mr. Hart started his report with current projects. The first is the terminal expansion project. There will be a tour immediately after the meeting so the Board members can have a firsthand look at the progress. We are on day 253 of the contract with J&J Contractors. The Board observed aerial photos of the terminal construction with the new wing, concessions, restrooms, and new airline gates. One of the three new jet bridges is currently up and running, and Delta is already using it.

This expansion project recently gained national attention. The Treasury Secretary was visiting Spring Hill, Tennessee and gave a speech about the infrastructure bill. She noted in her infrastructure speech "Airport expansions to help reduce delays, like the one announced for the Chattanooga Airport, just two hours from here."

Allen & Hoshall are busy working on three different projects. All three are on the master plan that was approved in 2019 focusing on the growth of our infrastructure.

Taxiway "C" Connector is nearly complete on the 100% design work. This will go on the street

on or around February 28th, bids will be due on March 28th, and we hope to bring this to our April Board meeting for approval with a notice to proceed around May of 2023.

Next is the development of the West Side General Aviation area. The project's 100% design will be done in April, bids by June 1st, and presented at the June Board meeting for approval to start construction in mid-July. This project is specifically to build two more community hangars, approximately 20,000 square feet each, and a connector off Taxiway "H".

Another project is a development off Honest Street that can be built out to connect to Taxiway "A", behind the FedEx facility for t-hangar development. All our current t-hangars are full and there is a strong demand for more of these facilities.

The Board also approved a contract with Convergent to put cameras in our garage. This project is complete. Additionally, Convergent is updating and replacing our access control system. The previous system was installed in 2009 and is ready for an upgrade.

The last project is West Star Aviation's Hangar 27. It is currently under construction and we anticipate a July timeframe to be completed. Once complete, this grows West Star's employment to 380. There is another site next to this that will allow them even more growth in the future.

Mr. Hart continued with an update on statistics for the month of December and January. We ended 2022 with 432,312 enplanements. Still off from 2019, but it continues to rise. For December, all the carriers showed improvement on their enplanements, and deplanements tracked in line as well. Landing weights remained flat. Operations finished the year with 88,746. That is the largest number since the automated system took over in 2009 with tracking. Operations is driven solely by General Aviation. Cargo had the largest number since 2009.

In January, we started off with 33,453 enplanements. This was a 31% increase over January 2022. All the air carriers were up, landing weights were up, along with seat capacity, and cargo was also up. Operations were down, but there were not a lot of military operations in January.

Miscellaneous items regarding the air carriers are as follows. On June 3rd, American will be bringing back non-stop service to Miami through the summer. They will provide Saturday morning departure and Saturday evening return on a 76-seat regional jet. Also, on March 9th, Delta will be up gauging aircraft service to Detroit from the CRJ200 to the CRJ900, a 76-seat regional jet. Lastly, in May, United has committed to up gauge the three flights to Chicago, from the 50-seat aircraft to the 76-seat regional jet. We will promote these changes to ensure that they perform well.

In March, we will be attending an airline conference. This gives us an opportunity to network and promote our airport and tell the Chattanooga story in order to bring new service to our area.

State funding, through the Transportation Equity Fund, comes from the sale of jet fuel, and the tax on that fuel. The FedEx bill introduced legislation to cap how much one entity would pay the State in tax on fuel. For the past two years, Governor Lee has allowed airports more funds, and TAACA continues to work with the Governor and state legislatures to talk about the importance of funding for airports. The biggest economic impact comes from the five air carrier airports in Tennessee.

Fiscal year 2024 budget preparation is underway, and in the next few weeks, we will get with the Finance committee to review. Subsequently, we will bring it to the Board for approval, perhaps as early as April, but definitely by the May Board meeting.

Today is Blake Poole's last board meeting. He is retiring after seven years with the Airport Authority, and we want to thank Blake for all of his hard work. Additionally, Mike Marsh, Maintenance Manager, retired last week after 31 years. We want to thank both for their dedication and congratulations on their retirements.

Board Action Items:

Acquire Property 605 Watts Avenue

The airport has been in communication with the owner of the property at 605 Watts Avenue regarding our interest in purchasing this property for several years. The property is slightly less than an acre in size, approximately 41,000 square feet and sits adjacent to our owned property on Pinehurst Avenue. As reference, the FAA tower and the new West Star facilities sit at the end of Pinehurst.

Reeves & Reeves Properties LLC, owners of the site, have agreed to sell tracts 22 and 23 of the 605 Watts Avenue property to the airport for \$200,000. A real estate appraisal of the property listed the fee simple market value as \$136,000. A Phase 1 Environmental Site Assessment was conducted a few years ago and uncovered no environmental concerns associated with the property. We believe this piece of property makes sense for the Authority to own and can be acquired at a fair price. Not only does it adjoin our property, but in our opinion, is a perfect site for a new maintenance facility. Our current facility is approaching thirty years in age and its location occupies valuable property near the airfield, which could be better used for revenue producing aeronautical activities.

The property will be paid for with CMAA reserve funds.

Board Action: CMAA requests approval to acquire tracts 22 and 23 of the property located at 605 Watts Avenue for the purchase price of \$200,000.

**Motion for approval by Commissioner Snow, seconded by Commissioner Conn.
Motion approved.**

Convergint - Terminal Expansion Access Control

With the addition of terminal gates, security doors, and passenger waiting areas, it requires CMAA to expand its access control monitoring system to accommodate the additional usage of the facility. Convergint Technologies, our security service consultant, has proposed expanding the current system by furnishing and installing 12 new cameras (10 indoor, 2 outdoor) which will adequately cover the entire expansion. These new cameras will be fully integrated to create an enterprise security environment to protect the Airport's critical assets in support of the Airport Security Program, as well as maintaining compliance with DHS, and TSA rules and regulations.

Physical security, for the purpose of this project, means controlling physical access so that only specifically authorized individuals may enter those parts of the airport property that are not public spaces. This is accomplished in part using a Physical Access Control System. Critical aspects of providing security are:

1. Controlling access at all points of entry between public, sterile, SIDA, and AOA spaces.
2. Creating and maintaining information on all persons given access to sterile and SIDA spaces.
3. Creating and printing identification badges.
4. Monitoring and recording alarms, both via text-based and videos-based records.
5. Generating reports as required by local, state, and federal authorities.

Services that will be required for this installation will include labor, materials, tools, equipment, and finally testing, training and acceptance.

The project will be funded through reallocated capital funds and included in the upcoming FY 2024 Budget.

Board Action: CMAA will request Board approval to enter a contract with Convergint Technologies for the installation of cameras and video monitoring in the terminal expansion. The fee for this work is \$157,158.66.

NOTE: Commissioner Conn asked for us to go back and possibly negotiate a better price with Convergint before the start of the project. Commissioner Roddy wanted to confirm a warranty as well.

**Motion for approval by Commissioner Sugden, seconded by Commissioner Conn.
Motion approved.**

Other Business:

With the departure of Mike Mallen, the Board needed to elect a new Secretary. Vice-Chairman Jacobson nominated Commissioner Harriette Stokes to fill that position.

**Motion for approval by Commissioner LittleJohn, seconded by Commissioner Conn
Motion approved.**

Chairman Hall reappointed the other Board committees,
Marketing committee will be Commissioners LittleJohn, Sankar, and Stokes.
Personnel committee will be Commissioners Conn, Roddy, and Sugden.
Finance committee will be Commissioners Hall, Snow, and Jacobson.

Public Comment:

Closing Comment:

Chairman Hall closed by saying that the Board has made some bold steps including approving the building of the \$23 million dollar parking garage during the height of the pandemic. Now, moving forward with the terminal expansion opening in the second quarter of 2024. This airport has great relationships with the FAA and the State. The majority of the funding comes from the Federal and State government.

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kimberly Randle



**NO BOARD OF
COMMISSIONERS
MEETING
MARCH 2023**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
April 17, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, April 17th, 2023 at 2:00 p.m. Chairman Hall, Vice Chairman Jacobson, Commissioners Conn, Roddy, Snow, and Stokes were present.

April Cameron verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Conn, seconded by Commissioner Roddy, the minutes of the February 20, 2023 meeting were approved.

President's Report:

President Hart started with an update on the current projects.

Hangar 27 is well underway on the East Ramp. Tectonics is the contractor working on this. The concrete is being installed for the hangar floor. This is well ahead of schedule with a late June completion date. This project will bring 100 additional jobs to the area.

Next, back in October the board approved to improve and replace the primary electrical feed into the building. There was an upgrade to the facility on the other side of the railroad tracks that feeds the power to the airport and additional work on two different sub stations. Cable was pulled underground to the two new transformers. The work was performed by EPB after hours in order to turn off the power to the terminal. The job is now complete.

Other projects with Allen & Hoshall are continuing with Taxiway C Connector off the East Ramp and, a West side development project with two community hangars. This area will need a connector off Taxiway H back to a ramp that will be on the West side.

Continuing, the terminal expansion is well under way. The project is on day 305 of 760. The exterior of the building is approximately 90% complete. The HVAC units are going in, along with the final fitting and install of the windows. The interior is moving along with electrical and framing, along with the installation of the new terrazzo flooring. Last week, they began demo of the existing floors in the concourse. They will be replaced with the same terrazzo flooring so that everything matches and flows with the new addition. TSA will move into a temporary area while the build out of the new TSA area is completed.

Mr. Hart discussed the operational statistics for February and March. February's enplanements were 32,489. This is up 13% from this same time last year. The carriers are running an 82% load factor. Landing weights up 10%, operations are up nearly 5%, and cargo up 2% from February of last year.

March enplanements were 40,128, up 11% from 2022. Year to date enplanements are 136,958, which is up 12.7% from last year. Landing weights are up 17% from last March, and 12.7% year to date. Operations are up 13.5%. Year to date in the first quarter, our operations are up 3.5%. Seat capacity will really drive operations this year with larger aircraft, and additional routes coming.

Mr. Hart and April Cameron attended the recent Routes Americas Conference, and had scheduled meetings with eight different carriers. Avelo and Breeze are two new startup airlines, and will see where that will lead. There is always good dialogue with Delta, American and United. The Denver market was in the discussion, which will potentially be the gateway to the West.

The DOT issued the order last week for a \$15 million grant to be awarded to smaller airports. We will be ready to submit our application for this grant on May 12th, and hopefully that will be approved. We have obtained matching community funds as part of this grant process. We have \$370,000 in commitments so far. Updates will come as we continue through this process.

Finally, a few miscellaneous items Mr. Hart mentioned. Two board approved valet bag lifts are here and operational. Also, we have purchased and closed on the property on Watts Avenue. Finally, in the early morning of March 25th, there was a storm that passed over the airport with wind gusts up to 70mph. The damage was minimal, but there were some issues with things blowing around. The whole event lasted about 15 minutes.

Board Action Items:

Taxiway C Connector Construction

In 2019, the former Air National Guard site was demolished and replaced with the new East Ramp. This ramp has remained vacant since that time, but very soon will support a new West Star hangar, to be completed this summer. This of course will bring additional aircraft traffic to the ramp, which inadvertently creates a bottleneck for aircraft movement onto the taxiways. To alleviate this problem, we are proposing building a "connector" to Taxiway C, on the opposite end of the bottleneck.

Project scope will include the construction of pavement surfaces between the East Ramp and Taxiway C. Lighting and signage will be included and the circuit rewired. The grading for drainage will be modified and part of the waterway will need to be covered. A portion of our perimeter

vehicle road will be rerouted. Finally, a combination of sod and seed will be utilized to ensure the grading holds in place once the project is complete.

CMAA solicited bids in early 2023 for this project, and received the following:

1. Talley Construction: Total Bid amount - \$1,806,460.
2. Thomas Brothers Construction Company: Total Bid amount - \$1,714,438.

Despite Thomas Brothers being the apparent low bid, they were deemed non-responsive due to their mobilization costs exceeded the percentage allowed by the FAA, and they did not meet the 10% DBE requirement.

The project will be 90% funded through Federal AIP dollars with the remaining 10% through CMAA funds.

Board Action: CMAA will request Board approval to enter into a construction contract with Talley Construction for the construction of a connector to Taxiway C. The fee for this work is \$1,806,460.

Motion for approval by Commissioner Roddy, seconded by Commissioner Stokes. Motion approved.

**Allen & Hoshall Task Order #15
Taxiway C Connector Administration**

In addition to selecting the Prime Contractor for the construction of Taxiway C connector project, CMAA is also requesting a contract with Allen & Hoshall for Construction Administration (CA) Services for the project. The fee breakdown for Construction Administration is outlined below.

Construction Administration (lump sum fee)	\$45,950
12 weeks construction anticipated	
264 man hours anticipated	
Resident project representative (budgeted amounts)	
Inspection – 442 man hours anticipated	\$34,000
Expenses – 12 weeks anticipated	\$350
Sub-Total Construction Fee	\$80,300

Reimbursable Expenses

Q/A – Testing (Budgeted Amount)	\$17,700
Grand Total	\$98,000

These construction administration fees will be 90% funded through Federal AIP dollars with the remaining 10% through CMAA funds.

Board Action:

CMAA will request Board approval to enter in to Task Order #15 with Allen & Hoshall for the construction administration services associated with the construction of Taxiway C connector. The fee for this work is \$98,000.

Motion for approval by Commissioner Snow, seconded by Commissioner Conn. Motion approved.

Acquire HVAC Units

The Chattanooga Airport maintenance department currently maintains all the HVAC units on the dome, ticketing, concourse, and baggage claim buildings – nearly 200,000 sq feet of space. Currently, the airport buildings consist of 15 of these sized units for this operation.

The airport would like to purchase replacements for two of these units, both of which were installed in 2008 and are nearing end of useful life. These two units in particular are Lennox, and have never easily integrated with our HVAC digital management system. Replacements would be Carrier, which would seamlessly integrate in the system and with the existing model units.

Three companies were solicited, and two bids were received, with Jake Marshall, LLC being the most qualified bidder with a bid of \$144,000. Jake Marshall, LLC has completed the majority of the replacements and installs of our HVAC units over the years and is known to be reliable for CMAA. Their bid includes:

- Remove and dispose both existing 30-ton units.
- Setting new 30-ton Carrier units.
- Re-connecting the gas piping.
- Installing and integrating controls.

Below is the complete list of bidders and the total cost for each.

Company	Total Cost
Associated Mechanical Systems	\$146,244
Jake Marshall, LLC	\$144,000
Hiller	Non-responsive

The project is included in our Capital budget and will be paid with CMAA funds.

Board Action: CMAA requests Board approval to enter in to a contract with Jake Marshall, LLC for the purchase of two 30-ton Carrier HVAC units. The fee for this equipment and install is \$144,000.

Motion for approval by Vice Chairman Jacobson, seconded by Commissioner Stokes. Motion approved.

Acquire LED Video Displays

In January, CMAA issued a Request for Proposals to acquire and install two state-of-the-art LED Video Displays to be located in the Airport Rotunda. The purpose of the screens is to display digital advertising, video and static images, and general-purpose messaging.

The project includes the purchase and installation of two LED video displays approximately 18'H x 13'W and the purchase and installation of required networking and system control equipment.

CMAA received five proposals for the project.

Proposer	Proposed Cost
Revel Media Group	\$283,646.02
Electro-Matic Visual	\$331,697.50
Infax	\$344,339.00
International Display Systems	\$461,945.00
Plainview LED	\$480,000.00

After reviewing the proposals based on the proposed product specifications, cost, and qualifications and experience, CMAA is recommending acceptance of a contract with Revel Media Group.

Revel Media Group is a digital media company located in Kaysville, UT. Their clients include large public venues, sports arenas, financial institutions, medical centers, manufacturing facilities, and restaurants. We spoke with several references and received positive feedback

from every entity. In addition, Revel utilizes the services of a Chattanooga based installer which will provide support for the system.

If the purchase is approved at the April Board meeting, installation should be complete in August. This project was included in our Capital Budget and will be paid with CMAA funds.

Board Request: CMAA is requesting approval to acquire 2 LED video display boards from Revel Media Group in the amount of \$283,646.02.

**Motion for approval by Commissioner Conn, seconded by Commissioner Roddy.
Motion approved.**

Other Business:

Public Comment:

Closing Comment:

Chairman Hall had some brief comments regarding technology and growth, and looking forward to the future of the airport and the community.

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kimberly Randle

Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
May 22, 2023

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, May 22, 2023 at 2:00 p.m. Chairman Hall, Vice Chairman Jacobson, Commissioners Conn, LittleJohn, Roddy, Sankar, Snow, and Stokes were present.

April Cameron verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Roddy, seconded by Commissioner Snow, the minutes of the April 17, 2023 meeting were approved.

President's Report:

President Hart began by discussing the current projects starting with West Star Hangar 27. This project is on track to be completed at the end of June. The hangar doors are in place, and they are moving along with the finishing elements of this development.

Next, Talley Construction will begin work on the East Ramp and Taxiway "C" connector the Tuesday after Memorial Day. This adds another way of moving traffic on and off the ramp next to West Star.

Another project is the West Side General Aviation development. The ground work drawings are 90% complete. This project sits next to the Forestry Service and allows us to build a connector off Taxiway "H" back to a ramp and eventually two new hangars will sit on this property. After the Taxiway "C" connector is complete, this project will start.

Moving on, Convergint is 99% complete on the final stage of our access control security project. This should be complete by the next board meeting. This took a system that was introduced in 2008 and upgraded and replaced our security system and access controls.

Finally, the terminal expansion with J&J Contractors is well underway. The exterior is mostly complete with the exception of an air conditioning unit, a few windows, and a couple specialized pieces. The interior is moving along nicely. Most of the terrazzo flooring has been put down, and will just need to be finished and polished. The project is well ahead of schedule. Mr. Hart presented an overhead photo of the terminal expansion as it looks today.

Next, Mr. Hart presented the statistics for the month of April. Enplanements were 37,705. Load factors are almost 90% for the month. All of the carriers were positive. Deplanements tracked in line with the enplanements. Landing weights and cargo were good; however, operations were down, primarily driven by military traffic. They were not here as much as they have been in previous months. That being said, April was a good month for us and year to date, our enplanements at 143,777 are up almost 13% from the same time period in 2022. When looking at the current information for May, this week will be the highest since 2019. There were also plenty of Ironman competitors in town. We are trying to reach the 500,000 annual enplanements for 2023, and if we finish the year strong, we should be close to that number.

Mr. Hart discussed a few miscellaneous items. The first item is the completion of the application for the Small Community Air Service Development (SCASD) grant. We are seeking additional air service to the West. We were able to raise \$375,000 in commitments from the community. That is 50% of the ask on the grant. Most importantly, we have received a letter from United Airlines supporting our grant application. It will probably be August before we hear anything on grant approval. We will keep the board updated with the progress on this.

For the third year in a row, Wilson Air center hosted the Challenge Air Event here in Chattanooga. Challenge Air is an organization whose mission statement reads: They exist to build confidence and self esteem in children and youth with special needs through the gift of flight. There were 55 families that were here, as well as many volunteers, pilots, and aircraft. Wilson did a great job of hosting this event.

Next, we had a visit last week from the FAA Airport District Office in Memphis. This gave us an opportunity to show them our current projects, and future development. It is important to stay connected with them, and have them understand where the dollars for the grants are actually being used.

Continuing, on April 19, we had our tri-annual full scale emergency drill. This is a requirement by the FAA. It gives us an opportunity to test our emergency procedures. Because we are a smaller airport, we rely heavily on local support agencies. There were over 200 people involved in this drill. CARTA donated a bus to be used as the extraction simulator. We had local police and fire agencies, local hospitals, as well as state agencies involved in the success of the drill. There were many people that put a lot of time and effort, months in advance to ensure that everything goes well, and accomplish the task that we were asked to do.

Also, we are kicking off the campaign for the American Heart Association. The Heart Walk will take place on September 30th at Coolidge Park. Our goal is to raise \$25,000 to support that cause. We will do a vendor campaign, and are working to establish a round-up program with Tailwind. Mr. Hart will keep the board updated on our progress.

Lastly, we had a commercial flight, Alaska Airlines Flight 334, enroute from Seattle to Atlanta, land at CHA on May 6. Atlanta was in a ground stop due to thunderstorms. The flight was circling for a significant amount of time around Atlanta, and then they developed a mechanical issue. They diverted to Chattanooga. First on the scene was Operations Supervisor, David Morgan. The crew timed out, so the flight with 160 passengers on board was not going to leave that night. Most of the passengers made their way to Atlanta by other means, but there were a few passengers that were on the flight when it left the next afternoon. We received a letter from the Director of Station Operations with Alaska Airlines recognizing the help and support from CHA and was greatly appreciative, and pointed out specifically how helpful David was. We always take care of the customer as well as we can, even when it is a new carrier.

President Hart introduced the new Vice President of Public Relations & Air Service Development, Kristen Behm. Ms. Behm comes from an airline family, with a substantial marketing background, and is a Chattanooga area resident. Kristen addressed the board and introduced herself and spoke about her goals and service here at the Chattanooga Airport.

Board Action Items:

FY 2024 Budget

April Cameron, VP Finance & Administration presented the FY 2024 Budget to the Board for review and approval.



CHA CHATTANOOGA AIRPORT
Operating Revenues

Revenues	FY 2023 Forecast	FY 2024 Budget	Variance
Airline	\$3,035,218	\$3,390,029	5%
Parking	\$6,058,189	\$6,210,000	3%
Rental Car	\$2,664,970	\$2,664,970	0%
Airfield	\$1,323,663	\$1,323,663	0%
Terminal	\$957,125	\$958,045	0%
Reimbursement Programs	\$116,800	\$124,100	6%
Rental Property/Other	\$573,431	\$570,432	0%
FBO	\$19,054,657	\$19,088,039	0%
Total	\$33,784,053	\$34,125,678	1%



CHA CHATTANOOGA AIRPORT Operating Expenses

Expenses	FY 2023 Forecast	FY 2024 Budget	Variance
Salaries and Benefits	\$4,389,207	\$4,889,403	11%
Professional Services	\$160,435	\$145,824	(9%)
Maintenance & Repair	\$1,040,988	\$1,092,817	5%
Insurance	\$503,342	\$538,443	3%
Utilities	\$477,959	\$455,434	(4%)
Air Service Development	\$497,180	\$564,335	42%
Supplies	\$26,065	\$24,377	(10%)
Contractual Services	\$552,243	\$554,656	0%
Miscellaneous	\$229,534	\$225,734	(2%)
FBO	\$16,078,794	\$16,075,973	0%
Total	\$23,846,327	\$24,735,948	4%



CHA CHATTANOOGA AIRPORT Net Operating Balance

	FY 2023 Forecast	FY 2024 Budget	Variance
Revenues	\$33,784,053	\$34,129,678	1%
Expenses	(\$23,886,327)	(\$24,735,948)	4%
Net Operating Revenues Before Capital and Debt Service	\$9,897,726	\$9,393,730	(5%)

CHA CHATTANOOGA AIRPORT Capital Investments

Project	Total Cost	Federal	State	PIE	CMAA
Terminal Equipment Construction (DON)	\$14,400,000.00	\$ 8,398,250.00	\$ 4,200,000.00	\$ 1,720,000.00	\$ 1,720,000.00
Access Passenger Boarding Bridges (Remaining balance)	\$ 4,000,000.00	\$ 2,000,000.00	\$ 1,500,000.00	\$ 500,000.00	\$ 0.00
Terminal Expansion Construction (DON)	\$ 11,500,000.00	\$ 6,500,000.00	\$ 3,250,000.00	\$ 1,250,000.00	\$ 1,250,000.00
Terminal Expansion Aerial Control (DON)	\$ 1,000,000.00	\$ 500,000.00	\$ 250,000.00	\$ 100,000.00	\$ 100,000.00
West FBO Lane Expansion (IP Planning)	\$ 1,000,000.00	\$ 500,000.00	\$ 250,000.00	\$ 100,000.00	\$ 100,000.00
Medical Operations Airway Obstacle IP Planning	\$ 1,000,000.00	\$ 500,000.00	\$ 250,000.00	\$ 100,000.00	\$ 100,000.00
West FBO Lane Expansion (IP Planning)	\$ 1,000,000.00	\$ 500,000.00	\$ 250,000.00	\$ 100,000.00	\$ 100,000.00
Light and parking equipment with site visitors	\$ 17,788.23	\$ 8,894.11	\$ 4,447.06	\$ 1,718.84	\$ 1,718.84
Terminal Control Modernization	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Airway	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Digital Advertising Construction	\$ 60,832.66	\$ 30,416.33	\$ 15,208.17	\$ 6,083.27	\$ 6,083.27
Hangar 23 security (remaining portion)	\$ 47,572.59	\$ 23,786.29	\$ 11,893.15	\$ 4,757.26	\$ 4,757.26
Hangar 24 and 25 security (remaining portion)	\$ 78,579.33	\$ 39,289.66	\$ 19,644.83	\$ 7,859.96	\$ 7,859.96
Terminal Expansion Aerial Control (DON)	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Terminal Furniture	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Custom Equipment	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
TRUCK	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Lighting	\$ 10,000.00	\$ 5,000.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Terminal System Updates	\$ 1,000.00	\$ 500.00	\$ 250.00	\$ 100.00	\$ 100.00
Police Equipment	\$ 10,000.00	\$ 5,000.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Maintenance Shop Construction	\$ 1,000,000.00	\$ 500,000.00	\$ 250,000.00	\$ 100,000.00	\$ 100,000.00
FBO Equipment	\$ 17,000.00	\$ 8,500.00	\$ 4,250.00	\$ 1,700.00	\$ 1,700.00
Total	\$34,440,801.11	\$19,311,894.24	\$ 9,912,029.24	\$ 3,743,314.00	\$ 3,743,314.00

CHA CHATTANOOGA AIRPORT Debt Service

Debt	FY 2024
2019 Taxable Loan (2.87%)	\$575,518
2019 Tax-Exempt Loan (2.29%)	\$1,013,477
Total Debt	\$1,588,995

CHA CHATTANOOGA AIRPORT FY 2024 Budget

	FY 2023 Forecast	FY 2024 Budget
Revenues	\$33,784,053	\$34,129,678
Expenses	(\$23,886,327)	(\$24,735,948)
Net Operating Revenues	\$9,897,726	\$9,393,730
Debt Service	(\$1,588,995)	(\$1,588,995)
Cash Flow before Capital	\$8,308,731	\$7,804,735
Capital Investments	(\$4,500,000)	\$7,804,735
Transfer to Reserves	\$3,828,731	\$0
Net Revenues	\$0	\$0

- ### CHA CHATTANOOGA AIRPORT Summary
- Enplanement numbers are growing as seat capacity increases
 - General Aviation continues to thrive
 - Expenses are increasing to support additional passenger traffic
 - Terminal expansion is underway to support future growth
 - Balanced budget and a strong balance sheet

Board Action: CMAA requests board approval of the FY 2024 Budget as presented.

**Motion for approval by Vice Chairman Jacobson, seconded by Commissioner Stokes.
Motion approved.**

Maycreate Advertising Agreement

In 2016, CMAA entered into our initial contract with Maycreate, a local creative firm. Over the past seven years, the team at Maycreate has worked diligently to utilize our funding to further expand our positive message and promote all that the Chattanooga airport has to offer our community and surrounding region. The contract that we entered into in 2020 was a three-year agreement which extended it until June 30, 2023. Our request is to approve the funding for Maycreate for three additional years: FY 2024, FY 2025 and FY 2026.

The scope of their services remains the same and includes:

- Develop an annual Advertising Plan in support of our existing brand by creating strategies for reaching business and leisure travelers.
- Make recommendations as to the types and locations of airport advertising in the region which will support the airport's brand and reach the evolving airport and community demographic.
- Develop advertising creative graphics as needed for approved locations which support CMAA's brand.
- Negotiate rates and place media buys for approved CMAA advertising purchases.
- Report quarterly on marketing activities and consumer research. Maycreate provides a real time dashboard that measures all digital channels, site actions and conversions to find the visitors most likely to help CHA meet its objectives. Also, CHA can have a true picture of its digital performance and the performance of the advertising campaigns.
- Other advertising and creative consulting services, as required.

The FY 2024 contract will be in the amount of \$281,000 with \$229,000 towards media buying and \$52,000 for creative services and account management. This expense was included in our approved operating budget.

Board Action: CMAA requests Board approval to renew our marketing and media placement contract with Maycreate for a three-year term with the FY 2024 contract valued at \$281,000. The two subsequent years will be determined through the budget process.

**Motion for approval by Commissioner LittleJohn, seconded by Commissioner Conn.
Motion approved.**

Waterhouse Public Relations Agreement

As many of you know, Waterhouse Public Relations has provided public relations support to the Chattanooga Airport since 2003. During that time, Albert Waterhouse and his team has assisted the airport through many transitions. As part of the agreement, Waterhouse provides public relations support in the following areas:

- Media relations, including but not limited to crisis communications
- Media clips, including sending monthly copies of all print, online and broadcast coverage of the airport
- In-terminal advertising support
- Special projects
- Event management and miscellaneous public relations support
- Social media monitoring and administration, including notifying CMAA as required for reputation management

Due to the relationship that we have built with the team at Waterhouse, the airport staff recommends renewing our contract. The term of the new agreement will begin on July 1, 2023 and will extend for three years. The contract is valued at \$60,000 annually based on the number of man hours required to support the Airport’s activities. This expense was included in our approved operating budget.

Board Action: CMAA requests Board approval for a three-year contract with Waterhouse Public Relations in the annual amount of \$60,000.

**Motion for approval by Commissioner Snow, seconded by Commissioner Sankar.
Motion approved.**

ACTION BY WRITTEN CONSENT OF THE BOARD OF COMMISSIONERS

OF

CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY

As allowed by Section 100.06 of the Amended and Restated Bylaws of the Chattanooga Metropolitan Airport Authority, the undersigned, being a Commissioner of the Chattanooga Metropolitan Airport Authority, a metropolitan airport authority organized and existing under the laws of the State of Tennessee (the “CMAA”), do hereby consent to the taking of the following action without a meeting, and by my signature below vote in favor of such action, this instrument to have the same force and effect as if the action had been taken by a lawful and appropriate vote at the regular meeting of the Board of Directors held on this date. This written consent is being requested upon a determination by the Chairman of the Board of Commissioners that exigent circumstances require Board approval of the Memorandum of Agreement described herein below prior to the next scheduled meeting of the CMAA Board of Commissioners.

As part of the terminal expansion, the existing TSA checkpoint will need to be moved into a temporary location so that the existing location can be upgraded for the future checkpoint. As part of the project, Leidos will provide Original Equipment Manufacturer (OEM) -certified technicians, for decommissioning and relocating the Transportation Security Equipment (TSE) in the existing checkpoint. The TSE includes two CT X-Ray scanners, one body scanner, and one metal detector which will all need to be relocated. The project will begin on May 15th and take place over multiple days until the temporary checkpoint is fully operational. The temporary checkpoint will be in place for at least six weeks until the future checkpoint area is complete.

Currently, Leidos is the only contractor authorized to install, move and calibrate any of the Transportation Security Equipment. They have provided a cost estimate of \$151,885 to complete the relocation. This project will be funded as part of the terminal expansion project.

Board Action: CMAA requests approval to contract with Leidos, Inc. to provide relocation of the Transportation Security Equipment (TSE) as part of the terminal expansion project in the amount of \$151,885.

This action was approved by all Commissioners via written consent.

Motion to ratify the approval was made by Commissioner Snow, seconded by Commissioner Roddy.

Motion approved.

Other Business:

Commissioner LittleJohn proposed a new mission statement for the airport. The mission statement has been in effect for over 15 years, and it served its purpose very well. However, the time has come that the mission statement be updated. The new proposed mission statement was read as follows:

To serve Chattanooga and the surrounding tri-state region as the undisputed choice for personal and business travelers offering safe and convenient air transportation with unprecedented customer service – driving economic growth for the airport and the communities that it serves.

Continuing, Commissioner LittleJohn said a new mission statement points us to what our priorities are and should inspire us to go beyond what we are currently doing. The airport is much bigger than the customers it serves. The airport is the life blood of the community, the internet for our city, and how we connect to the rest of the world and how the world connects to us. As our airport improves, so does the services and businesses that can happen in Chattanooga.

Discussion followed around the term “undisputed” but was eventually agreed upon. A motion was made to adopt the new mission statement.

**Motion for approval by Commissioner LittleJohn, seconded by Commissioner Sankar.
Motion approved.**

Mr. Hart officially announced his retirement as President and CEO after 43 years in the industry, and 16 years at the Chattanooga Metropolitan Airport. He explained some of the accomplishments that have happened during his tenure at the airport including the terminal expansion, new parking garage, solar array, West Star Aviation, Wilson Air, and establishing direct flights with our current air carriers. Mr. Hart has always worked with three core goals in mind. 1. Maintain a safe and secure operation 2. Improve service to all of our customers, 3. Improve the long-term financial success of the organization; all of which have happened under his leadership.

The succession plan had been developed years ago. It is important to maintain continuity, and strength in leadership. This is why April Cameron will assume the position of President and CEO, and Tena Keith will become the Vice President of Finance and Administration. The organization will be in good hands. President Hart thanked the board for allowing us to do the right things in the community and appreciated all of the support over the years.

Chairman of the personnel committee, Dr. Conn commented on the extraordinary leadership of Terry Hart over the years, and has never seen a better leader over this organization. On behalf of the entire personnel committee, Dr. Conn recognized President Hart and thanked him for his tremendous service. Dr. Conn continued, there is no true success without a great successor. The personnel committee has a great successor in April Cameron, and Dr. Conn acknowledged and approved the appointment of April Cameron officially as President and CEO of the Chattanooga Airport. He noted that April has been a key player in all of the accomplishments of the airport for the past 25 years. The personnel committee recommended that the board follow the succession plan and approve the resolution naming April Cameron as President and CEO effective August 1, 2023.

CMAA's legal counsel read the resolution as follows:

RESOLUTION 79

The Personnel Committee of the Chattanooga Metropolitan Airport Authority met in a duly noticed session on March 15, 2023.

The Personnel Committee, without dissent, resolves and recommends to the Board of Commissioners of the Chattanooga Metropolitan Airport Authority that, in accordance with CMAA's succession plan, in light of Terry Hart's impending retirement, April Cameron be appointed as President and Chief Executive Officer of the Chattanooga Metropolitan Airport Authority ("CMAA"), effective August 1, 2023.

**Motion for approval by Commissioner Conn, seconded by Commissioner Stokes.
Motion approved.**

Public Comment:

Mayor Kelly’s office also commented on Terry Hart’s leadership and is excited for the direction the airport is headed. Additionally, the Mayor is also pleased with the succession plan and appointment of April Cameron to lead the airport.

Closing Comment:

Chairman Hall closed with comments about Terry Hart, his succession, his leadership and the many accolades that were accomplished during his service with the airport. During the pandemic, Terry Hart made sure that operations continued, along with construction on the parking garage. It seems as though the 2012 terminal renovation, and the 2023 terminal expansion were the bookends of Terry’s tenure as President and CEO and appreciate all of his efforts.

April Cameron, with 25 years of service with the airport, is the longest serving member of our executive team. We are all very proud of the appointment moving forward.

Adjourn

Minutes approved by:

Minutes approved by:

Harriette Stokes
CMAA Secretary

Jim Hall
CMAA Chairman

Corporate Secretary:

Minutes Recorded by:

April Cameron

Kim Randle



**NO BOARD OF
COMMISSIONERS
MEETING
JUNE 2023**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
July 17, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, July 17, at 2:00 p.m. Chairman Hall, Vice Chairman Jacobson, Commissioners LittleJohn, Roddy, Snow, Stokes and Sugden were present.

April Cameron verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Snow, seconded by Commissioner Roddy, the minutes of the May 22, 2023 meeting were approved.

President's Report:

President Hart began with statistics for May and June. In May of this year enplanements were 43,364, up 5% compared to May of 2022. All of the carriers showing positive increases. The average load factor was 92% for the month; the highest since December 2019. Market shares show Delta at 45%, American is 36 %, United 13%, and Allegiant is 6%. Operations are up 10% from May 2022 with the majority being driven by general aviation. Cargo is up 13% compared to last year.

June enplanements went down slightly to 42,689 but that was due to one less day in the month. Allegiant operated in June with a 99% load factor. Landing weights are good, and operations up 10% from June 2022. Again, the operations number is driven by general aviation. Enplanements for the year are predicted to be at 483,000, a strong finish for the year.

Mr. Hart moved on with an update on projects. West Star's Hangar 27 is complete. This hangar will now allow West Star an average of 50-60 planes on the ground in Chattanooga at any given time. West Star will be having a grand opening event on Wednesday July 19th from 5pm-7pm. The board is invited to attend for the ribbon cutting.

Next, Taxiway C Connector is well underway with Talley Construction. The underground box culvert needed to be covered. Final concrete for the box culvert was poured on Friday. Backfill and additional work will continue on this project.

West Side General Aviation Site will be developed with Talley Construction doing the work. Eventually it will turn into an area with a connector and ultimately, two 20,000 square foot hangars will occupy the site.

Convergint's access control platform change is complete. The doors and gates are currently being tested and we are pleased that everything has been upgraded and updated.

The terminal expansion is underway, approaching day 400 on the project. The exterior is close to completion, and interior work is ongoing. The new terrazzo floors are finished in the new expansion, as well as replacing the old floors with the new terrazzo, and additionally, new carpet at Gates 3 and 4.

Lastly, we completed our annual TSA inspection the week of June 5th. The new inspector from Nashville confirmed we are following protocols with access controls and the security plan, as well as other security items. They were very pleased to give us zero findings report.

Additionally, after the TSA inspection, we had our annual Part 139 inspection. The inspectors from the Atlanta office were here for four days, and we had an outstanding review and received zero findings on this as well. Thanks to the operations, police, maintenance, and fire teams as always, for their hard work with these inspections and keeping us in compliance year after year.

Continuing, Mr. Hart discussed community projects. The annual Heart Walk will be at Coolidge Park on September 30, 2023. The airport has a goal to raise \$25,000 dollars. We will have a kickoff event for everyone here at the airport later this week, as well as a vendor campaign to encourage our vendors to donate to a great cause.

Another community program that Mr. Hart has been involved with over the years is Habitat for Humanity. He has participated in eleven houses in the community over the years.

Lastly, we have a great relationship with the Shepherd Community. We attended their annual picnic and hundreds of community members also showed up. It is great to be able to give back to the community with partners like these and would love the airport to continue to support them.

Mr. Hart attended an event where Jack McAfee went through Leadership Chattanooga. The whole program lasted about a year. We are pleased that he was accepted and completed the program.

Board Action Items:

TSA Equipment Relocation

As part of the terminal expansion, the temporary TSA checkpoint will need to be moved back into its permanent location. This will allow the existing location to be built into the future queue line for the permanent checkpoint. As part of the project, a contractor will provide Original Equipment Manufacturer (OEM) certified technicians for decommissioning and relocating the Transportation Security Equipment (TSE) in the temporary checkpoint. The TSE includes two CT X-Ray

scanners, one body scanner, and one metal detector which will all need to be relocated. The project will begin on September 11th and take place over multiple days until the permanent checkpoint is fully operational.

Previously, Leidos was the selected contractor authorized to install, move and calibrate any of the Transportation Security Equipment. They have provided a cost estimate of \$151,885 to complete the relocation. This project will be funded as part of the terminal expansion project.

Board Action: CMAA requests approval to provide relocation of the Transportation Security Equipment (TSE) as part of the terminal expansion project, not to exceed the amount of \$151,885.

Motion for approval by Commissioner Stokes, seconded by Commissioner Sugden. Motion approved.

West Side Apron Construction

Corporate aircraft capacity at Chattanooga has reached 98% of available space. Demand is strong in this segment and justifies the need for additional space to support corporate operations. This project includes development of a 15,000 square yard ramp and a 200 linear feet taxi lane connector to Taxiway Hotel. This will allow for the future development of two additional 20,000 square foot hangars on the west side to support continued growth of general aviation.

Work will consist of site preparation, drainage system modification, construction of pre-asphalt base, paving, and installation of lights and signs. This project was included in the Airport Master Plan and is a part of the future ALP.

CMAA solicited bids in June 2023 for this project, and received the following:

1. Talley Construction: Total Bid amount - \$6,448,621.51.
2. Thomas Brothers Construction Company: Total Bid amount - \$6,752,969.15.

The apparent low bid was submitted by Talley Construction. Talley submitted all required documentation including DBE participation of 10%.

The project was included in the approved capital budget and will be 90% funded through Federal BIL dollars with the remaining 10% through CMAA funds.

Board Action: CMAA requests Board approval to enter into a construction contract with Talley Construction for the construction of the West Side Apron. The fee for this work is \$6,448,621.51.

**Motion for approval by Commissioner Jacobson, seconded by Commissioner Snow.
Motion approved.**

**Allen & Hoshall Task Order #18
West Side Apron Construction Contract Administration**

In addition to selecting the Prime Contractor for the construction of the West Side Apron Construction project, CMAA is also requesting a contract with Allen & Hoshall for Construction Administration (CA) Services for the project. The fee breakdown for Construction Administration is outlined below.

The following is a distribution of Allen & Hoshall’s fee for Task Order 18 to the Master Agreement.

Construction Administration (lump sum fee)	\$129,600
26 weeks construction anticipated	
842 man hours anticipated	
Sub-total	\$129,600
Resident project representative (budgeted amounts)	
Inspection – 1518 man hours anticipated	\$128,456
Expenses – 26 weeks anticipated	\$ 700
Sub-total	\$129,156
TOTAL - CONSTRUCTION PHASE	\$ 258,756
Reimbursable Expenses	
Q/A – Testing (budgeted amount)	\$ 58,300
Gate Guard/Vehicle (budgeted amount)	\$48,000
Guards – 1560 man hrs. budgeted	
Vehicle – 26 weeks budgeted	
TOTAL – ADDITIONAL SERVICES PHASE	\$106,300
GRAND TOTAL	\$ 365,056

The project was included in the approved capital budget and will be 90% funded through Federal BIL dollars with the remaining 10% through CMAA funds.

Board Action: CMAA requests Board approval to enter into Task Order #18 with Allen & Hoshall for the construction administration services associated with the construction of the West Side Apron. The fee for this work is \$365,056.

**Motion for approval by Commissioner LittleJohn, seconded by Commissioner Stokes.
Motion approved.**

Other Business:

Public Comment:

President Hart wanted to conclude his final board meeting with some comments. Since starting in December 2007, he has attended 122 board meetings, and presided over 86 of them. He thanked his direct reports and his team. He acknowledged and thanked April Cameron and is excited for her to step into the President role. Mr. Hart thanked all of his Vice Presidents, Jack McAfee, Kristen Behm, and new Vice President Tena Keith and her team. Additionally, he thanked all of the airport managers that were also in attendance. Terry acknowledged Glenn Rivenbark at Wilson Air, and expressed his appreciation what he has done with the FBO over the years. He thanked Glen Heath with Allen & Hoshall for always being here for us for all these years. And lastly, he thanked the Board all they have done for the airport over the years. Mr. Hart noted that he has a few things on his calendar that he will be back for, so he is looking forward to those events.

As President Hart retires his position and heads into retirement back home to Chicago, April Cameron and the Board presented him with a gift basket that included many items relating to Chicago along with some mementos of his time in Chattanooga. All of the Board members commented with their thoughts of Mr. Hart and their relationship with him throughout the years. Staff from Waterhouse and Chambliss expressed their thoughts and comments as well. We all wish Terry Hart a happy retirement, and hope he enjoys his well-deserved family time as he returns to Chicago.

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kim Randle



**NO BOARD OF
COMMISSIONERS
MEETING
AUGUST 2023**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
September 18, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, September 18, at 2:00 p.m. Chairman Hall, Vice Chairman Jacobson, Commissioners Baker, Conn, LittleJohn, Snow and Stokes were present.

Tena Keith verified that a quorum was present and the requirements of the Sunshine Law had been met.

Chairman Hall introduced new board member Chip Baker. Commissioner Baker has many accolades and is a well-known member of the community including his role as a Hamilton County Commissioner. He also has a long history with the airport serving as a committee member for many airshows at the Chattanooga Airport. Welcome to the CMAA Board.

Commissioner Stokes was re-elected for an additional term on the board and serves as the Board Secretary.

Minutes:

On motion of Vice Chairman Jacobson, seconded by Commissioner Stokes, the minutes of the July 17, 2023 meeting were approved.

President Cameron began by thanking the Board for all of their support over the past 25 years and is honored to be chosen as the President and CEO.

Ms. Cameron also welcomed Chip Baker to the board. Since his appointment in August, our team has had the opportunity to meet with Chip and brief him on the airport and its operations. Chip, we are thrilled to have you join the Board!

Next, Ms. Cameron introduced new staff members to the CMAA team.

Miguel Partap joined our team in August as the Director of Finance. He is a graduate of UTC and has a variety of accounting experience in several industries. Most interesting to us was his work with The Enterprise Center where Miguel gained a great deal of knowledge working with grants. Miguel is also bringing to us experience in automating our processes and improving work flow. We are excited to have Miguel join our team.

Eric Christensen joined our team in July as Manager of Information Technology after handling our IT working through a third party since 2009. Eric knows everything about our network and we are excited about the expertise he brings to our team.

President's Report:

President Cameron started with the stats for July and August. In July, enplanements were 42,682 up 12% from prior year. We saw an average load factor of 88% which is a very good load factor for the airport. Deplanements tracking in line with enplanements, up 12%. Operations were up 7%, primarily based on general aviation activity.

In August, enplanements were 42,720 up 16% from 2022. Deplanements are in line with enplanements as well. Year to date is up 10% over last year and we predict the annual enplanements will be around 470,000. Freight was up in August, but is holding fairly stable for the year.

Next, President Cameron discussed the current projects.

West Star Hangar 27

This project was completed at the end of June. West Star held an open house and ribbon cutting on July 19th. This hangar was built to support their Gulfstream operation.

Taxiway C Connector

Constructed at the end of the East Ramp to provide additional access to and from Taxiway "C". Paving is complete and lighting will be complete by the end of this week. Painting is scheduled this week and we expect the connector to be open the first of next week.

West Side GA Development

This project includes development of the property to the south of the Forestry Service site. This site will house two additional 20,000 square foot hangars. This project started today and is expected to be complete next spring.

Convergent Security Projects

Access Control Upgrade to Genetec is complete. The terminal expansion access control is underway.

Terminal Expansion Project

J&J Contractors continues to make great progress on the expansion. This past week we have only had one TSA lane for screening passengers. Although being down to one lane has been a bit challenging, our TSA employees, airlines, and airport staff have worked diligently to make the

experience as smooth as possible for our customers. The lane that has already been moved, will be tested today and once it is operational, the second lane will be moved. We expect to be back to two fully operational lanes by Thursday morning.

The millwork is going into the new gate areas, the new restaurant, and the business center. The terrazzo in the dome will be grinded and polished this week. We are still on schedule for an early completion.

Video Walls

Our new video walls have been installed and are operational. We are thrilled with how they look and being able to provide another unique advertising opportunity.

Heart Walk

We will be participating in the TN Valley Heart Walk on September 30th at Coolidge Park. Festivities begin at 8 am, the walk begins at 9:15. Anyone that would like to participate is invited to meet us there and walk with the airport team that morning.

To date, our team is in the lead raising \$22,000. We have a couple weeks remaining to meet our goal of \$25,000. If anyone would like to donate, please let us know, and you will be sent a link to donate.

Airport Visits

Finally, Ms. Cameron made the Board aware that our staff is out visiting other airports that we feel are excelling in one area or another. The aviation industry is known for its collaborative nature so we are capitalizing on that to identify ways to continually improve our airport.

Additionally, CMAA and the board are planning a Summit in October inviting airlines to come and learn more about Chattanooga and what we have to offer. Hopefully, this Summit will entice new service and new destinations for the airport.

Board Action Items:

ACTION BY WRITTEN CONSENT OF THE BOARD OF COMMISSIONERS

OF

CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY

As allowed by Section 100.06 of the Amended and Restated Bylaws of the Chattanooga Metropolitan Airport Authority, the undersigned, being a Commissioner of the Chattanooga Metropolitan Airport

Authority, a metropolitan airport authority organized and existing under the laws of the State of Tennessee (the “CMAA”), do hereby consent to the taking of the following action without a meeting, and by my signature below vote in favor of such action, this instrument to have the same force and effect as if the action had been taken by a lawful and appropriate vote at the regular meeting of the Board of Directors held on this date. This written consent is being requested upon a determination by the Chairman of the Board of Commissioners that exigent circumstances require Board approval of the agreement described herein below prior to the next scheduled meeting of the CMAA Board of Commissioners.

As part of the terminal expansion, CMAA solicited quotes for new terminal seating for Gates 7 and 8. We received quotes from seven companies to provide the terminal seating. The selection committee reviewed each proposal based on the following:

Ability, capacity, and skill of the bidder to perform	15%
Quality of performance of previous contracts or services with other customers	10%
Design proposal for seating and USB/electrical	10%
Proposed seating including lifecycle and durability	25%
Schedule and Timetable	10%
Cost	30%

Based on our review, CMAA recommends a contract with Facility Planners, Inc. Their proposal included installation of the Zoeflig Contact Plus Collection and includes 246 black polyurethane seats provided in 3 and 5 seat configurations with power and data available at every other seat. The proposal also includes a 20-year warranty on the seats and 1-3 years warranty on the electrical/data components. The total cost of the proposal is \$179,920.61 plus the cost of the performance bond and insurance. This cost includes the product, freight, delivery, installation and project management and is scheduled for completion in January 2024.

Board Action: CMAA requests approval to contract with Facility Planners, Inc. to acquire passenger seating for Gates 7 and 8 in an amount not to exceed \$190,000 which includes the cost of performance bond and insurance.

This request was approved via written consent by Chairman Hall and Commissioners Jacobson, Conn, Sankar, Stoke, and Snow.

**Motion for approval by Commissioner Snow, seconded by Commissioner Conn.
Motion approved.**

Elevator Modernization

The Chattanooga Airport Terminal is a facility that must serve customer needs for nearly 20 hours a day – every day, 7 days a week. The current elevators, which provide access to both passengers and employee alike, were installed over 30 years ago, in 1990, as part of the modern terminal construction project. We have started to notice the effect of older models, as maintenance and downtime have slightly increased. In particular, codes and models have modernized which leave many parts hard to acquire and bringing them to industry standard hard to achieve. This will only increase in frequency in the future as the elevators continue to age.

Premier Elevator, with whom we have a maintenance contract for our elevators and escalators, has proposed a solution to modernize our elevators which will improve our infrastructure.

First, Premier will bring all elevators up to standard for the National Safety Code for Elevators. Next, the power units, motion controller, power supply and logic controls will all be replaced. Fixtures, doors, and door operators will be replaced and upgraded as assessed. Next, all of the existing equipment that has not been proposed to be replaced will be refurbished. This includes the pit equipment, the cab and cab enclosure, and most wiring. The total timeline for this project will be approximately 6 months, depending on lead times for equipment.

The total cost for this work is \$151,138. The project is included in our Capital budget.

Board Action: CMAA requests Board approval to enter into a contract with Premier Elevator for the modernization to our current elevators in an amount not to exceed \$151,138.

**Motion for approval by Commissioner Conn, seconded by Commissioner Baker.
Motion approved.**

HVAC Replacement

The Chattanooga Airport maintenance department currently maintains all of the HVAC units on the dome, ticketing, concourse, and baggage claim buildings – currently 120,000 sq feet of space. The airport buildings consist of 15 of these sized units for this operation.

The airport would like to purchase replacements for three of these units, all of which were installed in 2008 and are nearing end of useful life. These three units in particular are Lennox, and have never easily integrated with our HVAC digital management system. Replacements would be Carrier, which would seamlessly integrate in the system and with the existing model units.

Three companies were solicited, and three bids were received, with Jake Marshall, LLC being the most qualified bidder with a bid of \$206,500. Jake Marshall has completed the majority of replacements and installs of our HVAC units over the years and is known to be reliable for CMAA. Their bid includes:

- Remove and dispose three existing 30-ton units.
- Setting new 30-ton Carrier units.
- Re-connecting the gas piping.
- Installing and integrating controls.

Below is the complete list of bidders and the total cost for each.

Company	Total Cost
Associated Mechanical Systems	\$205,391
Jake Marshall, LLC	\$206,500
Rivertech Heating and Air, LLC	\$198,200

The project was approved in our Capital budget and will be paid with CMAA funds.

Board Action: CMAA requests Board approval to enter into a contract with Jake Marshall, LLC for the purchase of three 30-ton Carrier HVAC units. The fee for this equipment and install is \$206,500.

Motion for approval by Commissioner LittleJohn, seconded by Commissioner Stokes. Motion approved.

Other Business:

RESOLUTION OF THE BOARD OF COMMISSIONERS
OF CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY
AUTHORIZING APPOINTMENT OF OFFICERS

WHEREAS, on September 18, 2023, the undersigned, being the Board of Commissioners of the Chattanooga Metropolitan Airport Authority (the "**Authority**"), hereby adopt, authorize, and approve the resolutions as set forth below, to be in effect on September 18th, 2023, to have the same effect as if the resolutions had been taken by unanimous vote of the Board of Directors at a meeting held on this date. Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Amended and Restated Bylaws of the Authority ("**Bylaws**").

RESOLVED, that pursuant to Section 100.08 of the Bylaws, the Board approves the President's election of the following Officers to serve in the position set forth opposite of his/her/its respective name until removal by the Board:

<u>Name</u>	<u>Title</u>
Tena Keith	Corporate Secretary

RESOLVED, that the Board approves an amendment to Section 100.08 of the Bylaws, to delete the first and second sentence in the Section, currently phrased "The Board shall employ a President who shall be chief executive officer of the Authority. The Board will enter into a contract with the President establishing his salary, the term of office and other conditions of employment." And to replace them with the following: "The Board shall employ a President who shall be chief executive officer of the Authority, and the Board shall determine the President's salary and other conditions of employment."

IN WITNESS WHEREOF, the undersigned approve these resolutions by executing this instrument effective as of the date first written above.

BOARD OF COMMISSIONERS:

By: _____
James E. Hall, Chairman

**Motion for approval by Vice Chairman Jacobson, seconded by Commissioner Baker.
Motion approved.**

Public Comment:

Ellis Smith, from the mayor's office, commented on the Summit and wants to make sure we tell our story as a community and the improvements and accolades we have made to make Chattanooga a prime destination for the airlines coming in.

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

Tena Keith

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kim Randle

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
October 23, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, October 23, at 2:00 p.m. Chairman Hall, Commissioners Baker, LittleJohn, Sankar, Snow, Stokes, and Sugden were present.

Tena Keith verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner LittleJohn, seconded by Commissioner Snow, the minutes of the September 18, 2023 meeting were approved.

President's Report:

Air Service Development Summit

President Cameron began by discussing the Small Community Air Service Development Grant. CMAA was one of 20 airports throughout the country to be awarded a \$750,000 Small Community Air Service Development Grant from the Department of Transportation to support our efforts to recruit new service to Denver, CO or Houston, TX as an alternate. In addition to the grant amount, local community government and businesses pledged another \$375,000 to support our efforts for this new service to the West. \$1,125,000 will be used for marketing support and incentives to recruit new air service. We are excited about this opportunity and have already started to have discussions about the possibility for the new service.

Next, Ms. Cameron provided an update on the Air Service Development Summit that the airport hosted on October 4-6. The event hosted a group of airline representatives from Allegiant, American, Delta, and United Airlines. The purpose of the summit was to bring the airlines in so that they could see first hand how amazing our city is. The summit began with a warm welcome from City Mayor Kelly and County Mayor Wamp. During the summit, we had a couple of incredible leaders speak to the group. Charles Wood from the Chamber provided an update on economic development throughout the region. Barry White, from Chattanooga Tourism Co. provided an update on tourism in the region. Jimmy White, of Urban Story Ventures provided an update on the Bend project and Mayor Kelly and Charles Wood worked together to update the group on the Stadium Project. We also hosted a CEO Forum to allow the CEOs from local businesses to outlined their needs to the airlines and allowed the airlines to ask questions.

The airline representatives were absolutely amazed by the City and the strong partnership that the airport has with our local community. During a brief conversation with an airline rep during the visit, Ms. Cameron asked how he was enjoying the trip. The airline rep responded that he was

absolutely blown away by the community. He had no idea. A few comments that we received following the summit include:

“The big takeaway is how engaged your community leaders are in taking CHA to the next level. Working together will bear a lot of fruit. Can’t wait to return to see the Bend project shine by the river. Thanks for an eye opening few days. You’ve got a great team!”

“Thank you for the hospitality! I enjoyed my time in CHA and learned so much about the community. We appreciate the effort and intentionality the community puts into air service. Looking forward to continuing to work with you and your team.”

“First off, amazing job hosting the summit last week. I felt it achieved a great balance of in-person meetings with getting out to see the community. The engagement with Chattanooga leaders is incredible, you all have assembled a powerful coalition centered around air service development. One of the best I’ve seen in the country. Keep it up!”

Ms. Cameron continued by voicing her appreciation for the support of the Board, City Mayor Tim Kelly, County Mayor Weston Wamp, and a host of local leaders who made this summit a success. The team at the Westin provided a fantastic venue for our meetings and accommodations for our airline partners. Many companies donated items to the gift baskets and Raegan Outdoor donated digital billboards welcoming the airlines to the city.

She also thanked the amazing airport team who worked tirelessly to ensure that everything was perfect. Not only the team attending the summit but also the employees here who made sure that the facility looked its best for our visitors. Kristen Behm put in so much time to ensure that every single detail was taken care of. She commented all along that she wanted the event to be EPIC... and epic it was!

It was a tremendous collaboration of teamwork that made this event such a success. It was truly remarkable!

Chairman Hall noted his attendance at the Thursday sessions of the summit and personally thanked Mayor Kelly and Mayor Wamp for reaching out and welcoming the airlines to the city. He thanked April and her staff for all the hard work and planning. He said the summit was our first step in a renewed effort to sell this city to the airlines and to the community and be a keystone for economic development in our area. He mentioned that the representatives and CEO’s that came helped showcase our city and our region. It was well planned and put together well. This successful summit was April’s idea, she and the entire team did a great job. The growth of the air service in our region is where we are focused. He asked for all the board members to come up with ideas on how to ensure that the opening of the terminal expansion in February will be one that involves our community and our airlines and fosters more air service for the community.

Other questions asked by the board members included how many airlines attended the summit, what is the greatest challenges the airlines face since covid, and why CHA the one awarded the Small Business Development Grant? Ms. Cameron explained that our four current carriers attended and we believe in the future when word gets out that we will have more. Also, she noted that if we get interest from another carrier, we will certainly meet with them one on one to show them what Chattanooga has to offer. As for the airline challenges, Ms. Cameron stated that the airlines retired a lot of aircraft during covid and that many crew members retired. The airlines have started adding back larger aircraft which frees some of the smaller ones to serve markets like Chattanooga. Ms. Cameron believes the thing that stood out to the DOT when awarding grants was our ability to get a letter of support from United. This letter stated that for their growth in the Denver hub they believe Chattanooga could be a great option for them. Houston and New York are two cities that we will continue to try to get back also.

Statistics

President Cameron then reviewed the statistics for the month of September. Enplanements were 43,926, up 15% over September last year. Year to date we are 10% above 2022 and still expect to reach 475,000 enplanements for the year.

Deplanements were 43,521, also up 15% over September last year. Landed weights were up 19% over last year.

Load factors averaged 89% for all carriers. The airport is doing a great job filling the available seats, so that is why we are so focused on growing those seat counts.

Projects

The Taxiway C Connector project included construction of a connector from the East Ramp to Taxiway C to provide another access point to and from that ramp. The project was complete and opened in September and our tenants are extremely pleased with this new route.

The West Side General Aviation Development project includes development of the property to the south of the Forestry Service site. This site will house a new ramp and connector that will eventually lead to two additional 20,000 sq ft hangars. This project started mid-September and the ramp and connector is expected to be complete next spring.

The terminal expansion project continues to progress. Millwork continues to be placed in the restaurant, business center, and gift shop areas. Restrooms work continues. The exit lane equipment has been installed and is operational and the TSA queuing area floor is almost complete. All trades are doing well and we still expect opening in 1st quarter 2024.

Community Support

On September 30, the airport participated in the TN Valley Heart Walk at Coolidge Park. The airport team ended up coming in 2nd place bringing in a total of \$23,259. We had a great group of

employees, family members, and even a board member and spouse who showed up for the walk on an absolutely beautiful day.

In September, Ms. Cameron was fortunate to participate in a presentation to the Aviation Class at Brainerd High School with some of our Delta team members to discuss career opportunities at the airport. The students were extremely engaged and asked lots of questions about each role.

Last week the airport brought in training technicians from Oshkosh to provide a week long training on troubleshooting and repairing our two ARFF vehicles. Given that Oshkosh was going to be here, Jack McAfee and his team offered other airport colleagues the opportunity to send their mechanics here and participate in the training alongside us. Teams from Asheville and Huntsville both accepted our offer and came to CHA to participate in this valuable training. I am extremely grateful for our team who used this training as a way to build relationships and expand their network.

FedEx Incident

Ms. Cameron then mentioned the incident that occurred with a FedEx aircraft a few weeks prior.

VP Operations, Jack McAfee provided the group with an update on the event and the airport and community response. Mr. McAfee began by telling the details: On October 4th, 10:24 pm, FedEx flight 1376, a Boeing 757 left Chattanooga headed to Memphis. Shortly after takeoff there were several warning lights once the landing gear was lifted, including a warning light about hydraulic pressure, so the decision was made to return to Chattanooga. The landing gear would not come down after numerous attempts, the captain determined a gear up landing was the only option. They were cleared for landing. At 11:47 pm they touched down, bounced slightly, and maintained directional control over the center line. They were unable to stop, and slid off of the runway, and came to rest 830 feet beyond the end. CMAA fire trucks responded and dispersed foam to the left engine to avoid a fire. They were able to get all three crew members out with no injuries. The operations manager realizing the extent of the damage, closed down the primary and secondary runways immediately. Police chief reported immediately and secured the perimeter and closed down Jubilee Drive. CMAA's maintenance manager and mechanics reported on site, as were many other CMAA personnel and most were here until 5:00 am. The secondary runway was opened within two hours of the accident, within twelve hours the primary runway was back open. Hundreds of calls were fielded as this was the largest aircraft to ever crash in Chattanooga. Jack thanked the team for their support.

Chairman Hall expressed that the response was picture perfect in terms of managing a very unfortunate event. He asked that a letter of thanks be prepared from the board to all various members thanking them for their quick response and all of their training. Commissioner Baker suggested that there be a letter of appreciation to the pilots, too.

Ms. Cameron also thanked the team for their response, noting that we have an amazing group of individuals who worked diligently to make sure that everything went as smoothly as possible. We are very thankful for this team who worked throughout the night to ensure that everyone was safe and that the airport reopened as quickly as possible. It included participation from every

department...fire, police, operations, and maintenance. This event was just another example of the collaborative team that we have at CHA.

Finally, President Cameron ended by reading a compliment received from a passenger. The note read, "I flew out to Ft. Lauderdale and back last week. The airport is a gem! The carpet paint ceiling tiles all look clean and fresh. Bathrooms were very nice. The TSA agents were kind and professional. This was all in contrast to my experience going through two other airports. I am thankful and proud to have this airport in my city!"

Board Action Items:

Insurance Renewal

CMAA has partnered with USI Insurance Services over the last eleven years to ensure that the airport has the best insurance coverage at the most competitive pricing. The insurance marketplace remains unpredictable for the most part. Property coverages continue to trend upward primarily due to unfavorable loss experience in general and by the previous claims experienced by the airport. To rebuild property at pre-pandemic values with today's higher construction costs, can have a significant impact on insurance coverage sufficiency. To ensure that we have adequate coverage we increased the values on the buildings and property by 15%.

According to Forbes Magazine, U.S. Natural disasters cost \$145 Billion in 2021, one of the costliest and deadliest years for natural disasters in recent U.S. history. Premiums for casualty lines continue to increase, but we are seeing decreases in Inland Marine, Terrorism, and Directors and Officers coverages this year. With all that being said, we are pleased with the work that USI has done on our behalf. Overall, of the premium increase of 18.3% over the expiring, only 2.30% is contributed to rate changes, with the remainder predominantly being a result of increased exposures. Total premium for 2023-2024 is \$527,448.00.

Staff has reviewed the proposal with the Finance Committee and has received their concurrence to request approval at the October Board Meeting.

A summary of USI's proposal is provided below.

Chattanooga Metropolitan Airport Authority

10/31/2023-2024 Insurance Renewal Program

Line of coverage	2022-2023 Expiring			2023-2024 Renewal			Rate change over expiring
	Premium	Exposure	Rate	Premium	Exposure	Rate	
Property (CNA and Seneca)	\$173,646	\$143,094,803	\$0.121	\$233,796	\$175,486,126	\$0.133	9.79%
Inland Marine (CNA)	\$15,713	\$3,961,766	\$0.397	\$16,347	\$ 4,428,056	\$0.369	-6.92%
Terrorism (Lloyd's)	\$11,885	\$146,274,569	\$0.008	\$14,304	\$179,035,782	\$0.008	-1.67%
Airport Liability - \$300 Mil (AIG)	\$89,790	405,437	\$0.22	\$96,280	459,660	\$0.21	-5.42%
Workers' Compensation (Old Republic)	\$24,172	\$ 2,905,830	\$0.83	\$29,173	\$ 3,247,787	\$0.90	7.98%
Automobile (New Hampshire (AIG))	\$35,368	20	\$1,768	\$36,814	19	\$1,938	9.57%
Total Property & Casualty:	\$350,574			\$426,714			
Cyber Liability (Cowbell)	\$12,088	\$ 30,892,015	\$0.391	\$16,726	\$ 33,465,491	\$0.50	27.73%
Directors & Officers / Employment Practices \$5M (Navigators Insurance Co.)	\$28,171	\$194,559,514	\$0.145	\$28,171	\$224,321,652	\$0.126	-13.27%
D&O/EPLI \$5M x \$5M (Indian Harbor)	\$18,713	\$194,559,514	\$0.096	\$18,713	\$224,321,652	\$0.083	-13.27%
Excess D&O only \$5M x \$10M (RSUI)	\$13,388	\$194,559,514	\$0.069	\$13,888	\$224,321,652	\$0.062	-10.03%
Excess D&O only \$5M x \$15M (Atlantic Specialty)	\$9,998	\$194,559,514	\$0.051	\$9,998	\$224,321,652	\$0.045	-13.27%
Excess D&O only \$5M x \$20M (RSUI)	\$8,492	\$194,559,514	\$0.044	\$8,492	\$224,321,652	\$0.038	-13.27%
Crime \$1M (Travelers)	\$3,695	49	\$75.41	\$3,883	56	\$69.34	-8.05%
Fiduciary \$1M (Travelers)	\$846	49	\$17.27	\$863	56	\$15.41	-10.74%
Total Cost	\$445,965			\$527,448			

Jeni Sekeres and Kathryn Crowell from USI were present at the meeting.

Board Action: CMAA requests Board approval of the insurance proposal as outlined.

Motion for approval by Commissioner Sankar, seconded by Commissioner Baker. Motion approved.

Parking Management Contract

Parking is a large revenue source for the airport, and parking personnel are the first interaction for many customers upon arrival. Therefore, it is vital to have a first class, high quality, professional, courteous and efficient, airport parking operation for the convenience of the traveling public. The contract for the current provider has been in place for many years and terminates at the end of December. To ensure that our customers have the best experience, in August, CMAA issued an RFP to solicit proposals from qualified candidates to provide parking management services for the airport. We received five proposals with annual management fees ranging from \$33,386 to \$52,000 and annual budgeted expenses ranging from \$393,060 - \$473,862. Proposals were received from:

- ABM Aviation
- SP Plus Corporation
- LAZ Parking
- PCI – Parking Concepts, Inc./Brightbase of Tennessee – Joint Venture
- Republic Parking

CMAA evaluated the proposals based on the following criteria:

Financial Plan/Operational Cost	30%
Experience & Capabilities	20%
Operating Plan/Oversight	20%
Financial Stability	20%
ACDBE Participation	5%
Local Incentive	5%

After review by our selection team comprised of five CMAA staff members, it was determined that Parking Concepts, Inc. and Brightbase matched most closely all of the criteria requested. The contract period will be for five years with one two-year option to renew beginning January 2024. The management fee and budget proposed for year one equals \$440,810.

Bob Linehart from PCI and Britton Stansell and Dedria Henry from Brightbase were in attendance at the meeting.

Board Action: CMAA requests approval of an agreement with Parking Concepts, Inc. and Brightbase of Tennessee to provide parking management services for CMAA for a term of five years with one two-year renewal option.

Motion for approval by Commissioner Sankar, seconded by Commissioner Stokes. Motion approved.

Acquire LED Video Displays

In August, CMAA issued a Request for Proposals to acquire and install seven state-of-the-art LED Video Displays to be located in the new concourse as part of the Terminal Expansion Project. The purpose of the screens is to display digital advertising, video and static images, and general-purpose messaging.

The project includes the purchase and installation of seven LED video displays approximately 5.5'H x 10'W and the purchase and installation of required networking and system control equipment.

CMAA received seven proposals for the project.

Proposer	Proposed Cost
Revel Media Group	\$311,226.38
Visual Image	\$346,605.00
Espirit Digital Ltd	\$392,464.00
SNA Displays	\$491,083.00
Electro-Matic Visual	\$507,000.00
Lucent HD	\$554,303.00
Verta Technologies	\$571,669.79

After reviewing the proposals based on the proposed product specifications, cost, and qualifications and experience, CMAA is recommending acceptance of a contract with Revel Media Group.

Revel Media Group is a digital media company located in Kaysville, UT. Their clients include large public venues, sports arenas, financial institutions, medical centers, manufacturing facilities, and restaurants. We had previously spoke with several references and received positive feedback from every entity. In addition, Revel utilizes the services of a Chattanooga based installer which will provide support for the system. CMAA was very happy with the installation and communication process for the two rotunda displays, and believe we will receive that same level of service once again.

If the purchase is approved at the October Board meeting, installation should be complete in late January. This project was included in our Capital Budget and will be paid with CMAA funds.

Matt Dopp and Gary Baumgardener from Revel Media Group were in attendance at the meeting.

Board Action: CMAA is requesting approval to acquire seven LED video display boards from Revel Media Group in the amount of \$311,226.38.

Motion for approval by Commissioner Snow, seconded by Commissioner Sugden. Motion approved.

Acquire Runway Closure Markers

Per the FAA Part 139 requirements, airports must provide visual aid to pilots to denote a closed runway. Runway closures can occur due to construction, maintenance, winter weather operations, and emergencies. In all these scenarios, the use of a lighted runway closure marker is the first recommendation for visual aid. Also known as Lighted X's, these markers can be seen from up to 25 miles away and provide airport staff and stakeholders an added layer of safety while working, especially during nighttime runway closures.

CMAA currently operates two (2) lighted runway closure markers that were purchased in 2007. Due to increased mechanical issues, and the unavailability of critical replacement parts, CMAA conducted a search for a replacement pair of turnkey closure markers.

CMAA received three quotes for this equipment:

Proposer	Cost
Hali-Brite	\$50,389.16
Flight Light Inc.	\$51,692.71
Airport Lighting Co.	\$52,385.02

After reviewing these quotes, CMAA is recommending the purchase of two FAA approved runway closure markers through Hali-Brite, Inc.

The runway closure markers offered by Hali-Brite are compact, diesel-powered units operating 50,000-hour LED lamps. The markers can be continuously operated for over 140 hours on a single tank. Each unit can be set up by one person in less than 5 minutes. The markers come with a 2 year/2000-hour engine/generator warranty, 4-year LED lamp warranty, and 2-year warranty for the trailer and all other components.

This project was approved and will be funded through PFC Application No. 8.

Board Action: CMAA is requesting approval to acquire two (2) runway closure markers from Hali-Brite in the amount of \$50,389.16.

Motion for approval by Commissioner Stokes, seconded by Commissioner LittleJohn. Motion approved.

Acquire FBO Equipment

As part of the budget process, Wilson Air Center made the request to acquire several pieces of equipment to support its operations. Staff has received quotes for a 5000 lb DBP Tow Tractor for Wilson Air Center.

This quote is for a new TLD JST-25G. that is fully equipped with the all of the features we requested and comes with a two-year warranty. Wilson Air Center is having to decommission one of its tugs acquired nearly 10 years ago due to several mechanical difficulties which will cost more than the tug is worth to repair. Below are the quotes received for a 5000 lb DBP Tow Tractor:

5,000 lbs capacity tow tractor			
Vendor	Manufacturer/Model	Lead Time	Price
AERO Specialties	JST-25G	300 Days	\$52,961.91
Textron GSE	M1A	196-224 Days	\$66,500.00
Pilot John International	TTR-6	30-60 Days	\$79,782.12

Wilson Air Center recommends purchasing the Aero Specialties JST-25G due to its lower cost and available safety features. This purchase was included in our approved Capital Budget.

Andrew Swain from Wilson Air Center attended the meeting.

Board Action: CMAA requests approval to purchase the JST-25G Tow Tractor from AERO Specialties in the amount of \$52,961.91.

Motion for approval by Commissioner Baker, seconded by Commissioner Sankar. Motion approved.

Other Business:

Public Comment:

Gary Baumgardner, Revel Media Group, noted how fortunate the airport is to have Ms. Cameron leading the organization and mentioned an event that we witnessed late one evening in which Ms. Cameron assisted an elderly passenger.

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

Tena Keith

Minutes approved by:

James E. Hall
CMAA Chairman

Minutes Recorded by:

Tena Keith

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
November 20, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in an open meeting, Monday, November 20, 2023 at 2:00 p.m. Chairman Hall, Commissioners Baker, Conn, Sankar, Snow, and Sugden were present.

Tena Keith verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Sugden, seconded by Commissioner Baker, the minutes of the October 23, 2023 meeting were approved.

President's Report:

New Air Service

President Cameron began with CMAA's announcement, last week Allegiant Airlines announced new non-stop service from Chattanooga to Las Vegas. Service will be offered twice weekly on Thursdays and Sundays beginning May 16, 2024. Ms. Cameron commended her team on working aggressively to build relationships with Allegiant and thanked the board, the city and the community for supporting the team. Noting that she believes this is just the beginning.

She continued by emphasizing the importance of sharing the message throughout the community and how critical it is that the community support the service. Saying that she wants the new route to be so successful that other carriers see the demand and will want to bring in more new service. This is a destination that we have been trying to get for many years.

Statistics

Ms. Cameron detailed that statistics for the month of October were strong. Enplanements were 45,996, up 21% over October last year. Year to date we are 12% above 2022 and still expect to reach 475,000 enplanements for the year.

Deplanements were 46,341, also up 23% over October last year. Landed weights were up 22% over last year. And Cargo was up 9% over October last year.

Load factors averaged 89% for all carriers. The airport continues to fill the seats that we have, therefore, we are working diligently to increase those seats.

Leakage Study

President Cameron explained that in an effort to effectively promote the airport to current and new air carriers, we feel it is critical to have up to date data to assist the airlines in making new route

decisions. Therefore, the airport has engaged our air service consultant, Volaire, to produce an updated leakage study for CHA. The study will include zip code level detail including passengers, average fares, revenue, top markets, and carrier usage.

The study will include the driver diversion of passengers to and from other airports and provide an actual market size for the catchment area.

The last leakage study was developed in 2019. Since that time, we have experienced many changes. The report is expected in a few weeks and will be shared with the Board when received. Ms. Cameron stated that the leakage report provides a lot of detail and will help us charter our course.

Projects

President Cameron then provided an update on airport projects. The West Side General Aviation Development includes development of the property to the south of the Forestry Service site. In the future, this site will house two additional 20,000 sq ft hangars. This project started mid-September and is expected to be complete next spring.

The terminal expansion project continues to progress. The pre security café and the post security restaurant are getting their final touches. The TSA queuing area is complete, and stanchions are being relocated to that area this coming week. There will be a visual of the airfield while waiting in TSA queue and the aquarium TV will be in that area, too. The exterior ramp lighting is being placed on the expansion and the old lighting is being replaced. Carpet will be placed in the new gate areas soon; jet bridges and furniture are coming in January and February. We still expect opening in 1st quarter 2024.

At this point, Chairman Hall complimented the Chattanooga Airport team and thanked the Board for the support given to the Air Service Development event that occurred, and has now so soon afterwards, led to an announcement so significant. Chairman Hall said that he felt with the new expansion and the convenience Chattanooga continues to offer we are going to see a lot of growth as we continue working to exceed the pre-pandemic enplanement number of 554,000. He said we should remember Terry for his good work, but the new team is coming in with a new enthusiasm that is exciting and stated that he felt Ms. Cameron represents the airport well.

Commissioner Baker asked what type of equipment Allegiant planned to use for the Vegas flight. Ms. Cameron stated that they are expecting it to be an A320 with about 180 seats. Commissioner Baker also asked how many planes could fit into a 20,000 sq. ft. hangar. Ms. Cameron stated that it depended on the size and then deferred to Glen Rivenbark with Wilson, who said that typically five to eight planes in that size of hangar.

Commissioner Conn asked how the new gates in the terminal expansion were going to be assigned. Ms. Cameron stated that the plan was to relocate the carrier with the largest market share to the new gates, and stated that this hasn't been confirmed yet, and we are still working on the details. Ms. Cameron said we would like the passengers to be dispersed throughout the building. American is interested in staying where they are located. So most likely Delta will be in the new space.

Miscellaneous

President Cameron provided an update on CMAA's annual winter ops training. The training allows staff to refamiliarize themselves with all of the winter ops equipment. Of course, the goal is no snow, but if it occurs, our teams are trained and prepared to respond.

President Cameron continued by detailing an event that the airport staff hosted for the Young Professionals of Chattanooga. 40 people attended the event where Ms. Cameron provided an overview of the role of the airport and shared information about the expansion and the focus on additional air service.

Ms. Cameron also detailed more airport visits that were conducted during the month with the goal of gaining more knowledge to make the airport even better.

CMAA's Police Chief and Sergeant made a visit to McGhee Tyson to meet with their police chief where they gained important insights on ways to continually improve our Police Department.

In addition, Kristen Behm attended an Air Service Roundtable hosted by Bluegrass Airport in Lexington. VP Behm provided the board with a few highlights from those meetings. Kristen started by saying the word being used repeatedly by the airlines at the roundtable was "restoration". Restoration of routes, service, lack of pilots and planes, were some of the topics discussed. For some, the restoration timeline extends beyond 2024 into 2025. The FAA predicts a change in the situation of the shortage of air traffic controllers in the New York area by October of 2024. Airlines are focused on where the business opportunities lie and for many it seems to be in leisure travel. Kristen stated that since Covid, many people want to treat themselves and the airlines are focusing on Florida, Caribbean, Mexico and other vacation destinations. The premium and first-class seats are selling out. Kristen said that as the airlines are purchasing new aircraft and refitting existing aircraft. The legacy carriers are now planning to include the first-class product on every flight. There are many large planes on order and as they are delivered to the larger airports, their existing planes will then come to the smaller markets and Chattanooga will benefit from this. This should increase our seat availability. She said we will continue to market Chattanooga and search for additional markets and air service.

President Cameron noted that we are not content with the status quo and will continue to find ways to grow and improve our airport.

Lastly, President Cameron wished everyone a very Happy Thanksgiving noting that we have so much to be thankful for. She thanked the Board for supporting our aggressive stance on air service and infrastructure development, thanked the staff that work hard each and every day to make this airport amazing, thanked the Mayor and the city for supporting our efforts and finally thanked our community for choosing to fly CHA.

2023 Annual Audit Report by Elliott Davis

Alan Doak with Elliott Davis presented the 2023 Annual Audit Report. The audit report had no changes in its presentation. Total assets increased from \$209M to \$229M with a relative lack of

change in liabilities which resulted in an increased change in net position from \$170M to \$192M. The balance sheet is very strong and continues to improve. The \$22M increase in net position is mostly attributable to capital grants with construction activity. Profit and Loss reflects that operations were relatively consistent. Unmodified opinions were issued in all areas which are reflective of no finding.

Chairman Hall confirmed there were no red flags and nothing for the board to be concerned about with Alan Doak. He also asked if there were any other areas other than the general audit that he felt needed to be conducted and Mr. Doak wasn't aware of any at this time.

Commissioner Sudgen asked a question about the footnote concerning the defined pension plan. He questioned if the footnote was related to the city or the airport. Mr. Doak explained that a lot of the language in the airport report follows that of the city, but the difference is that the airport report, is only the airport's proportionate share.

Board Action Items:

**ACTION BY WRITTEN CONSENT OF
THE BOARD OF COMMISSIONERS OF
CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY**

As allowed by Section 100.06 of the Amended and Restated Bylaws of the Chattanooga Metropolitan Airport Authority, the undersigned, being a Commissioner of the Chattanooga Metropolitan Airport Authority, a metropolitan airport authority organized and existing under the laws of the State of Tennessee (the "CMAA"), do hereby consent to the taking of the following action without a meeting, and by my signature below vote in favor of such action, this instrument to have the same force and effect as if the action had been taken by a lawful and appropriate vote at the regular meeting of the Board of Directors. This written consent is being requested upon a determination by the Chairman of the Board of Commissioners that exigent circumstances require Board approval of the agreement described herein below prior to the next scheduled meeting of the CMAA Board of Commissioners.

As part of the terminal expansion, CMAA solicited quotes for terminal seating for the new restaurant, café, and business center. We received quotes from six companies to provide the seating. The selection committee reviewed each proposal based on the following:

Ability, capacity, and skill of the bidder to perform	15%
Quality of performance of previous contracts or services with other customers	10%
Design proposal for seating and tables	10%

Proposed seating including lifecycle, warranty and durability	25%
Schedule and Timetable	10%
Cost	30%

Based on our review, CMAA recommends a contract with Facility Planners, Inc. Their proposal included installation of OFS Bistro Chairs, OFS Bistro Bar Stools, Tablex Café Tables, CCB Industries Booth Seating, Corp Design Lounge Chairs, JSI Tables, and Arconas Bench Seating. Photos of the selected options are attached. All of the proposed furniture has warranties of 10 + years. The total cost of the proposal is \$209,408.46 plus the cost of the performance bond and insurance. This cost includes the product, freight, delivery, installation and project management and is scheduled for completion in February 2024.

This purchase was included in our approved capital budget.

Board Action: CMAA requests approval to contract with Facility Planners, Inc. to acquire seating for the new restaurant, café, and business center in an amount not to exceed \$225,000 which includes the cost of the performance bond, insurance, and additional replacement items.

This request was approved via written consent by Chairman Hall, Commissioners Baker, Conn, LittleJohn, Snow, Stokes, and Sugden.

Motion for reconfirmed approval was made by Commissioner Conn, seconded by Commissioner Sankar. Motion approved.

**Allen & Hoshall Task Order #19
West Hangar Design**

This request is to enter into Task Order #19 with Allen & Hoshall, CMAA’s Engineer of Record, for the Professional Services associated with the West Hangar Design.

The 2019 Airport Master Plan calls for the building of hangars on the last piece of undeveloped land on the west side of the airfield. This task order includes the design for two hangars in that location.

The following is a distribution of Allen & Hoshall’s fee for Task Order #19 to the Master Agreement.

**Professional Services Fee Distribution – West Hangar Design
The following is a distribution of Allen & Hoshall’s fee for Task Order #19**

Design	\$67,650
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(sub-consultants, survey, Geotechnical Investigation, Plumbing, fire protection)	
Total – sub-consultants	\$ 67,650
(Preparation of plans & specifications Hangars and Office)	\$ 429,711
(Construction Budget \$9,000,000, 3,120 man-hours)	
Bid and award (101-man hours anticipated)	\$ 15,260
Sub-Total – A&H Design Phase	\$ 444,971
TOTAL – DESIGN BID AND AWARD	\$ 512,621
Permitting fees (budgeted)	
City of Chattanooga Plans Review	\$11,000
City Land Disturbance Permit	\$1,100
TOTAL – ADDITIONAL SERVICES PHASE	\$ 12,100
GRAND TOTAL	\$524,721

The project will be 95% funded through State Funds. The remaining 5% will be paid with CMAA funds.

Board Action: CMAA requests Board approval to enter into Task Order #19 with Allen & Hoshall for the engineering services associated with the west hangars design. The fee for this project is \$524,721.

Motion for approval was made by Commissioner Baker, seconded by Commissioner Snow. Motion approved.

Glen Heath was in attendance for the board meeting and spoke to the board.

**Allen & Hoshall Task Order #20
Taxiway A South Design**

This request is to enter into Task Order #20 with Allen & Hoshall, CMAA’s Engineer of Record, for the Professional Services associated with the rehabilitation of Taxiway A South.

The 2019 Airport Pavement Management Plan recommends for the mill and overlay of the southernmost portion of Taxiway A in the 2022 Capital Improvement Program. We have steadily monitored and maintained this pavement, but the time has come for the design of this rehabilitation.

The following is a distribution of Allen & Hoshall’s fee for Task Order #20 to the Master Agreement.

Professional Services Fee Distribution – West Hangar Design
The following is a distribution of Allen & Hoshall’s fee for Task Order #19

Design	\$21,450
(sub-consultants, survey, Geotechnical Investigation)	
Total – sub-consultants	\$21,450
(Preparation of plans & specifications)	\$73,439
(Construction Budget \$1,500,000, 502 man-hours)	
Bid and award (47-man hours anticipated)	\$7,238
Sub-Total – A&H Design Phase	\$80,677
TOTAL – DESIGN BID AND AWARD	\$102,127
 Permitting fees (budgeted)	
TDEC	\$1,100
City Land Disturbance Permit	\$2,063
TOTAL – ADDITIONAL SERVICES PHASE	\$3,163
GRAND TOTAL	\$105,290

The project will be 95% funded through State Funds. The remaining 5% will be paid with CMAA funds.

Board Action: CMAA requests Board approval to enter into Task Order #20 with Allen & Hoshall for the engineering services associated with the taxiway A south design. The fee for this project is \$105,290.

**Motion for approval was made by Commissioner Sugden, seconded by Commissioner Baker.
Motion approved.**

Other Business: None

Public Comment: None

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

Tena Keith

Minutes approved by:

James E. Hall
CMAA Chairman

Minutes Recorded by:

Tena Keith

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
December 18, 2023**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in an open meeting, Monday, December 18, 2023 at 2:00 p.m. Chairman Hall, Commissioners Jacobson, Baker, LittleJohn, Sankar, Snow, Stokes and Sugden were present.

Tena Keith verified that a quorum was present and the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Baker, seconded by Vice Chairman Jacobson, the minutes of the November 20, 2023 meeting were approved.

President's Report:

President Cameron began by thanking the Board for taking time out of their busy holiday schedules to attend our meeting.

Statistics

Ms. Cameron began her report with a review of the statistics for the month of November. Statistics were strong again in November. Enplanements were 43,365, up 19% over November last year. Year to date we are 13% above 2022 and it appears that we are going to exceed 480,000 enplanements for the year.

Deplanements were 42,791, also up 20% over November last year. Landed weights were up 11% over last year and Operations were up 7%.

Ms. Cameron noted that load factors averaged 90% for all carriers which sends a strong message to the air carriers about the need for additional seat capacity.

Seat Capacity

President Cameron continued with a review of CHA's seat capacity. A comparison showed the seat capacity for CHA in 2019 versus 2023 and also the projected seat capacity for January through April 2024. January and February 2024 capacity is up slightly over 2023 but there is more obvious growth in seats in March and April.

Ms. Cameron communicated that American Airlines announced a few weeks ago that they are increasing capacity into their Dallas hub. As a result, beginning in the summer, Chattanooga will see an additional daily flight to Dallas. That takes us from 3 to 4 daily flights. We are very optimistic that our seat capacity will continue to increase throughout 2024 and that we will even realize additional service at some point in the year.

Leakage Study

President Cameron mentioned that last month we had engaged our air service consultant, Volaire, to produce an updated leakage study for CHA. To effectively promote the airport to current and new air carriers, it is critical to have up to date data to assist the airlines in making new route decisions. We have received that report and are currently trying to digest all of the information. A few key facts that we have realized is that our leakage has increased since 2019. As expected, New York remains our top destination followed by South Florida and Orlando. One interesting fact is that our leakage to Atlanta is fairly flat but our leakage to Nashville has increased significantly. We are also seeing more leakage to Knoxville. Our goal is to have our air service consultant at the next board meeting to provide a full detail of the report.

Commissioner Sugden asked if we knew what zip codes are being leaked into BNA. Ms. Cameron responded that the leakage report covered a catchment area of 177 zip codes in Southeast TN, Northwest Georgia, Northeast Alabama, and Northwest North Carolina.

Commissioner Littlejohn asked if we would be provided any information back from the study that would tell if any leakage is price related or convenience related. Ms. Cameron stated there would be price information detailed in the study, so we will be able to see the average fares from each destination and how it has changed over the last four-year period. Commissioner Littlejohn also asked if there was information as to why there appeared to be a bump in the April in seat capacity? Ms. Cameron confirmed that it was Delta increasing their capacity in the month of April. Commissioner Sugden asked if this Delta increase was confirmed by Delta or what we believe to be happening. Ms. Cameron, stated that we get updates weekly of what they are planning and this information is updated monthly, and these figures remain fairly consistent.

Commissioner Baker, asked if Delta was putting more A320's in Chattanooga. Ms. Cameron confirmed that there have been more A320's in the market and customers love them. She stated that now we have less frequency, but larger aircraft, so by spring the capacity should be about the same as it was in 2019, just less frequency.

Chairman Hall brought up that the 50 seaters had been discontinued and now the only aircraft leaving Chattanooga should be a 717 or the larger Embler Air aircraft.

Delta Visit

Next, President Cameron discussed a visit made with Chattanooga leadership the previous week to visit with the Delta network planning group. She noted that the group was fortunate to sit down Delta's Senior VP of Network Planning and several of his team members to discuss economic development in Chattanooga and the surrounding region. Mayor Kelly and Charles Wood delivered the message from the business community about the importance of having service restored to New York. Mr. Hall delivered a message on behalf of board of Commissioners thanking Delta for their long time partnership with the Chattanooga Community.

According to the Delta team, they are working to restore service during 2024. They are optimistic about CHA and our strong load factors and feel like there may be more opportunity for increased frequency into Atlanta and Detroit which would be fantastic. Obviously, there are a lot of issues with ATC in the NY area as well as ongoing construction at LaGuardia, and limited resources that

prevents Delta from reinstating service to LGA at this time but feel that it should be restored at some point in the future.

Chairman Hall thanked the Mayor and Charles Wood for attending this meeting, and stated that it reflected well, in regard to the interest of Chattanooga for new air service. He believes we have more Medallion Members in Chattanooga than any other city, other than Atlanta. He stated that we will continue to work on these relationships, as we now have the gates to handle new service.

Ms. Cameron stated that the January board meeting will fall on the MLK Holiday so it will be changed. The plan would be to find a time the Air Service Consultant would be available to attend and present the Leakage Study report. Ms. Cameron will plan to follow up with the board on a revised date.

Chairman Hall asked the board members to provide a list of any important contacts that they would like have invited to the Grand Opening on March 2nd.

Projects

President Cameron then provided an update on several ongoing projects. The West Side GA Development progresses, primary dirt work is completed and a new box culvert is being installed. Trenching for electrical will start this week. This site will house two additional 20,000 sq ft hangars which are currently being designed. This project is expected to be complete next spring.

The new T Hangar Development and Taxiway A South design continues and is expected to be complete in Spring 2024 also.

The terminal expansion project continues to progress. Final signage is being installed; carpet has been placed in the new gate areas; mill work is complete; final touches are going into the restrooms; and restaurant equipment is being placed. Jet bridges and furniture are coming in January and February. We have set our grand opening date for March 2, 2024. Invitations to the event will be released soon. So please save the date!

Miscellaneous

During December a team came to disassemble the FedEx aircraft that was involved in the incident back in October. Prior to that process, our Fire Department was able to utilize the aircraft for training exercises. This is not training that you are able to get very often so we are grateful to have had the opportunity before the aircraft was removed.

President Cameron mentioned that last week the airport held its annual Tenant Christmas Party. We raised \$1,025.00 to support the Shepherd Community Center. As always, we are so appreciative of everyone's support of the Shepherd Community and the great work that Ms. Ivy does on behalf of that community.

Lastly, Ms. Cameron wished the Board a very Merry Christmas and a prosperous New Year. Noting that we have had an amazing year at CHA and that is because of the leadership and support that the Board provides.

Board Action Items:

West Star Hangar 5 Lease

Hangar 5 was constructed on the north side of the Chattanooga Airport by Krystal Aviation in 1983. CMAA acquired Hangar 5 through the TAC Air Acquisition in 2014.

Given West Star's continued growth, they have requested to lease Hangar 5 for the purpose of conducting an aviation maintenance, repair, and overhaul facility with respect to aircraft mainframes, engines, equipment and other aviation accessories and components. Hangar 5 consists of 8,000 square feet hangar and office space.

CMAA has agreed to lease Hangar 5 under the following terms if approved by the Board.

- 3-year term commencing on January 1, 2024
- Monthly Rent as follows:
 - Year 1 - January 2024 - June 2024 no charge
 - Year 1 - July 2024 – December 2024 \$5,000.00/month
 - Year 2 - \$10,000.00/month
 - Year 3 - \$10,000.00/month
- Wilson Air Center will continue to provide fuel
- West Star responsible to maintain the premises

Board Action: CMAA requests approval to lease Hangar 5 to West Star under the payment terms specified for a term of three years commencing January 1, 2024.

Motion for approval was made by Vice Chairman Jacobson, seconded by Commissioner Snow. Motion approved.

Steve Goede, General Manager of the Chattanooga West Star location was in attendance and spoke about their growth in operations locally, as well as, their overall company growth. They have had a net gain of 102 employees for the year, pushing them to a total of 425 locally. They are always interested in any available hangar space, as their customers prefer their planes to be indoors. During 2024 their initiative is building alternate shifts. They plan to build a robust second shift in order to make more efficient use of their facilities. Additionally, they are in the design phase for a couple of other sites around the airport they plan to move into, however, they don't expect any ground to be broken in 2024. West Star also acquired a new company, Jet East with 850 employees and are currently working through integration with them. They are more focused on fleet and fractional operators, so all of their retail work will be dispersed among the various West Star operations, so there will be a net effect of this in the Chattanooga operations, too.

Chairman Hall complimented West Star on the economic growth and effect they have had on the airport and the community. Commissioner Sugden asked Mr. Goede how Chattanooga performed compared to the other West Star locations. Steve stated that Chattanooga is number two in the pipeline right now and just passed Grand Junction. Chairman Hall asked if they have plans for more training. Mr. Goede stated that they increased their training budget by \$3M and are offering any technician who has been there longer than a year the opportunity to take a Flight Safety or OM Class. This two week class is an investment of about \$30k - \$50K.

Terrazzo Floor Seal Contract

As you all have noticed over the last six months, our bright and shiny new terrazzo floors are in full effect. It is a time-tested product that has been around for hundreds of years, and is seen at airports all over the world. It is frequently chosen because it can withstand heavy usage and continues to look new after decades of use.

However, with any product that is expected to withstand the elements over time, there are substantial maintenance requirements. Terrazzo must initially be sealed before it can be maintained properly. There are three primary options for initial maintenance that are prominent in the industry today: 1) Acrylic Floor Sealer/Finish, 2) Diamond Polish/Lithium Sealer, or 3) High Performance Coating. Each level is a balance between high initial costs and low cost of maintenance, or low initial costs and high cost of maintenance. We at the Chattanooga Airport prefer the higher initial costs with a lower long-term maintenance cost. If properly maintained, the high-performance coating will last 3 years in higher traffic areas, and 10 years in lower trafficked areas. As a comparison, waxing the terrazzo must be done annually, along with biweekly buffing and scrubbing.

From this decision, CMAA received quotes from three different installers:

DPM Surface Care	\$129,194.56
Tennessee Stone Care	\$259,000.00
X-Treme Clean	Unresponsive

CMAA requests approval of an agreement with DPM Surface Care to complete the initial strip and reseal of all terrazzo in the airport. The total cost for this work is \$129,194.56. The project was not included in our capital budget, as it was not expected to be completed during this budget year. Fortunately, we are able to reallocate some capital funding to cover the costs of the project.

Board Action: CMAA requests Board approval to enter into a contract with DPM Surface Care for the strip and seal of our terrazzo in an amount of \$129,194.56.

**Motion for approval was made by Commissioner Sankar, seconded by Commissioner Baker.
Motion approved.**

Commissioner Stokes questioned the price difference between DPM and the other bidder. Mr. McAfee explained that there was a third bid that came in late, that was closer to DPM but that it didn't come in until the day of the board meeting, therefore wasn't considered. All three companies were given the same information to base the quote on, so there is no obvious reason for the large variances in the quotes.

Neal Peters, President of DPM, along with Kevin Whitecross, Branch Manager with DPM were in attendance and spoke to the board about their company. The first question asked by Chairman Hall was about where their company was based, to which Mr. Peters replied Chattanooga and Knoxville, with locations in Nashville and Tri-Cities. Commissioner Sankar asked how long the curing process was for the floor coating? Mr. Peters indicated that there are two options, a four hour or eight-hour compounding process. They will be using both. The eight-hour will be used in the new terminal expansion area since there is plenty of time before it opens and the four-hour will be used in the existing terminal resulting in as little disruption and down time as possible. Commissioner Baker asked about the reallocation of capital funds and wanted to know what project would be put on hold. Ms. Cameron explained that the new maintenance shop that had been budgeted for this year, would not be happening until the following year.

Other Business:

Board Election

Kirby Yost, legal counsel with Chambliss, spoke to the board about the bylaws and the election process for board members. She asked for nominations for Chairman and Vice Chairman. Ms. Stokes recommended leaving Mr. Hall as Chairman and Mr. Jacobson as Vice Chairman.

**Motion for approval was made by Commissioner Sugden, seconded by Commissioner Baker.
Motion approved.**

Public Comment: None

Meeting was adjourned.

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

Tena Keith

Minutes approved by:

James E. Hall
CMAA Chairman

Minutes Recorded by:

Tena Keith