



2021 Board Meeting Minutes
Chattanooga, Tennessee

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**NO BOARD OF
COMMISSIONERS
MEETING
JANUARY 2021**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
February 15, 2021**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, and Zoom video conference, Monday, February 15, 2021 at 2:00 p.m. Chairman Jacobson, Vice Chairman Hall, Commissioners Mallen, Snow, Conn, and Roddy were present in person and video.

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

Minutes:

On motion of Commissioner Roddy, seconded by Commissioner Snow, the minutes of the December 21, 2020 meeting were approved.

President's Report:

President Hart began with enplanement numbers. December 2020 enplanements finished at 19,128 taking us to 225,289 enplanements for the year. These numbers are 59% less than 2019. American was the carrier with the largest enplanement numbers. They surpassed Delta for the first time ever. Operations landings and take offs were down about 12% for the year, but on a positive note, General Aviation was 5% above the previous year. Cargo was up 6% overall. For the month of January 2021, enplanements were 17,019 down 56% from January of 2020. Operations were up primarily due to military. Cargo was up 7% over January of last year. 2020 was obviously a challenging year for us, but we will see a rebound as this year goes on.

Continuing, we have many projects that are underway or have been completed. One of the most important is the parking garage that is currently under construction. The work began in April of 2020 and they have already started forming the third level. The steel work for the elevators have been completed as well. We are still on target for July 2021 completion.

An additional project underway is to complete the design work for the terminal expansion. This will allow for increased space at the checkpoints, two new gates, additional restrooms and concession space. Glenn and the team at Allen & Hoshall still have more work to do, but the plan is to have the drawings ready sometime this Summer.

The airfield vault upgrade is another project completed. The system needed to be upgraded in each one of the regulators. This project was approved in June and just concluded a week and a half ago. Our maintenance staff will maintain this equipment and everything is performing as expected.

Back in May, Titan Aviation was approved to replace all of the fuel trucks at the FBO. Titan has purchased all 8 trucks, and they have all arrived in Chattanooga.

Finally, the last project was the terminal roof caulking repair for the dome, baggage claim, and the concourse. This has been completed. There will no longer be any water leaks in those areas.

Mr. Hart mentioned the appointment of two officials within the new administration, in areas important to airports across the country. They are Alejandro Mayorkas, who was appointed to serve as the Secretary of the Department of Homeland Security by President Biden on February 1, 2021, and Pete Buttigieg who currently serves as the 19th Secretary of Transportation, having been sworn in on February 3, 2021.

Last April, we received as part of the CARES Act, a grant of \$5,747,955.00. This allows us to use the funding to offset many of our approved operational expenses. We file for this every month, and as of today, the remaining balance of this grant is \$1,196,815.00. This should get us through at least March. We just found out that the FAA will be receiving additional funds, and we will be receiving \$3,755,464.00 of this. We will go through the grant process and hope that the new funds will turn around without a gap between the CARES ACT and the new appropriation allocation.

There is a mask mandate in government buildings and airports across the country. We have been following this mandate, and will continue to do so. COVID-19 is still impacting the airlines. January seat capacity is down 33% compared to 2020, with February and March to continue to be down compared to last year. American has filed their schedules and will increase their capacity starting in April. They will increase service to DFW and CLT and resume service to DCA. Delta has not yet filed, but we anticipate increased seat capacity as well. Allegiant and United have not yet changed.

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 Memorandum of Agreement described herein below prior to the next scheduled meeting of the CMAA Board of Commissioners.

The current fire alarm panel located in the terminal building was installed during construction of the building in 1990. After over thirty years of service, the panel has exceeded its useful life and requires replacement.

CMAA received a quote from Johnson Controls Inc./SimplexGrinnell to replace the current fire alarm panel as well as install required connections to the new parking garage. Johnson Controls Inc./SimplexGrinnell will furnish equipment, programming, testing, and training to replace the existing Simplex 4002 Fire Alarm Panel with a new 4100ES model. The panel will be relocated downstairs in the airport server room adjacent to our dispatch office. In addition, Johnson Controls Inc./SimplexGrinnell will install a 4009 IDNET NAC Extender panel in the parking garage security room which will allow connection to the main fire panel in the terminal building. This project was sole sourced because it is a replacement of the current Simplex panel, which also connects to other Simplex monitoring equipment throughout the terminal building.

The cost for the new fire alarm panel is \$27,575.00 and will be funded with reallocated capital funds. CMAA will seek reimbursement for the new fire alarm panel through federal funding of our future terminal expansion project.

Board Action: CMAA requests Board approval to enter into a contract with Johnson Controls Inc./SimplexGrinnell to provide the equipment, programming, testing, and training to replace the existing fire alarm panel in the amount of \$27,575.00.

APPROVED, this ____ day of _____, 2021.

Commissioner

Chattanooga Metropolitan Airport Authority

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

Motion approved.

Other Business: No

other business

Public Comment:

No public comment

Closing Comment:

Chairman Dan Jacobson concluded the meeting with a few comments. He expressed his optimism with the reports he has read. With the rollout of additional vaccines, Mr. Jacobson is certain to see a spike in passenger confidence and participation. He is very encouraged with American Airlines increase in flights. This is certainly a great sign that recovery is on the way. Thanks to the team for keeping the major project of the parking garage on schedule. Speaking for the board, they all look forward to more details regarding the terminal expansion.

Reflecting the importance of Black History Month, Chairman Jacobson took a moment to honor a pioneer and historical figure in aviation. Emory Malick was the first African American to earn an international pilot's license.

Thank you to fellow board members, Terry and his staff and the airline partners in supporting the Chattanooga Airport.

Commissioner Conn made a motion for adjournment. The motion was seconded by Commissioner Mallen. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle



**NO BOARD OF
COMMISSIONERS
MEETING MARCH
2021**

Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
April 19, 2021

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, and Zoom video conference, Monday, April 15, 2021 at 2:00 p.m. Chairman Jacobson, Vice Chairman Hall, Commissioners Mallen, Conn, Lytle, LittleJohn, Stokes, and Roddy were present in person and video.

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

Chairman Jacobson welcomed new Commissioner David LittleJohn to the Airport Authority Board.

Minutes:

On motion of Commissioner Roddy, seconded by Commissioner Conn, the minutes of the February 15, 2021 meeting were approved.

President's Report:

President Hart began with statistics from February and March of 2021. In February, our enplanements were 16,785 which were similar to January of 2021. Operations were heavy with general aviation and military traffic which helped our numbers keep moving in the positive direction even though our air carrier numbers were down. The other highlight for February was cargo. FedEx poundage was a bit down compared to last February but that was strictly due to two weather events that took place during the month. March enplanements were up 46% over February to 24,664. Much of this was due to Spring break travel. Operations had another solid month with both general aviation and military. Year to date both military and general aviation have positive numbers, which somewhat offsets the air carrier operations that are down. However, year to date through March, operations are up almost 17% over the same period last year. It is very good to see the numbers trending upward and enplanements continuing to rise.

Continuing, Mr. Hart wanted to highlight the fact that we are seeing that the air carriers are adjusting their capacity upward to meet the demand over the last 5 or 6 months. Looking at this past January, the air carriers, on average each day, had a little over 1000 available seats. This is down around 40% from January 2020. In February, the air carriers had over 1100 available seats. That number went to 1200 in March, and April has 1300 available seats. The schedule going out in May has almost 1400 seats, and June is showing around 1600 seats available.

In April, American brought back service to Reagan International Airport. In May, American is adding a fourth nonstop to DFW, as well as United adding a second Chicago departure. In June, Delta has announced they will resume their Detroit schedule with three departures per day, and will bring back one of the main line aircraft for Atlanta. The airlines are responding because the demand is coming back. As the daily seat count rises, the enplanements should follow suit.

Mr. Hart continued with an update on projects. The garage project is on schedule. They are on the final concrete pour on the top level, and if all goes as planned, that should be finished by the end of April. They will continue to work through all the trades with plumbing, electrical, elevator company, glass installation, etc. Last week the covered canopy was put into place near the baggage claim area, and the company installing that is continuing to make progress with that project. The parking garage is still on track for July completion date.

The other project we have been working on is the terminal design expansion that is well under way. Mr. Hart described a drawing that will show the direction of passenger to the new terminal that will access the new security checkpoint as well as the new gates. In addition, there will be new set of restrooms. The gift shop will be relocated post security and additional concessions added to the concourse. We anticipate completion of the design work to be in the July/August time frame. It is our hope that at the next board meeting in May that we can bring in Allan & Hoshall and DH&W to meet with the board members to go over the drawing and the rendering that they have in place with this project.

Next, as mentioned, the next meeting is scheduled for May 17th, 2021 at 2:00 p.m. It is not certain if the Tennessee government will extend the mask mandate past April 28th. We will continue to monitor this and will let you know if we can have an in-person meeting or if it will remain necessary to stay virtual. If the mandate ends, we feel like we can do an in-person meeting and still remain socially distant.

One of our long-term employees, Bobby Atkins, Maintenance Director, will be retiring at the end of the month. Bobby has been with us for 33 years. His last day will be April 30th. We are sorry to see him leave, but excited for him and the next chapter of his life.

Board Action Items:

Personnel Request

CMAA has a long-term employee that has recently suffered a medical condition that could prevent his return to work at the airport. This employee was on FMLA that expired on March 17. In accordance with CMAA's Personnel Management Plan, the head of the department extended this employee 10 working days of leave without pay. Additionally, CMAA's President has approved 30 calendar days of leave without pay which extends the employee's leave to April 30, 2021. Any additional leave without pay must be approved by the Board of Commissioners.

CMAA is requesting board approval for 60 days of additional leave without pay which will cover the employee's leave until June 30, 2021. This additional leave is expected to provide the employee enough time to receive approval of his long-term disability request.

Board Action: CMAA requests Board approval to extend leave without pay to a long-term employee until June 30, 2021.

Motion for approval by Vice Chairman Hall, seconded by Commissioner Mallen.

Motion approved.

Rubber Removal and Cleaning

Upon landing, heavy aircraft leave rubber build-up on the runway surface that obliterates the runway markings and also causes less friction for landing and stopping aircraft. Due to the size and the amount of aircraft using the Chattanooga Airport, a recurring project to remove built-up rubber from the runway will have to be completed.

There are 3 types of rubber removal procedures available to airports. Water blasting, bead blasting, and chemical removal. Due to the invasive nature of water and bead blasting, the Chattanooga Airport has decided to use the chemical removal method.

The chemical method is conducted using an environmentally friendly detergent applied to the runway surface and then agitated repeatedly using several sweeper type machines. The runway surface is then washed clean using fresh water.

There are 2 of these chemical rubber removal products available to use and Airport Operations conducted a test for the effectiveness of both of these products. One product proved to be ineffective for our use, so the manufacturer of the other product, Chemtek, Inc., who we have used the last two years, was contacted to submit a quote to provide the materials, machinery, and labor to clean the built-up rubber from the runway.

Chemtek, Inc. submitted a quote of \$.18 per square foot to remove rubber from 204,660 square feet of runway for a total of \$36,838.80. The same rate as last year.

In addition, 91,668 square feet of airfield markings will be cleaned at a rate of \$0.15 per square foot for a total cost of \$13,750.20.

The scope of this contract will be to provide the material, machinery, and labor to clean and remove built-up rubber from the primary runway.

Board Action: CMAA requests Board approval to enter into a contract with Chemtek, Inc. to provide the material, machinery, and labor to clean and remove built-up rubber on the runway for a contracted rate of \$50,589.00.

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

Motion approved.

Airfield Remarking

According to Federal Aviation Regulation Part 139 "Certification of Airports," an air carrier airport must clean or replace any airfield marking to make it clearly visible and provide an accurate reference to the airport user. After removing the rubber build up on the primary runway, a portion of the centerline marking will require replacement. In addition, our secondary runway has numerous markings that require touch up. Both areas will be completed in one project.

The scope of this project will include the materials and labor to re-mark all the identified markings on the two runways. We received a quote from Metro Construction Services to re-mark 27,410 sf for a cost of \$25,146.00. The project is expected to start in mid-May and take three days to complete. This is not a budgeted item, but we plan to use reallocated capital funds to complete this project.

Board Action: CMAA requests Board approval to enter into a contract with Metro Construction Services, LLC to re-mark the identified markings at a cost of \$25,146.00.

Motion for approval by Commissioner Mallen, seconded by Commissioner Lytle.

Motion approved.

Maintenance Tractor #4 Repair

CMAA currently owns a 2005 Case Maxxum 120 Tractor that is used to maintain the airfield and surrounding owned properties. This tractor is four-wheel drive and has an extended mowing arm necessary for difficult to reach areas on the airfield and outside the security fence. Several months ago, the tractor was sent for repairs in preparation for the upcoming mowing season. While at the repair shop, the vendor found that the repairs needed were more substantial than originally planned. In addition to transmission leaks and gear malfunction, the tractor was also experiencing leaks in the hydraulic lines. Although the repairs were extensive, this tractor is necessary to maintain the airfield and stay in compliance with our FAA Part 139 requirements.

An evaluation was completed regarding the purchase of a new tractor versus the completion of this work. The estimate of a new tractor, with the same capabilities ranged in price from \$114,157.00 - \$153,500.00. Based on the overall condition of our tractor, it was prudent to complete the repairs.

The total cost of the repairs was \$22,039.30 and will be funded through reallocated capital funds.

Board Action: CMAA requests Board approval of repairs to Tractor #4 in the amount of \$22,039.30.

Motion for approval by Commissioner Lytle, seconded by Commissioner Conn.

Motion approved.

Audit Contract

CMAA is requesting Board approval for a contract with Elliott Davis to perform an annual audit of financial statements for the year ending June 30, 2021. The objective of the audit is to express an opinion as to whether our financial statements are presented fairly in conformity with

accounting principles and to report on the fairness of the supplementary information including: 1) federal awards; 2) state awards; and 3) Passenger facility charges. In addition, this audit includes an evaluation of internal controls in place.

Although we have utilized Elliott Davis for several years, we have opted to renew our agreement because we believe they provide the best option for the airport. Their firm provides a consistent leadership structure with a deep understanding of the business and all of the unique requirements of an airport and our various funding sources. This leadership structure is complemented by a rotating on-site audit team that provides us with a fresh perspective every year.

The cost for the audit has been \$37,000 since 2016. Elliott Davis has provided a quote to keep the cost flat plus expenses (such as report reproduction, typing, postage, travel, copies, telephone, etc.) for the first year. Beginning in 2022, the fee will increase by 1.4%. The fee structure for the new three-year term is outlined below.

2021	\$37,000
2022	\$37,500
2023	\$38,000

Board Action: CMAA requests Board approval of a three-year contract at the fee specified with Elliott Davis to conduct an annual financial audit of the Chattanooga Airport Authority.

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

Motion approved.

Other Business:

President Hart posed the question to legal to become a completely smoke-free campus, in and around the terminal building. Currently, there are no smoking signs in front of the terminal, but those seem to be disregarded on a daily basis and the smoking continues in all areas, not just in the designated smoking areas. This makes it difficult to keep the areas clean, and causes issues for those non-smoking passengers. He asked for feedback from the board on their opinions and comments regarding this topic. There are certain things that must be put in place before this can happen. This does not only impact passengers, but it will impact employees as well. Mr. Hart feels it will be quite the challenging task, but is something that needs to be addressed now.

This would include all tobacco products in all areas of campus including parking lots.

Commissioner Mallen commented that the non-smoking rule is violated more often than not and this will become more complicated once the parking garage is completed. He appreciated that we proposed to get ahead of this situation. It would be unfortunate if the new proposed green space should become a smoking area and is not intended to be that way. He would support a tobacco free vote when the time comes.

Commissioner LittleJohn would also support this move, and appreciates the progressive forward thinking. The airport is the first introduction to the City so it is definitely what we are looking for. This will make most people happy, and certainly some people will be frustrated, but there are less and less people smoking and using tobacco every year.

Commissioner Roddy said that the timing is good with the opening of the parking garage as well so there will be publicity with that at the same time.

Commissioner Roddy also wanted to see if a congratulatory note could be sent to the new Chattanooga Mayor and newly elected, and re-elected City Council Members.

Public Comment:

No public comment

Closing Comment:

Chairman Jacobson ended the meeting with some closing comments.

We have seen tremendous improvement in air travel as more people received the COVID-19 vaccine. According to the Hamilton County Health Department, more than 20% of all Hamilton County residents have been fully vaccinated and that number continues to climb each day.

Mr. Jacobson is pleased to see the surge in leisure travelers, and the increase in enplanements and the additional service from our commercial air partners. He is also impressed by the construction of the parking garage and the fantastic amenity that will be for our travelers. Thank you to Terry Hart and his team and entire design-build team for keeping this major project on schedule.

Continuing, last month, our city and county agencies and safety partners participated in our annual Tabletop Exercise to ensure we are all prepared in the event of an emergency. Mr. Jacobson wanted to acknowledge our Operational teams for facilitating this event.

In closing, history was made on this day in 1919 when an American distance record was set on a non-stop flight from Chicago to New York. The two-man crew flew 738.6 miles in six hours and 50 minutes at an average speed of approximately 106 miles an hour. A tremendous feat during that time.

Commissioner Lytle made a motion for adjournment. The motion was seconded by Commissioner Stokes. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle

Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
May 17, 2021

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, May 17, 2021 at 2:00 p.m. Chairman Jacobson, Commissioners Lytle, LittleJohn, Stokes, and Roddy were present.

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

Minutes:

On motion of Commissioner Roddy, seconded by Commissioner Stokes, the minutes of the April 19, 2021 meeting were approved.

President's Report:

President Hart opened with a welcome to everyone in attendance. It has been 15 months since the last in-person board meeting so it is very good to see everyone after a very challenging year.

Mr. Hart presented the stats and charts for April 2021. The enplanements were 26,856. This is up 9% from March, which were at 24,664. Obviously, everything is showing up from the same month last year. American continues to be the top airline and is outpacing all of the other airlines here at the airport with their enplanements. Deplanements are actually higher, up 17% from March of last year. Operations numbers have been steadily increasing over the last few months, driven primarily by military and general aviation. Additionally, cargo is still trending very strong.

We are looking forward to May and an increase in the average number of seats available per day. Seat numbers continue to increase and airlines continue to add flights to their schedule. American has added a fourth DFW flight as well as increased the number of flights to Charlotte. United added a second Chicago flight and Delta has increased their seat capacity for their Atlanta market.

With that being said, Mr. Hart feels like it will be well into 2022 before we actually see enplanement numbers back in the black again. Enplanement numbers are really driven by business travelers, and we have just not seen the business travel up to where it should be quite yet.

Projects are continuing, primarily the parking garage project. The agreement was signed on February 28, 2020 right when the pandemic hit and with only 50 cars in the parking lot, we decided to go ahead and move forward. Still on target for an early July completion, the 1300 space garage will house public parking on floors two through four, and the lower level will be used for rental cars that will be relocated there upon completion. Trades are in the final stages of their completion and look forward to the conclusion of this project.

At the last board meeting, the board approved the rubber removal from the runway. Over time the rubber builds up and obscures the center line, and also reduces friction. The process was completed last week, during a four-night closure. Within the next week or two, the center line will be repainted.

Pro Pilot Magazine has voted for the second year in a row, that Wilson Air Center Chattanooga was the #1 FBO in the United States. Thank you to Glenn Rivenbark and his team for taking care of our customers and providing quality service. Wilson Air Center as a whole, with its four FBO's has been named the best small FBO chain in the country for the past 14 years.

Additionally, West Star Aviation has been named the most preferred MRO in the country for the second year in a row. They are a quality company and we are pleased to have them here with us. Thank you to West Star Aviation and their team for doing an outstanding job.

Board Action Items:

FY 2022 Budget

FY 2021 has been challenging for the airport. Our team worked diligently throughout the year to keep our expenses in line with our significantly reduced revenues. Because of those efforts, we have been able to operate efficiently while continuing our capital program in preparation for rebound and future growth.

In developing the FY 2022 Budget, we have taken a conservative, yet realistic, approach. Much time has gone into evaluating our revenues and expenses in an effort to determine our plan for the upcoming year. Revenues are budgeted at \$20.5 million. This is a 22% increase over current year forecast. We believe that this is a conservative estimate as we are beginning to see passenger growth as more people are being vaccinated.

Operating expenses are budgeted at \$14.8 million for FY 2022. This is a 16% increase over current year projection. This increase includes replacement of five airport positions that have not been backfilled during the pandemic as well as an average salary increase of 3% for airport employees. Additionally, we have budgeted additional dollars for janitorial and cleaning to support additional passenger traffic.

We are budgeting net operating revenues of \$5.7 million for FY 2022. As you all are aware, every dollar the airport generates in revenue goes back into the airport infrastructure. Those net operating revenues will be used to pay CMAA's \$3.6 million portion of the FY 2022 Capital Program. The remaining \$2.1 million balance will be paid towards debt service on the parking garage. This results in a balanced budget.

Board Action: CMAA requests Board approval of the FY 2022 Budget and associated organizational structure, pay plan, and Rates and Charges Policy.

Motion for approval by Commissioner Stokes, seconded by Commissioner Lytle.

Motion approved.

Security Gate/Fence Contractor

In March, CMAA issued a Request for Qualifications for a Security Gate/Fence Contractor to perform work on security fences and access control gates at the Chattanooga Airport. The contractor will perform routine maintenance and special projects as determined by the CMAA.

The scope of work includes but is not limited to:

1. Repair/Installation of Security Fencing
2. Repair/Installation of Access Control Gates
3. Removal of Security Fencing/Access Control Gates

The term of the agreement will be for three years beginning June 1, 2021 with an option to renew for additional periods of one-year, at the sole discretion of the CMAA.

Statement of Qualifications (SOQ) were evaluated according to the following criteria:

- 25% Experience and qualifications of the firm in providing these services on similar projects.
- 25% Understanding of projects completed on an airport premises.
- 25% Past performance references. Provide client names, addresses and contact information for at least three (3) contracts completed within the last three (3) years which are similar in scope to this requirement.
- 10% Identify the location of the local office.
- 15% Overall evaluation and opinion of the team's capability to provide the required services.

CMAA received one Statement of Qualification from Hi-Tech Gate Systems that has been reviewed by an evaluation team consisting of the Airport President, Airport planner, and the Operations Safety Compliance Coordinator Manager. Hi-Tech has met all of the requirements specified in the Request for Qualifications and has performed several projects at the Chattanooga Airport as well as many other high security locations.

Based on the qualifications submitted, CMAA requests approval of an agreement with Hi-Tech Gate Systems to perform work on security fences and access control gates at the Chattanooga

Airport as needed for a term of three years. All projects will require board approval as specified in CMAA Bylaws.

Board Action: CMAA requests approval of an agreement with Hi-Tech Gate Systems to perform work security fences and access control gates at the Chattanooga Airport as needed for a term of three years.

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

Motion approved.

Long Term 2 Parking Lot Paving

On June 15, 2020, the underground fuel tank removal project was approved by the Board. This project removed the last remaining underground storage tanks from the airport, having been in place for over 30 years and exceeded their useful life. The remaining “pit” in the ground was backfilled with stone, but the final layer of asphalt was delayed due to the timing of the project. This project was included in the approved capital budget.

CMAA solicited for proposals in early 2021 for the final paving of this project.

Allen & Hoshall’s review and evaluation found Weeks Paving to be properly licensed by the State of Tennessee, experienced in the type of work required by this project, and in possession of sufficient equipment and financial resources to perform the work. After reviewing the proposal, Allen & Hoshall has recommended awarding the construction contract to Weeks Paving. CMAA has reviewed the Engineer’s recommendation and is in agreement. The price proposed was \$16,000.00.

Board Action: CMAA requests Board approval to enter into a construction contract with Weeks Paving for the paving of the former underground fuel farm area. The fee for this work is \$16,000.00

Motion for approval by Commissioner Lytle, seconded by Commissioner Roddy.

Motion approved.

Parking Garage Fiber Installation

With the parking garage nearing completion and the final stages of construction underway, there are a few projects that remain the responsibility of the airport. One of these is connecting the systems which allow the parking garage to fully function. Fiber will need to be pulled from the terminal, to the garage, and ultimately to nearly a dozen locations to connect the Amano ticket booths and gate arms, the parking guidance system, the fire protection system, and the rental car booths. This project will be funded through rental car customer facility charges.

CMAA solicited for proposals in April 2021 from three vendors. One was non-responsive; Young Electric was the lowest cost proposal of the remaining two. Their price proposed was \$30,490.00.

Young Electric has done extensive work for the Chattanooga Airport, including the Terminal Renovation and Phase III of our solar farm. In addition, they are a Disadvantaged Business Enterprise as certified by the TNUCP.

Board Action: CMAA requests Board approval to enter into a contract with Young Electric to pull fiber to various points in the parking garage. The fee for this work is \$30,490.00.

Motion for approval by Commissioner Lytle, seconded by Commissioner LittleJohn.

Motion approved.

North Perimeter Road Repair – Talley Construction

The north perimeter road connects the northeast side of the airfield to the northwest side from Hangar 6 to Hangar 7. Over the past several years, the traffic on this perimeter road has increased significantly due to West Star's location in Hangar 7. The additional use has caused the road to fail in certain areas. Consequently, CMAA must correct the issues with the road in order to provide safe connectivity around the airfield.

CMAA engineers, Allen & Hoshall, requested an emergency quote from Talley Construction to repair the road as soon as possible. The work will include mobilization, demo, backfill, 6" CTB, two lifts of 3" Binder, and topped with 2" surface, earthwork and seeding. Due to the exigent nature of the repair only one quote was obtained.

Talley Construction provided a quote of \$140,760.81 to perform the work as outlined. The work will begin as soon as board approval is received and should take two weeks to complete.

Board Action: CMAA requests board approval of a contract with Talley Construction to repair the North Perimeter Road in the amount of \$140,760.81.

Motion for approval by Commissioner Lytle, seconded by Commissioner Roddy.

Motion approved.

Other Business:

Ray Boaz of DH&W Architects presented renderings and information on the new terminal expansion. The new expansion will add 26,000 square feet and 14,000 existing square footage will be renovated. This will allow for up to 3 new gates adding to the existing five gates already in place.

The current plan is to add a third TSA Security checkpoint lane. A new restaurant, café, gift shop and additional restrooms are included as well. The terminal will be a welcoming, open concept, with plenty of natural light, that will flow nicely with the existing design, including the iconic rotunda. This will provide a new, yet familiar feeling for passengers arriving and departing from the Chattanooga Airport. This design will also allow for additional passenger gates, and security checkpoint lanes in the future.

The \$28 million project will include funding from federal grants and passenger facility charges. The project could be completed in as little as 18 months to 22 months depending on how the work is phased out.

Public Comment:

John Naylor, former Vice President of Planning and Development at the Chattanooga Airport commented on how proud he is of Terry Hart and the airport staff for pressing forward with the parking garage and continuation and development of the master planned terminal expansion. Where most airports would have halted construction during these difficult and uncertain times, the Chattanooga Airport continued to move forward, and will thrive because of it.

Closing Comment:

Chairman Jacobson ended the meeting with some closing comments.

Mr. Jacobson was happy to see an increase in passengers flying in and out of the Chattanooga Airport as more individuals become vaccinated and the strong desire to travel returns. This is reflected in our April enplanements. Our airline partners are also reinforcing this positive trend by resuming flights and increasing seat capacity.

The parking garage is in the final stages of construction, scheduled to open in early July. This is an impressive addition to the airport and meets the needs of our customers.

Congratulations again to Wilson Air Center Chattanooga for being named the Best FBO in the country for the second year in a row. This is a well deserved and tremendous accomplishment. Well done to Glenn and his team.

Continuing, thanks to Allen & Hoshall and DH&W Architects for their dedication to our planned terminal expansion. We are very pleased to partner with them as we grow the airport's footprint to accommodate more passengers in the years to come.

In closing, 89 years ago this week, Amelia Earhart completed the first solo flight by a female pilot across the Atlantic She flew from Newfoundland to Northern Ireland in a Lockheed "Vega" monoplane in 13 hours and 30 minutes.

Commissioner Lytle made a motion for adjournment. The motion was seconded by Commissioner Roddy. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle



**NO BOARD OF
COMMISSIONERS
MEETING
JUNE 2021**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
July 19, 2021**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, July 19, 2021 at 2:00 p.m. Chairman Jacobson, Vice Chairman Hall, Commissioners Lytle, Mallen, Snow, and Stokes were present.

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

Minutes:

On motion of Commissioner Stokes, seconded by Commissioner Snow, the minutes of the May 17, 2021 meeting were approved.

President's Report:

President Hart began with the statistics for the months of May and June. It has been a very busy two months. The numbers continue to rise and continue in the right direction. For the month of May, enplanements were 35,289 which was up 35% over April. Landing weights are up, operations and air carrier numbers continue to rise as well as military and general aviation. May was a very good month for us. For the month of June, we can see a lot of seat growth from May to June. We were still up with 35,305 enplanements for June and year to date enplanements of 155,527. Based on these numbers, the end of the year forecast will be between 385,000 and 390,000 enplanements. This is obviously down from what we have been doing in previous years, but it is going in the right direction.

All of the carriers are showing positive numbers, landing weights, operations, and military, are all up for the month of June. General aviation is up almost 7,000 operations through the first six months over the first six months of last year. If we forecast out our operations for the rest of 2021, we should see our best year over the past twelve years. Based on what we have seen in the past two months, July should fall in line with over 35,000 enplanements as well.

Commercial seat growth is pushing our enplanement numbers. The airlines have steadily increased their seat capacity each month since March, and will continue to do so through the Fall, and with Delta adding mainline flights, this will help tremendously. The seat counts don't generally get released until about a month before so we are cautiously optimistic about the numbers. Customers are ready to travel and the seat counts show this.

February 28, 2020 the Board approved the construction of the multi-level parking garage. Construction began in June of 2020, and 400 days later, we will be ribbon cutting today marking the completion and official opening of this project. This project was completed on time and within budget.

Continuing, the design of the terminal expansion is underway. Allen & Hoshall, and DH&W are involved in the design work on this project. The plans should be ready for review at the end of the Fall, possibly around November and ready for construction bids.

Another project that the board approved, was the replacement of the perimeter road that was in desperate need of repair. Talley Construction has completed this project.

An additional paving project that has been completed was the underground fuel storage facility on the North side of the airfield. The paving was completed this past weekend, and the extra space that has been made available for parking will be rolled into our long term 2 parking facility.

In conjunction with the opening of the parking garage, we will be re-purposing one of our overflow parking lots into a cell phone lot. This will be an additional amenity for our customers and will keep traffic from sitting on the curb for long periods of time. The signs are complete and will be ready to deploy this lot very soon.

Lastly, we prepare annually for our FAA Part 139 inspection. This inspection came up at the end of June. There are many things involved in this annual inspection including training records and manuals, paved areas including runways and taxiways, unpaved areas as well as numerous other things related to the airfield, equipment, and safety. The inspectors spent two days here and the evaluation went very well. There was only one minor finding that was repaired immediately. Operations Manager, Alex Nutt and his team work hard daily to make sure the operations of the airport are up to standard and to ensure that these inspections go well.

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 Memorandum of Agreement described herein below prior to the next scheduled meeting of the CMAA Board of Commissioners.

As the new parking garage is nearing completion, there are a number of items that will need to be completed which remain the responsibility of CMAA. One of these items is the installation of rental car signs on the ground floor. In order to maintain the open feeling on the ground level of the garage, it was determined that a channel beam mount system would need to be installed between each column. Rental car signs would then be attached to each channel beam.

CMAA received a total of 3 quotes, and selected the quote from H & H Brown, Inc. to fabricate the metal channel beams, pre-drill, and install all 36 beams in their necessary locations. H & H Brown, Inc. will supply all equipment, tools, and labor to complete the install. Channels will be primed and painted before installation. They will be secured with anti-vibration wedge anchors and bolts to further secure them and protect them from winds or vibrations throughout the garage.

The cost for the channel beams is \$20,204.00 and will be funded with CFC (Customer Facility Charges) funds.

Board Action: CMAA requests Board approval to enter into a contract with H & H Brown, Inc. to provide the equipment, tools, and labor to fabricate and install metal channel beams in the amount of \$20,204.00.

**Motion for approval by Commissioner Mallen, seconded by Commissioner Lytle.
Motion approved.**

Acquire Amano Revenue Control Equipment

To accommodate passengers exiting the parking garage, short-term and long-term parking lots through the main parking exit plaza, CMAA will need to acquire additional parking revenue control equipment. This pay in lane machine will allow passengers the ability to pay for parking with both cash and credit at the exit plaza and is similar to the pay on foot machines that are currently located in the terminal building and soon to be located on the lowest level of the garage. Amano McGann, our parking equipment supplier, has provided a quote for the pay in lane machine, including installation and freight, in the amount of \$32,690.00.

This additional parking revenue control equipment was included in the approved FY 2022 Capital Budget.

Board Action: CMAA requests approval of an agreement with Amano McGann to acquire a new pay in lane machine for the exit plaza in the total amount of \$32,690.00.

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

Volaire Consulting Agreement

CMAA has contracted with Volaire Aviation Consulting since 2017 to provide air service development consulting services.

Through Volaire we receive weekly seat capacity data and monthly schedule data. Volaire also attends several air service conferences and they host their own conference each year where normally 20 to 25 airlines attend. They also provide reports showing passenger numbers, average fare and revenue data for our top 50 markets.

Volaire has also provided passenger leakage studies over the course of their contract, which helps our staff and the airlines understand more about the dynamics of the Chattanooga market.

Volaire has been instrumental in supporting the Airport and assisting us with maintaining good relationships with the route planning departments of all the airlines. They understand the economic development issues of our region and share this information constantly with the air carriers.

The FY 2022 contract will be in the amount of \$21,000 with \$7,500 towards professional services and \$13,500 for airline meeting expenses. We have the option to renew for an additional 12-month period. This expense was included in our approved operating budget.

Board Action: CMAA requests Board approval to renew our air service development consulting contract with Volaire Aviation Consulting in the amount of \$21,000 per year for two years.

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

Other Business:

None

Public Comment:

None

Closing Comment:

Chairman Jacobson ended the meeting with some closing comments. As the air travel industry continues to rebound, the Chattanooga Airport is celebrating significant progress with the new amenities available to our customers. This afternoon, we will mark the completion of our \$25 million, four-level parking facility that will offer unparalleled convenience to our customers for decades to come. Thank you to our airport team, Hoar Construction and the entire design-build team for completing this major project on schedule and within budget.

The Chattanooga Airport has also announced the opening of a temporary cell phone lot. An existing lot off Airport Road has been repurposed so drivers may safely wait there without parking on the curb front.

Both parking improvements are a testament to the Chattanooga Airport's commitment to our customers. Enhanced parking options have been on our customers' wish list for many years and we are pleased to offer these new options that make flying out of Chattanooga much more convenient.

Congratulations to the Chattanooga Airport on passing the FAA's Part 139 annual inspection. As always, great job to the team for an exemplary performance on this rigorous review of our practices.

Finally, Chairman Jacobson closed with a piece of space aviation history. This week in 1969, Neil Armstrong landed the lunar module "Eagle" on the surface of the moon, marking "One small step for man, one giant leap for mankind." Colonel Buzz Aldrin joined Armstrong on the surface of the moon while Lt. Colonel Mike Collins remained in orbit.

Commissioner Mallen made a motion for adjournment. The motion was seconded by Commissioner Snow. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle



**NO BOARD OF
COMMISSIONERS
MEETING
AUGUST 2021**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
September 20, 2021**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, September 20, 2021 at 2:00 p.m. Chairman Jacobson, Commissioners Lytle, Roddy, Snow, and Stokes, and LittleJohn were present.

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

Minutes:

On motion of Commissioner Stokes, seconded by Commissioner Snow, the minutes of the July 19, 2021 meeting were approved.

President's Report:

President Hart began with the statistics for the months of July and August. The month of July fell in line with the month of June with 39,353 enplanements. Operations numbers continue to be above where they have been and have had an increase of almost 45% over last July. Landing weights, air carriers, military, and general aviation were all up. General Aviation is also up over 10% from June, which is really great to see. Cargo is also in line from what it was in June.

August followed with enplanements of 36,848. There was a slight dip simply because of kids going back to school, and the Delta variant of the virus. Our enplanement numbers year to date are 231,728 and projected to finish the year somewhere around 375,000. This number is up from the 225,000 enplanements we had in 2020. Operations were up again in August, and through the first 8 months of the year, we had 19,000 more operations than we did last year. General Aviation, and cargo both up over previous months, and over last year.

Continuing, September looks promising, from what we have seen so far this month with advance bookings with the air carriers. The carrier schedules going out a bit further show a slight dip in the seat capacity because of a slower demand. This will be the case for the next few months. All of the markets are still in service with the exception of LaGuardia. That service is expected to return, but the business travel will need to pick up for that to happen.

Additionally, SkyWest operating for United to Houston has stopped that service. They started that route in the midst of the pandemic to keep aircraft and crews operating during that time. Now that more flights have returned, that prompted them to discontinue that particular flight. United

recognizes that the flight does well, and we are hopeful that some day in the future, that flight may return to Chattanooga.

Blake Poole has been visiting with our airline partners at conferences. Mr. Poole will be out visiting Allegiant again next week to talk about additional air service here in Chattanooga. He has been building relationships with air carriers and discussing what we have to offer.

Next, Mr. Hart discussed the airport projects. One of the current projects is the terminal expansion. He believes that at the October board meeting they will be able to bring forward a more finalized time line with this project. This project grows more space for the terminal including more gates, concessions, security checkpoints, restrooms, etc. If everything is successful moving forward, we are looking at an April of 2022 start date.

A final piece of the completion of the parking garage project was the terminal loop road. This road needed to be repaved. The last time this had been done was back in the 90's and was in need of repair. This has been completed and turned out very nicely. The feedback from the customers is also very positive.

Another completed project was the board approved access control project at Hangars 18, 19, 20, and 21. This was much-needed for security and is greatly appreciated.

Additionally, one item that President Hart is very passionate about is the American Heart Association. The Heart Walk will take place on Saturday, October 2nd. We have been busy raising funds for this worthy cause. Last check on the amount of funds raised was \$10,000. We always have success by doing a vendor campaign, and ask for support from our vendors that we do business with. We hope to see some of you at the walk.

Some of you may have seen local art displayed in the terminal as you walked into the building today. That display is the work of local artist Carrie Pendergrass. Additionally, this past year there has been discussion with some local artists from Chattanooga, and local artists from Israel, and their work will be displayed throughout the terminal until the end of the year. This gives us an opportunity to showcase local artists in the future, especially with the upcoming terminal expansion.

Lastly, Newsweek Magazine has a program for the Future of Travel Awards. They generally focus on airlines, airports, and destinations that focus on sustainability efforts. Chattanooga was named top airport in the United States for sustainability. In the report that came out, Chattanooga beat out significantly larger airports like Boston Logan, San Francisco, Pittsburgh, and Seattle Tacoma. With our solar farm, Tesla superchargers, and EV stations, we recognize the significance of sustainability and it was an honor to be awarded this, in the company of our larger airport peers.

Board Action Items:

General Liability Insurance Renewal

CMAA's insurance program expires each year on October 31. As a result, we normally present USI's recommended insurance program at the October Board Meeting for approval. During a preliminary discussion of our General Liability coverage, USI was so impressed with the renewal quote received from our incumbent, AIG, they have recommended that we secure the quote as soon as possible.

In an insurance market where airport liability is experiencing rate increases of 20%+ as well as reduction in coverages, AIG has presented CMAA with very strong renewal terms. Highlights of the renewal include:

- AIG did not reduce any coverage limits and also made no changes to the terms and conditions of the policy, including no changes in deductibles.
- AIG added two coverage enhancements
 - Supplementary payments for bail bonds, and
 - Spouse amendatory endorsement to include domestic partners.
- AIG increased war sublimit from \$150M to \$250M.
- Premium increase of only 11% (even though enplanements are projected to go up 50% over last year).

Given AIG's aggressive proposal of \$83,830, USI recommends that we renew early at the quoted rate so that external factors or events do not affect the original quote.

Board Action: CMAA requests Board approval of the general liability insurance proposed by AIG in the amount of \$83,830.

Motion for approval by Commissioner Lytle, seconded by Commissioner Roddy.

Motion approved.

Republic Parking Amendment

In January 2005, CMAA entered an agreement with Republic Parking to provide operation and management services for CMAA's parking facilities. The agreement has been extended several times, and its current expiration date is December 31, 2021. Republic has requested to extend the term of the Management Agreement through December 31, 2023. The amendment includes no change to the fee structure under the agreement. Based on the strong partnership that we have with Republic Parking, and the customer service that they provide to our passengers, CMAA

would recommend approval of the two-year extension with one additional two-year extension at CMAA's sole discretion.

Additionally, this amendment includes a change to the time requirement for maintaining parking tickets. Currently tickets are maintained for a period of three years. The amendment will reduce this requirement from three years to one year.

In addition, Republic Parking will donate one of the shuttle busses used for transporting passengers to CMAA. This shuttle will be a great asset for CMAA to have available for airport business.

Board Action: CMAA requests approval to modify the current agreement with Republic Parking as specified and accept ownership of the 2017 Ford E350 Starcraft Allstar shuttle bus.

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

Managed Document Output Services

In August, CMAA issued a request for proposals to provide managed document output services for the Chattanooga Airport Authority. We received two proposals.

Company	One (1) Copier	Two (2) Copiers
Chattanooga Business Machines	\$367.30	\$734.60
Novatech	\$287.01	\$481.12

After a thorough evaluation of both proposals, the incumbent, Novatech has provided the best proposal. Novatech will provide two Konica Minolta Bizhub C450i copiers plus all labor, toner, developer and parts necessary to produce copies for a monthly fee of \$481.12. This fee includes 2,000 black and white copies and 1,500 color copies monthly. Additional copies will be billed at \$0.0097 per copy for black and white and \$0.049 per copy for color. After a thorough review of the proposal, CMAA requests approval of a contract with Novatech for a three-year term commencing October 1, 2021.

Board Action:

CMAA requests approval of a three-year contract with Novatech in the total amount of \$17,320.32 commencing on October 1, 2021.

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

Elevator and Escalator Systems Maintenance

The elevators and escalators at the Chattanooga Airport require inspections and maintenance to keep them operating safely and properly for the travelers coming through the airport. The current contract is expiring so a Request for Bids was issued for Elevator and Escalator Systems Maintenance Services for the 2 elevators and 2 escalators at the Chattanooga Airport. In two years, the additional 3 elevators in the parking garage will be included in this contract.

The bids were evaluated by a selection team including the VP of Operations, Maintenance Manager, and the VP of Finance. Evaluation criteria included the following:

Proposal Presentation	10%
Bidder's Qualifications	10%
Technical/Service	20%
Financial Benefit/Cost	50%
Bidder's References	10%

Four bids were received with KONE Inc. being the most qualified bidder with a bid of \$12,240 for year one, \$12,729 for year two, and \$13,366 for year three, for a total bid of \$38,336 for three years. Our previous contract was with Premier Elevator in the amount of \$38,340, which is roughly the same as the proposed contract.

Below is the complete list of bidders and the total 3-year cost for each.

Company	3-year total cost
KONE Inc.	\$38,336
Otis Elevator Corp.	\$43,950
Premier Elevator	\$37,000
Schindler Elevator Corp.	\$42,240

The scope of this contract will include all inspections, testing, lubrication, adjustment, and maintenance of the elevator and escalator systems.

Board Action: CMAA requests Board approval to enter into a contract with KONE Inc. for the Elevator and Escalator Systems Maintenance for a contracted total amount of \$38,336 for three years.

Motion for approval by Commissioner Snow, seconded by Commissioner Roddy.

Motion approved.

Waste Management Services Contract

The trash containers and compactors at the Chattanooga Airport require weekly pick-up frequency in order to keep the clean environment that travelers have come to expect when travelling through the airport. The current contract is expiring, so a Request for Bids was issued for Waste Management Services for the 30-yard compactor at the terminal, and the 30 and 5-yard containers at the firehall and maintenance shop. One bid was received from Capital Waste Services. Their lease costs for the 3 units were as follows: \$275 per month for the 30-yard compactor, \$75 per month for the 30-yard container, and \$47 per month for the 6-yard container. The cost to haul each 30-yard unit amount to \$151, with an additional \$37 per ton. Our monthly expenses under this contract, not including tonnage, would come to roughly \$1,152 per month.

Our previous contract was with Santek in the amount of \$1,063.61, which is roughly the same as the proposed contract.

The scope of this contract will include leasing the compactors and containers, as well as both weekly and monthly scheduled pick-up frequency.

Board Action: CMAA requests Board approval to enter into a contract with Capital Waste Services for Waste Management Services for a term of three years.

Motion for approval by Commissioner Stokes, seconded by Commissioner Lytle.

Motion approved.

Nooga Taxi Booth Lease

Several months ago, Jonathon Easter from Nooga Taxi reached out to the Airport staff about occupying one of the unused booths in the Baggage Claim wing, that was previously used by another ground transportation company. He wanted to utilize this space to advertise his company and promote the services he provides our customers.

Staff has reviewed and determined that Nooga Taxi's plan is in line with the intended purpose of the space.

The proposed contract has very strict guidelines on what the lessee can do with this location – they must keep the premises neat and clean and there is a limit to the number of people who can occupy the space at the same time.

The proposed cost will be \$230.00 per month.

Board Action: CMAA requests Board approval to lease one of the unused booths in Baggage Claim to Nooga Taxi for a 12-month term, with an option to renew for two additional one-year terms. The rate will be \$ 230.00 per month.

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

Motion approved.

Other Business:

None

Public Comment:

None

Closing Comment:

Chairman Jacobson ended the meeting with some closing comments. It is certainly impressive that we won the Future of Travel Award against significantly larger airports like Boston Logan and San Francisco. Also included in this award and most certainly a factor was Chattanooga was one of the first airports to be LEED Platinum Certified. Thank you to Terry Hart and the airport team, City leaders, fellow Commissioners, FAA, TVA, EPB, and many community partners for making this significant award possible.

As passengers continue their return to the Chattanooga Airport, it will be an elevated experience with the new amenities and features, beginning with our new parking facility. We have received tremendous feedback from our passengers who love the convenience of our covered parking, as well as the creation of a cell phone lot that limits drivers from waiting outside the terminal frontage. The recently paved terminal loop is a nice finishing touch to our parking enhancement.

Mr. Jacobson also acknowledged the design team DH&W and Allen & Hoshall for their vision in growing our airport's footprint and look forward to our terminal expansion project. In addition, he appreciates the partnership with Carrie Pendergrass and other local artists with the local art displays that will be on display through the end of the year.

He also encouraged everyone to join the Heart Walk on Saturday, October 2. It is a very important initiative that benefits many people throughout the area.

In closing, on this day in 1902, the Wright Brothers made the first of nearly 1,000 glides on the modified Number 3 glider at Kill Devil Hill, North Carolina. It was this glider, made of spruce wood and cloth, that incorporated the flight controls of the modern airplane for the first time.

Commissioner Roddy made a motion for adjournment. The motion was seconded by Commissioner Stokes. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
October 25, 2021**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, October 25, 2021 at 2:00 p.m. Chairman Jacobson, Commissioners Conn, Lytle, Roddy, Snow, Stokes, and LittleJohn were present.

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

Minutes:

On motion of Commissioner Lytle, seconded by Commissioner Conn, the minutes of the September 20, 2021 meeting were approved.

President's Report:

President Hart began with the stats for the month of September. We continued the month with an upward trend. All carriers were up over August and posting positive numbers. Enplanements year-to-date are at 268,629. We are still on track to hit 375,000 enplanements for the year. October and November look good, with November having a bit of help due to the Thanksgiving holiday.

Landing weights are up as the schedule continues to grow. As we discuss operations every month here at the airport, we continue to have very positive numbers, which includes air carriers, military traffic, and all of our general aviation. Compared to September 2020, we were up 21% from the same period last year. Looking year-to-date, operations are up almost 50% over the same period last year, led once again by general aviation, military, and now the air carriers are beginning to contribute to this because their schedules are going back up. Total cargo, although down from last September during the height of the pandemic, is still up 5% from last year.

Continuing, Mr. Hart wanted to give an update on the terminal expansion project. He turned the podium over to Ray Boaz with DH&W, to update the board with the current status of this project. Mr. Boaz showed some slides as a refresher from a few months ago on what the terminal will look like with the architecture and lighting. Additionally, Tailwinds restaurant will showcase an open concept, but will have availability for grab-and-go, bar service, and not have a closed-in feeling. The existing kitchen has the ability to be utilized for additional expansion, when necessary, as well.

The same open concept theme will travel into the new restrooms as well, making them feel clean, and much bigger and brighter. The whole terminal will be more of an open concept, using the same theme as the rest of the concourse, and have an inviting feel for the traveling public

President Hart also wanted to reiterate that all tenants and users are involved in the process of the terminal expansion, and are getting what they need out of this project as well. We also want to make sure that the airport maintenance team is involved, because when all is said and done, they have to maintain it. This will be a quality space for our customers. With final details still in progress, construction on the expansion is on track to start in April 2022.

Mr. Hart also discussed the Heart Walk. On Saturday, October 2nd, the airport participated in this event. As a team, the airport raised \$19,180. In total, the American Heart Association raised \$228,000 this year.

Switching gears, the annual audit was just completed. Robert Belcher from Elliott Davis briefly took the podium to present this to the board. Mr. Belcher discussed the financial statements and a clean audit as it has been in the past. No internal control findings, and no changes in policies and procedures from past audits. No disagreements and disputes between the airport and the auditors. The financial position of the airport authority is still very strong with a very healthy balance sheet.

Finally, Mr. Hart wanted to point out three things that makes the airport successful, especially during difficult times like the recent pandemic. Number one was getting into the solar business. Keeping costs down is very important to our customers. Number two is the FBO operated by Wilson Air Center. The corporate general aviation rebounded quicker than the commercial side. This was one of the best things the airport has done in terms of business and forming this amazing partnership. The third piece, was the ability to find and land West Star Aviation. They were voted the #1 MRO in the country and just added another layer to this airport. These three things were very important to this airport and gave us the ability to weather the storms in the difficult times. We want to make sure we are taking care of the infrastructure moving forward. This leads to some of the action items today.

Board Action Items:

T-Hangar Refurbishment

The existing 24 T-Hangars were built in 1961 and 1964 and consist of pre-engineered steel frames and metal siding, as well as metal rails on which the doors slide to open. Over the last 60 years, the metal has deteriorated. This has caused a number of issues, including the rusting of the slide rails, causing the doors to frequently jam and prevent their opening. The roof has multiple holes due to rust, causing leaks into the interior. Meanwhile the gutters no longer serve their purpose of diverting water due to rust deterioration as well.

Repairs will include repairing and replacing rusted and damaged metal. The door track sliding system will be replaced, and new rolling wheels will be installed in each door, making their opening and closing an effortless movement. Upon completion of these repairs, the entire roof will receive two coats of elastometric coating to prevent roof leaks. Finally, the entire exterior of the buildings will receive two coats of paint.

CMAA solicited five contractors for proposals in late 2021 for this project, and received the following:

1. Wilson Construction: Total Bid amount - \$267,950.00.
2. Morgan Construction: Unable to assist due to manpower shortage.
3. Tri-State Contractors: Total Bid amount - \$178,634.00.
4. CTR Construction: Non-responsive.
5. FTM Contracting: Non-responsive.

This project will be 95% funded through State Funds. 5% Sponsor match will be covered by CMAA.

Board Action: CMAA requests Board approval to enter into a construction contract with Tri-State Roofing for the rehabilitation of the current 24 T-Hangar units. The fee for this work is \$178,634.

Motion for approval by Commissioner Snow, seconded by Commissioner Lytle.

Motion approved.

Employee Parking Lot Construction

With the completion of the parking garage, all rental car operations have been moved to the lower level of the garage. This leaves a vacant parking lot immediately adjacent to the baggage claim area, where the rental car operations used to be located. This parking lot is in very good condition, as it was completed in 2015.

In an effort to improve customer service as well as improve airport employee conditions, CMAA wants to transform this parking area into a new multi-use lot. This new lot would facilitate the use of taxis, shuttle bus services, Uber, Lyft, and employee parking. Currently, all commercial services operate from our curbside, and employees park in Long Term 2.

This project would include paving a new access road off of Rosedale Road. This access will be controlled with both proximity and key pads, giving CMAA complete authority over who uses this parking lot.

CMAA solicited five contractors for proposals for this project, and received the following:

1. Phaltless Inc: Total Bid amount - \$30,300.
2. Yerby Concrete: Unable to assist due to current obligations.
3. Dillard Construction: Total Bid amount - \$26,700.
4. CTR Construction: Total Bid amount - \$19,382.
5. R & B Concrete: Total Bid amount - \$32,000.

This project will be funded 100% with CMAA reserve funds.

Board Action: CMAA requests Board approval to enter into a construction contract with CTR Construction for the construction of an entrance into the old rental car parking lot. The fee for this work is \$19,382.

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

Allen & Hoshall Task Order #6

This request is to enter into Task Order #6 with Allen & Hoshall, CMAA’s Engineer of Record, for the Professional Services associated with a new West Side Development.

Continued growth at Chattanooga has kept steady pressure on the need for hangar space. Wilson Air Center has frequently cited this need, and oftentimes has been forced to decline allowing additional aircraft to be stored in their hangars due to lack of space. A new West Side Development, which would include up to two hangars, ramp space, parking lots, and an associated taxiway will be designed under this task order. The following is a distribution of Allen & Hoshall’s fee for Task Order #6 to the Master Agreement.

Professional Services Fee Distribution – West Side Development
The following is a distribution of Allen & Hoshall’s fee for Task Order #6

Study and Report (Survey, Geotechnical Investigation, Environmental)	\$50,380
Professional Services (Allen & Hoshall Design)	<u>\$44,750</u>
GRAND TOTAL	\$95,130

The project will be 95% funded through State Funds. 5% Sponsor match will be covered by CMAA.

Board Action: CMAA requests Board approval to enter into Task Order #6 with Allen & Hoshall for the professional services associated with the West Side Development. The fee for this project is \$95,130.

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

Allen & Hoshall Task Order #7

This request is to enter into Task Order #7 with Allen & Hoshall, CMAA’s Engineer of Record for the Professional Services associated with a Taxiway “C” Connector.

With the completion of the East Ramp in 2020, it is expected that West Star will be constructing additional hangars to expand their operations. Currently, their existing hangars are overflowing with aircraft, and they are routinely parked on the ramp adjacent to their hangars. This creates congestion on the ramp for movement of aircraft, which will only worsen if additional hangars are built on the east ramp. Building a connector taxiway will allow aircraft an additional access point to the ramp, freeing congestion. The following is a distribution of Allen & Hoshall’s fee for Task Order #7 to the Master Agreement.

Professional Services Fee Distribution – Taxiway “C” Connector
The following is a distribution of Allen & Hoshall’s fee for Task Order #7

Study and Report (Survey, Geotechnical Investigation, Environmental)	\$31,130
Professional Services (Allen & Hoshall Design)	<u>\$17,548</u>
GRAND TOTAL	\$48,678

The project will be 95% funded through State Funds. 5% Sponsor match will be covered by CMAA.

Board Action: CMAA requests Board approval to enter into Task Order #7 with Allen & Hoshall for the professional services associated with the Taxiway “C” Connector. The fee for this project is \$48,678.

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

Allen & Hoshall Task Order #8

This request is to enter into Task Order #8 with Allen & Hoshall, CMAA’s Engineer of Record, for the Professional Services associated with the design of a new T-Hangar Site.

With the existing T-Hangars having been constructed nearly 60 years ago, while having not increased the number of available T-Hangars since they were built – the need for new T-Hangars has steadily increased. By building new T-Hangars on a site that has sat undeveloped for over 40 years, we solve two problems – increasing the availability of T-Hangars and shifting GA away from commercial operations. The design of this site will be the first step in completing this task. The following is a distribution of Allen & Hoshall’s fee for Task Order #8 to the Master Agreement.

Professional Services Fee Distribution – T-Hangar Site
The following is a distribution of Allen & Hoshall’s fee for Task Order #8

Study and Report (Survey, Geotechnical Investigation, Environmental)	\$36,300
Professional Services (Allen & Hoshall Design)	<u>\$28,568</u>
GRAND TOTAL	\$64,868

The project will be 95% funded through State Funds. 5% Sponsor match will be covered by CMAA.

Board Action: CMAA requests Board approval to enter into Task Order #8 with Allen & Hoshall for the professional services associated with the design of a new T-Hangar site. The fee for this project is \$64,868.

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

Insurance Renewal

CMAA has partnered with USI Insurance Services over the last nine years to ensure that the airport has the best insurance coverage at the most competitive pricing. The insurance marketplace has hardened since last renewal due to unfavorable loss experience in general by the carriers in addition to claims experienced by the airport. With all that being said, we are pleased with the work that USI has done on our behalf. 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 Insurance Renewal Update

Line of Coverage/Limit	10/31/2020-21 Expiring Program			10/31/2021-22 Recommended Program			Premium change over Expiring
	Insurance Carrier	Premium		Insurance Carrier	Premium		
Airport Liability/\$300M	Commerce & Industry (AIG)	\$75,395		Commerce & Industry (AIG)	\$83,830		11.0%
Workers' Compensation/ Statutory/\$1M EL Old Republic	Old Republic	\$27,023		Old Republic	\$28,578		5.7%
Automobile/\$1M	New Hampshire (AIG)	\$29,139		New Hampshire (AIG)	\$32,235		10.6%
Property/\$139M*	CNA/Seneca	\$138,667		CNA/Seneca	\$159,441		14.9%
Terrorism/\$150M	Lloyds	\$10,780		Lloyds	\$11,885		10.3%
Inland Marine/\$3.9M	CNA	\$13,796		CNA	\$14,966		8.5%
Network Security/\$2M	Hudson Excess Ins.	\$7,002		Hudson Excess Ins.	\$18,672		166.7%
Fiduciary Liability/\$1M	Travelers Casualty & Surety	\$845		Travelers Casualty & Surety	\$846		0.0%
Crime/\$500k	Travelers Casualty & Surety	\$3,289		Travelers Casualty & Surety	\$3,357		2.1%
Directors & Officers/EPLI/\$5M	Atlantic Specialty	\$30,302		Atlantic Specialty	\$31,968		5.5%
Excess D&O/EPLI/\$5M xs \$5M	Ironshore Indemnity	\$16,970		Indian Harbor	\$18,999		12.0%
Excess D&O/EPLI/\$5M xs \$10M	RSUI Indemnity	\$12,897		RSUI Indemnity	\$13,596		5.4%
Excess D&O/\$5M xs \$15M	Starr Indemnity	\$9,672		Starr Indemnity	\$10,197		5.4%
Excess D&O/\$5M xs \$20M	RSUI Indemnity	\$8,057		RSUI Indemnity	\$8,492		5.4%
Total		\$383,834			\$437,062		13.9%

Comments:

- Expiring Property premium includes annualized premium for the addition of the parking garage.
- Pricing above includes taxes and fees.

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

Motion for approval by Commissioner Lytle, seconded by Commissioner Conn.

Motion approved.

Other Business:

None

Public Comment:

None

Closing Comment:

Chairman Jacobson made some final closing comments. He was glad to see that once again, the airport has received an unqualified audit report and is in a great position financially. Excellent job by the finance committee, Terry, April and the rest of the team. They have worked diligently to maintain a strong balance sheet even through an extremely difficult year.

Mr. Jacobson thanked Glen Heath and Ray Boaz for the excellent presentation. The expansion includes adding 26,000 square feet of space and renovating up to 14,000 square feet of the terminal. The airport will have three new gates, room for a third security checkpoint lane and a much-anticipated separate lane for pre-check fliers. The expansion also includes a new restaurant, gift shop, and restrooms. If exercised in the future, Phase Two of the expansion plan includes potentially two to four new gates and possibly a fourth security checkpoint lane. Construction is projected to begin in April, 2022.

Continuing, for those of who may have missed it, there is a new and updated display from Volkswagen Chattanooga in the atrium. The ID.4 is parked inside – it's the company's new electric vehicle being built right here in Chattanooga. Thank you, Volkswagen, for what you continue to do in creating and boosting the local economy.

Finally, Mr. Jacobson was very pleased to see our efforts this year to support the Heart Walk and the ongoing commitment to our community, including volunteer hours and money given to this important cause. Thank you to the board, staff and vendors for supporting this campaign. The CHA airport team raised \$19,180.

Commissioner Conn made a motion for adjournment. The motion was seconded by Commissioner LittleJohn. Motion is approved. The Board is adjourned.

Adjourn

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle



**NO BOARD OF
COMMISSIONERS
MEETING
NOVEMBER 2021**

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
December 20, 2021**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting, Monday, December 20, 2021 at 2:00 p.m. Vice Chairman Hall, Commissioners LittleJohn, Lytle, Roddy, Snow, and Mallen, were present.

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

Minutes:

On motion of Commissioner Lytle, seconded by Commissioner Snow, the minutes of the October 25, 2021 meeting were approved.

President's Report:

President Hart began with the statistics for October and November. October once again was the top month for the year as it always is. We finished with 38,757 enplanements. All carriers finished with positive numbers compared to the previous October. Deplanements tracked in line with that. Landing weights are up, operations are also up as well as cargo.

November was down slightly with enplanements at 37,224, but it was still a very positive month for us. We are up 87% compared to November of last year. Year to date, we are up 67% for the first 11 months compared to 2020, just shy of 345,000 enplanements. Based on our projected enplanements of 375,000, we should be above that based on how December is looking at this point. Landing weights are up. Operations are up 26% from November 2020 and year to date 42% over last year. The air carriers have more flights this year than they had last year, and military traffic is up. However, General Aviation continues to be the bulk of the operations numbers. They had 13,000 more for the year than in 2020.

We are still operating about 70-75% of the seat capacity of the carriers prior to the pandemic. Not quite where we need to be yet, but confident that we will continue to see that rise, once business travelers start flying again.

The airlines are starting to feel the pinch, especially the regional airlines in terms of pilot shortages. The result of that, is flight cancellations throughout the system. The big three carriers have all made announcements of cancellations. United was the first to halt flights to eleven regional cities throughout the US in response to the pandemic and the pilot shortages. American was not far

behind that announcement, with cuts of 27 regional routes in their system. Delta was the latest to announce seven cuts throughout their region, and just today announced dropping another 10 routes. All of our routes are positive, but anything could happen. The regional routes are concerning and it could be a challenge moving forward.

Continuing with projects, we have taken the old rental car lot and changed it to an employee lot for airline employees, CMAA employees, UBER, LYFT and taxi service. The board approved some modifications for improvements for that lot. Those improvements have been completed.

Another project that the board approved is the refurbishment of the T-Hangars. These hangars are 60 years old, and are in need of some roof and door repairs. These repairs will be starting very soon.

Preliminary design work has begun on three different projects with Allen & Hoshall. One is the East Ramp connector, the other is some design work on property that we own on Honest Street, and development of the future hangar location on the West side just North of the Forestry Service. The Environmental work is being done by Terracon, survey work by RLS, and KS Ware is doing all the Geotechnical work on these projects right now.

Mr. Hart and his team had the pleasure of attending the Tennessee Aviation Hall of Fame event in Nashville. At that event, Harry Porter, who was an icon at the Chattanooga Airport for many years was inducted into the Hall of Fame. Harry Porter had a famed 64-year flight career, and opened one of the area's first flight schools which was located here at Lovell Field.

One of our board members, Tom Snow and his company T.J. Snow Company, was recognized with the Elihu Thomson Resistance Welding Award at the Fabtech metalworking trade show in Chicago. The award was presented by the Resistance Welding Manufacturing Alliance, and recognizes individuals who have made outstanding contributions to the technology of the resistance welding process. Tom needed to be recognized for a job well done. Congratulations to him and his company for this award.

Additionally, one of our employees has celebrated 30 years with our organization. Police Officer Eddie Beaty started with Public Safety and we wanted to recognize him with that accomplishment. It is not often that people stay with their organizations for that long and we appreciate his service to this company.

Each year we have a tenant Christmas party. We supply our tenants with a luncheon, and ask them to bring an unwrapped toy to donate to the Shepherd Community. We collected many toys this year, and President Hart had the pleasure of delivering them to the community center last week. Ms. Ivey will distribute all of the toys and make sure the kids have a wonderful Christmas. They are always very appreciative of the help that we provide to make the holiday special.

There has been an announcement that West Star Aviation will be building a new hangar here in Chattanooga. This will be their 4th hangar. In 2015, they came here, and have grown tremendously. They will be breaking ground and getting the project started in a few weeks, building on the new East Ramp expansion project that we did a while back and hopeful to complete in early 2023. This will add over 100 new jobs increasing them to over 375 employees.

Board Action Items:

Fuel Farm Modifications

NFPA 407 – Aircraft Fuel Servicing is the standard that most state fire codes incorporate for the protection of persons, aircraft, and other property during ground fuel servicing of aircraft. On June 2, 2016, NFPA 407 added a requirement for new and existing aviation fuel facility loading racks to be equipped with an automatic shutdown system that stops the tank loading operation when the refueler vehicle tank is full. The effective date of this requirement was June 2, 2021.

After further discussion between NFPA and the National Air Transportation Association (NATA), a new tentative interim agreement (TIA) was created and adopted. This extended the installation date from June 2021 to June 2023.

Meeting this requirement generally includes a controller at the loading rack that interfaces with the pumping system, a level sensor installed in the refueler vehicle cargo tank compartment, and a connecting cable. When the fuel level in the vehicle increases to a predetermined point, the sensor sends a signal to the controller to shut down the fuel pumping system.

There are varying degrees of sophistication for such systems. Additional functionality can include options such as user authorization verification, bonding (grounding) verification, dead man control, multiple compartment indicators, sensor faults, high level alarm with high-high level shutdown, remote monitoring, and reset switches.

CMAA then solicited three contractors for proposals in mid-2021 for this project, and received the following:

1. Rebel Services: Total Bid amount - \$20,383.18.
2. ABA-Con Aviation Services: Total Bid amount - \$48,765.00.
3. Spatco: Non-responsive

The project will be 100% funded through CMAA Funds.

Board Action: CMAA requests Board approval to enter into a contract with Rebel Services, LLC for the upgrade of automatic fuel shutoff systems. The fee for this work is \$20,383.18.

Motion for approval by Commissioner Mallen, seconded by Commissioner Roddy.

Motion approved.

Access Control System Upgrade

The existing access control system, Schneider Andover Physical Access Control System, was put in place in 2009 and still has function, but has exceeded its useful lifespan. Convergent Technologies, our security service consultant, has proposed replacing the current system with Genetec's Synergis Physical Access Control System. This new system 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, TSA, and FAA 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 through the use of 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 Physical Access Control System will include design, engineering, consulting, demolition, new construction, software installation, systems integration, configuration, and finally testing, training and acceptance.

Convergent solicited two contractors for proposals in late 2021 for this project, and received the following:

1. Lenel S2 OnGuard: Total Bid amount - \$326,597.69.
2. Genetec Synergis: Total Bid amount - \$286,564.48.

CMAA met with each contractor and reviewed each proposal. We concur with Convergent on the selection of the Genetec system.

The project has been included in our latest PFC Application, and therefore will be 100% funded through Passenger Facility Charges. This item was included on our approved capital budget.

Board Action: CMAA will request Board approval to enter into a contract with Convergent Technologies for the upgrade of our access control system. The fee for this work is \$286,564.48.

Motion for approval by Commissioner Lytle, seconded by Commissioner LittleJohn.

Motion approved.

Parking Garage Security Camera Installation

The Parking Garage was completed in July 2021 to great fanfare. We have received positive feedback from both the rental car employees and companies as well as countless positive feedback from our customers. There's not much more that can be said about positive benefits of having a parking garage here at the airport.

Having addressed the convenience aspect of the garage at the airport, it's time that we finish the security aspect. While it has not become a concern as of yet, we realize that as the garage becomes more crowded, it will become more essential that it is monitored by our dispatch center. Currently for security we have our Police Officers drive through the garage at regular intervals throughout the day and night.

Convergent has created a scope of work to have our Parking Garage fully monitored via surveillance cameras. This scope includes furnishing and installing 23 Avigilon cameras. Additionally, it includes providing the following:

- Necessary camera mounts and brackets
- Pulling cable through infrastructure that was installed during construction.
- Programming and testing for the proposed devices and equipment
- Provide and install network video recorder to capture video.

The project will be 100% funded through CMAA funds.

Board Action: CMAA will request Board approval to enter into a contract with Convergent Technologies for the installation of the Parking Garage cameras. The fee for this work is \$149,585.46

Motion for approval by Commissioner Snow, seconded by Commissioner Roddy.

Motion approved.

Personnel Management Plan Modifications

Periodically, CMAA staff conducts a review of all policies and procedures. During a recent review, we determined that several policies we have in place could be incorporated into our Personnel Management Plan for consolidation purposes. Below is a listing of the policies to be incorporated into CMAA's Personnel Management Plan.

3.07 Drug Testing Policy. Specific language has been added regarding controlled substances as required by our Federal Grant Assurances.

“The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.”

3.14 Use of Personal Vehicle Prohibited. New section added to prohibit use of personal vehicle for business use.

“Employees that leave the airport for business are required to drive a CMAA vehicle. If no vehicle is available, the employee must coordinate transportation with their department manager.”

3.15 Outside Employment. Adding current policy requiring approval and waiver of liability for employees seeking outside employment.

“Full time CMAA employees are responsible for obtaining approval for outside employment on a Request for Part Time Outside Employment Form and Waiver of Liability prior to beginning work as a part time employee of another entity. Forms may be obtained from the Vice President of Finance and Administration. This form must be completed and signed by the CMAA employee and the part time employer and submitted to CMAA President for approval or disapproval prior to commencement of part time employment.”

3.16 Tuition Reimbursement. Adding current policy outlining requirements for tuition reimbursement.

“CMAA may approve tuition reimbursement for any full-time employee participating in a degree-seeking program if requested and approved by their supervisor and approved as part of the annual budget. Requests for specific courses that are job related (not necessarily those in pursuit of a degree) may be granted if the courses are directly related to an employee's current position. All courses taken should have a direct relationship to the goals and programs of the agency and have

a direct correlation with the employee's job effectiveness in current or future positions. A GPA of 2.0 must be maintained and employee must provide receipts for tuition and books at the end of the course in order to be reimbursed.

If an employee resigns or is terminated for any reason prior to course completion, CMAA shall not be obligated to pay reimbursement. An employee who voluntarily terminates or retires from CMAA after receiving tuition reimbursement shall be obligated to repay to CMAA such reimbursed amounts upon termination or retirement, under the following conditions:

(A) Retirement or termination within 12 months of training or reimbursement: 100% repayment of all amount reimbursed within the prior 12 months;

(B) Retirement or termination within 18 months of training or reimbursement: 66% repayment of all amount reimbursed within the prior 18 months;

(C) Retirement or termination within 24 months of training or reimbursement: 33% repayment of all amount reimbursed within the prior 24 months;

This payback procedure is also applicable to any employee who involuntarily terminates "for cause" (for instance, misconduct). If an employee involuntarily terminates for any reason other than "for cause", the Airport President, or his/her designee, in his/her sole discretion, has the authority to determine whether that employee is required to payback any tuition reimbursements under this policy.

Employees terminated due to a reduction in force, medical disability or as a result of occupational injuries or illnesses shall not be required to pay back the monies received for educational reimbursement and are not subject to the payback provision."

3.17 Computer Use. CMAA is adding specific language about computer use at work.

"CMAA has provided computer equipment and a networked infrastructure in order for staff to perform their primary duties. It is reasonable, therefore, to expect that computer usage, including internet and email should be primarily focused toward work functions. CMAA acknowledges, that within reason, users may utilize computers and communication for personal use. This personal use should be very limited and must not contravene the conditions as outlined as unacceptable use. Unacceptable use includes 1) The use of email to harass, send abusive email,

defame, disclose information, transmit offensive material (pornography, etc.), illegal or copyrighted materials without permission. 2) The use of the internet for browsing inappropriate content. Inappropriate content includes pornography, gambling, and material that is racially or personally offensive. 3) Downloading of questionable, illegal, copyrighted files or accessing any links that could be compromising. 4) Uses that jeopardize the security of access of the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the airport's computers; altering the airports computer settings; damaging or modifying computer equipment or software.

Employees should not assume their privacy is protected while using the company owned computer equipment. CMAA has the right to monitor all activities on all company owned computers, including email account and other forms of communication and data sharing. Employees who violate this computer usage policy may face disciplinary action up to and including termination of employment.”

5.05 (B) Payroll Policy. Adding current payroll policy to plan to specify payroll procedures, shift swaps, flex time, and payroll distribution.

(1) Procedure: All non-exempt employees are required to complete a CMAA timesheet for each bi-weekly pay period. The deadline for submitting timesheets is 12 pm on the Monday following the end of each two week pay period. Employee timesheets are to be accurately completed and approved by the employee's supervisor, departmental Vice President, and the Vice President of Finance. After the timesheet is approved, it is submitted to CMAA's Accounting Assistant for processing.

The employee is required to submit an accurate, signed, and properly approved timesheet before the accounting department can make payment.

If an employee is scheduled for personal time off when timesheets are due, it is the employee's responsibility to ensure that the timesheet is completed and submitted prior to the due date.

Falsification of a timesheet may result in disciplinary action to the employee.

(2) Shift Swap: Shift swaps between employees is prohibited unless the Manager determines that an operational need warrants such a shift swap. An operational need includes staffing and training issues that are determined by the Manager to require

that employees swap shifts. Police and Security Department shift swaps are not to

extend beyond the two week pay period. Fire and Operational Safety Department shift swaps are not to extend beyond the 28-day cycle.

(3) Flex Time: The ability for non-exempt employees to work flexible shifts is prohibited unless the Manager determines that an operational need warrants a modified work schedule. An operational need includes staffing, training, and emergency issues that require employees to work during unscheduled times. All flex time must occur within the two week pay period, eliminating the possibility of overtime.

(4) Distribution: Employee payroll is provided through direct deposit. Employees are required to submit their bank account number and bank routing number to complete the direct deposit. Pay stubs are made available on Tuesday following the end of the pay period and are distributed via email.

5.05 (E)(4) Light Duty. Adding current policy to outline light duty requirements for employees unable to perform regular job duties.

Light Duty is designed to temporarily utilize permanent full-time employees to perform light-duty work while recovering from injuries or illnesses which prevent full participation at work. However, CMAA is not obligated under any circumstances to assign light duty work. Any light duty assignment is of a temporary nature and shall not be construed as permanent. CMAA reserves the right to remove or transfer an employee from a light-duty assignment as deemed necessary.

(a) CMAA Responsibility: The Light Duty Coordinator shall be designated by CMAA and has the responsibility to ensure that the program is carried out in accordance with the terms of this policy. The coordinator is responsible to establish a file for each ill or injured employee and shall remain knowledgeable about the medical status of the injured/ill employee. The coordinator shall maintain all medical records generated by CMAA's Occupational Health Physician. The records provided by the physician shall be made available to the Workers' Compensation Carrier and necessary members of management. A written consent by the employee shall be required before medical records are released. The coordinator shall review possible light duty assignments and shall allocate eligible employees to those available assignments. The coordinator shall serve as liaison between the Workers' Compensation Carrier, employee, supervisors, and medical physicians; determine the light duty assignment; monitor employee's status during the light duty assignment.

(b) **Employee Responsibility:** The employee is responsible to comply with the procedures outlined in this policy and all other rules and regulations of the CMAA. The employee must submit a first report of injury to the coordinator which will then be forwarded to the Workers' Compensation Carrier. The employee must inform Coordinator of his/her medical examination results so that eligibility of a light duty assignment can be assessed. The employee must be medically released by the Occupational Health Physician designated by the CMAA prior to participation in the program. The employee may be required to submit to periodic medical examinations by the Occupational Health Provider designated by CMAA, when such is felt to be necessary. The employee shall keep the coordinator and supervisor informed regarding his/her medical condition during the term of the light duty assignment.

As mentioned, all of the policies have been in place for many years. They will be incorporated into the Personnel Management Plan for consolidation purposes. These updates have been reviewed by legal counsel and the Personnel Committee and both concur with incorporating into the Personnel Management Plan.

Board Action: CMAA requests approval to modify the Personnel Management Plan to include the policies specified above.

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

A-1 Taxi Lease

At the September Board Meeting, Nooga Taxi was approved to occupy one of the unused booths in the Baggage Claim wing that was previously used by another ground transportation company. As a direct result of this, A-1 Taxi would like to utilize the booth space next to Nooga Taxi to advertise their company and promote the services they provide our customers.

Staff has reviewed and determined that A-1 Taxi's plan is in line with the intended purpose of the space.

The proposed contract has very strict guidelines on what the lessee can do with this location – they must keep the premises neat and clean and there is a limit to the number of people who can occupy the space at the same time.

The proposed cost will be \$230.00 per month.

Board Action: CMAA requests Board approval to lease one of the unused booths in Baggage Claim to A-1 Taxi for a 12-month term, with an option to renew for two additional one-year terms. The rate will be \$230.00 per month.

**Motion for approval by Commissioner Lytle, seconded by Commissioner Mallen.
Motion approved.**

Other Business:

None

Public Comment:

None

Closing Comment:

Vice Chairman Hall wanted to wish everyone a Merry Christmas and Happy New Year. No other closing comments.

Commissioner Roddy made a motion for adjournment. The motion was seconded by Commissioner Mallen. Motion is approved. The Board is adjourned.

Adjourn

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Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Kimberly Randle