

**Chattanooga Metropolitan Airport Authority**  
**Board of Commissioners Meeting Minutes**  
**June 17, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting Monday, June 17, 2019 at 2 P.M. Chairman Dan Jacobson, Vice Chairman Jim Hall, Commissioners Tom Snow, Donna Roddy, Farzana Khaleel, Dr. Paul Conn, Warren Barnett, Travis Lytle, and Michael Mallen were in attendance.

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 Snow, seconded by Commissioner Conn, the minutes of the April 15, 2019 meeting were approved.**

**President's Report:**

President Hart thanked everyone for their attendance.

President Hart started his report by reviewing the April and May operational statistics. He stated that both months have been very positive months. April 2019 enplanements were up 21.5% over April 2018, just short of 48,000 for the month. Deplanements are tracking in line with that number, up by 21.5%. Landing weights were up for the year with a 26% increase and operations were up by 5%. Military flights were down but cargo poundage was up 12% in April.

Continuing, Mr. Hart stated May had positive numbers in all categories. Enplanements were up almost 14% compared to May 2018. Enplanements for May were almost 50,000. Deplanements are tracking in line with that number, up by 16%. Landing weights were up over 15% for the month of May and operations were up almost 17%. Year to date, operations are up almost 5.5% and again cargo was up about 1.5% for the month and almost 5.5% for the year.

Next, President Hart provided updates on current projects. He began with the East Ramp Expansion Project. Talley Construction is about 30 to 35% complete with that project. After the demo was complete a lot of bad dirt was removed and replaced with compactable dirt. A lot of utility work has been done including installing sanitary and storm water sewers.

Another project is our Master Plan. Mr. Hart stated he was pleased to report that the Master Plan process is complete and that three weeks ago we received approval from the FAA on our forecast for the next 20 years. That was a big accomplishment to get the FAA approval. Last week the airport received a letter from the FAA on our ALP. The Airport Layout Plan is a set of documents that lays out what is taking place on the airfield from a project standpoint. Also, the 722 page technical report has been received. Mr. Hart advised the Board that at some point in the near future they would meet and talk about the plans moving forward. Some of the projects included are the parking deck, terminal expansion, and additional hangars.

The next item is the digital parking sign installed along Shephard Road. The sign advises customers on the status of our parking lots.

Next, President Hart discussed the Hanger 20 Project. At the April Board Meeting, the Board approved the design services by Allen & Hoshall. Hangar 20 will be approximately 25,000 square feet with about 4,000 square feet of support space for offices or mechanical rooms. It will be located between Hangar 19 and Hangar 21. The airport has worked with Glenn and his staff at Wilson Air Center on the design and should be ready to go out for bid in September.

Continuing, President Hart recognized an event at Wilson Air Center on the west side of the airfield. May 22-26 the Commemorative Air Force was in town with five aircraft. They were here for five days and had approximately 2,700 people that came through the facility. The rate to get in was \$15.00 per person with additional costs to fly on the planes. The feedback received from the Air Force indicated it was a huge success and they love coming to Chattanooga. They brought with them a B29 Superfortress, B24 Liberator, P51 Mustang, PT13 Stearman, and a T-6 Texan.

The airport is also participating in a project at The Institute of Aviation at Brainerd High School. The airport is going to adopt the class room for the Institute of Aviation. There are a lot of projects to make the class room more conducive to learning. Between now and August 1st the airport will work on the class room. Mr. Hart noted that he has been pleasantly surprised to have a lot of entities donate things for the class room.

Mr. Hart reminded everyone of the upcoming Solar Farm event at Wilson Air Center on Wednesday at 10 AM. He welcomed everyone to attend the event. Hats off to John for his involvement with the Solar Farm.

Lastly, President Hart noted that June has been a month of retirements. Last Friday was Curtis Robinson's last working day. Curtis is one of our custodians and has spent 42 years and 2 months at the airport. He started with the City of Chattanooga at age 19 as a custodian. This was his first and only full-time job. We were very lucky to have Curtis. Secondly, John advised that he will be retiring from the organization at the end of the month after spending 12 years with the Airport Authority. John already spent 30 years with the FAA. We will have an event on June 26 at Wilson Air Center on the west side of the airport. All are invited to attend. President Hart added that he is very happy for and thankful for John.

## **Board Action Items:**

### **Runway Rubber Removal**

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 done.

There are 3 types of rubber removal 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. 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 with 204,660 square feet of runway to be cleaned for a total of \$36,020.16.

The scope of this contract will be to provide the material, machinery, and labor to remove built-up rubber from 204,660 square feet of runway.

**Board Action:** CMAA requests Board approval to enter into a contract with Chemtek, Inc. to provide the material, machinery, and labor to remove built-up rubber on the runway for a contracted rate of \$36,020.16.

**Motion to approve made by Commissioner Mallen, seconded by Commissioner Barnett.**

**Motion Approved.**

### **Terminal Janitorial Services**

The public areas of the airport terminal require continuous cleaning to keep the airport as clean as possible for the traveling public. We have set high standards and continue to receive positive comments regarding the appearance of the building. Up until November 2016, airport staff provided all the janitorial services. At that time, we began experiencing attrition and the difficulty in attracting qualified candidates to fill vacant positions. After evaluating different options, the decision was made to deploy our staff to Monday through Friday and outsource the weekend coverage. MaidPro Chattanooga, a local cleaning service, was chosen to provide that service. They have done a good job and have met our requirements.

In the past few months due to multiple issues including employee health, retirement, and other issues, the number of CMAA janitorial staff has fallen to a level where we cannot provide the required coverage. Again, attempts to replace the vacant positions have not produced any viable candidates. After evaluation, a decision was made to increase the outsource coverage to include the weekday afternoon operation.

In May, a Request for Proposals was issued for Terminal Janitorial Services to clean the public areas of the airport terminal during the outlined timeframes. Eight proposals were received and evaluated by a selection committee consisting of Terry Hart, Maurice Songy, Bobby Atkins, Mike Marsh, and Anne Marie Ivey. At the conclusion of the process the committee determined

that MaidPro Chattanooga, being the highest scoring bidder, was the successful company. From a monetary perspective their bid was \$18.00 per man hour. During normal operations, we anticipate 144 weekly man hours. The term of the contract will be for three (3) years with two (2) twelve-month renewal options commencing August 1, 2019 and ending July 31, 2022.

The scope of this contract will be to provide:

1. Personnel from 2:00 pm to 10:30 pm Monday through Friday.
2. Personnel from 6:00 am to 10:30 pm on Saturday and Sunday.
3. Any additional personnel or additional hours will be charged at bid hourly rate.

**Board Action:** CMAA requests Board approval to enter into a contract with MaidPro Chattanooga to provide terminal janitorial services, as outlined, for a contracted rate of \$18.00 per man hour.

**Motion to approve made by Commissioner Roddy, seconded by Commissioner Conn.**

**Vice Chairman Hall voted against the motion.**

**Motion Approved.**

### **Personal Plan Revisions**

After an annual review of CMAA's Personal Management Plan, we have found it necessary to make modifications to the current plan. We have worked with management and members of the Personnel Committee to modify this Personnel Management Plan. This update includes two changes as outlined below.

#### Modified Section

##### **5.05 Hours of Work and Overtime:**

**A. Regular:** Although no specific number of hours of work is guaranteed for any Regular Employee, employees will be assigned a work schedule developed by their supervisor and approved by the President. If an employee is called in to work, he or she will be paid for a minimum of four hours of overtime unless the call in coincides with an employee's regular work hours. In that event, the employee will be paid only for the hours actually worked prior to or immediately following his or her regular work hours. If the call in is cancelled prior to the employee arriving at the airport, the employee will not be paid overtime but will be reimbursed for mileage driven prior to the call in being cancelled. For payroll purposes, the workweek begins at 7:00 a.m. on each Sunday.

#### New Section

##### **5.05 Hours of Work and Overtime:**

### **C. Personnel Leave Policy**

(10) Personnel Leave Buyback Option: All employees will have the option to sell up to 80 hours of personal leave on an annual basis. At the end of the calendar year, an employee can make a request to administration to sell up to 80 hours of personal leave accrued but not taken during that year. The request must be made on the designated Buyback Option Form and turned in to administration by December 15 of each calendar year. Hours requested via the Buyback Option must be reviewed and approved by the President and payments will be disbursed by December 20 of the same year.

#### **Board Action:**

CMAA requests approval of the changes to the Personnel Management Plan as outlined above.

Item A: 5.05 Hours of Work and Overtime: The Board requested further review at the next Board Meeting.

Item C (10): Personal Leave Policy

**Motion to approve Item C (10) Personal Leave Policy made by Commissioner Snow, seconded by Commissioner Hall.**

**Motion Approved for Item C (10): Personal Leave Buyback Option**

### **Runway Light Replacement Project Construction**

On March 18, 2019, Task Order #25 with Allen & Hoshall was approved for the design of the Runway 20 Light Replacement Project. This encompasses all the lighting fixtures on the primary runway, to include the Edge, Centerline, and Touch-Down. Additionally, all wiring will be replaced, in conduit, back to the airfield electrical vault. The current lighting system on our primary runway exceeds 30 years in age. The system has begun to degrade to a point that it requires attention, with examples including failing wire insulation, and unrepairable light fixtures. Additionally, the older wiring with failing insulation costs the airport much more than a newer, more efficient system.

CMAA solicited a Request for Proposals on May 20, 2019 for the construction of this project. The Request for Proposals closed on June 11, 2019. CMAA received one bid for this project from NABCO Electric Company, Inc.

Allen & Hoshall's review and evaluation found NABCO Electric Company, Inc. 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 meeting all of the bid requirements, Allen & Hoshall has recommended awarding the construction contract to NABCO Electric Company, Inc. CMAA has reviewed the Engineer's recommendation and is in agreement. The bid price was \$901,608.00. As reference, the Engineers estimate to complete the project was \$1,282,750.00.

The project will be 100% funded through Passenger Facility Charges and is included in our approved capital budget.

**Board Action:**

CMAA requests Board approval to enter into a construction contract with NABCO Electric Company, Inc. for the replacement of our primary runway’s lighting system. The fee for this work is \$901,608.00.

**Motion to approve made by Commissioner Lytle, seconded by Commissioner Barnett.**

**Motion Approved.**

**Runway Light Replacement Construction Administration**

On March 18, 2019, Task Order #25 with Allen & Hoshall was approved for the design of the Runway 20 Light Replacement Project. This request is to enter into Task Order # 27 with Allen & Hoshall, CMAA’s Engineer of Record, for the Engineering Services, specifically Construction Administration, associated with this project.

Runway Light Replacement Project –Construction Administration  
The following is a distribution of Allen & Hoshall’s fee for Task Order #27.

<b>Construction Administration</b>	<b>\$70,300</b>
<b>17 weeks construction anticipated</b>	
<b>439 hours anticipated</b>	
<b>Submittals / shop drawings</b>	<b>\$ 5,000</b>
<b>40 hours anticipated</b>	
<b>Resident project representative</b>	
<b>Inspection – 731 hours anticipated</b>	<b>\$50,235</b>
<b>Expenses – 17 weeks anticipated</b>	<b>\$ 425</b>
<b>As-built drawings</b>	<b>\$ 2,500</b>
<b>40-man hours anticipated</b>	
<b>GRAND TOTAL</b>	<b>\$128,460</b>

The project will be 100% funded through Passenger Facility Charges and was included in our approved Capital budget.

**Board Action:**

CMAA requests Board approval to enter into Task Order # 27 with Allen & Hoshall for the engineering services associated with the replacement of our primary runway's lighting system. The fee for this project is \$128,460.

**Motion to approve made by Commissioner Snow, seconded by Commissioner Roddy.**

**Motion Approved.**

**Engineering Services Contract**

Allen & Hoshall has been our Engineer of Record since July 2000. Their local office employs six full time employees. The local office conducts 100% of our civil design and construction administration for all our pavement projects. Additionally, they have provided the architectural design and construction administration for the West General Aviation Terminal and Hangars. Ninety-nine percent of all Allen & Hoshall subcontracts are with local firms. Out of every dollar the airport spends with Allen & Hoshall, ninety-two percent remains in the local community. Allen & Hoshall has consistently met or exceeded CMAA's DBE goal. The firm and Mr. Glen Heath have always been extremely loyal to the airport and has always protected our best interest.

Our contract with Allen & Hoshall expires on August 17, 2019. CMAA requests Board approval to enter into a new Architectural and Engineering Services contract with Allen & Hoshall, Inc. The duration of the contract will be for five years. The contract will expire on August 17, 2024.

The bid process began in November 2018 with the development of the Airport Capital Improvement Plan and Scope of Work. The FAA approved the ACIP and Scope of Work in December 2018. On April 1, 2019, a Request for Qualifications was released in accordance with U.S. Department of Transportation, Federal Aviation Administration, AC 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The FAA required qualification-based selection procedure is the same procedure outlined in Title IX of the Federal Property and Administration Services Act of 1949. Airport sponsors must use these procedures in the selection and engagement of consultants.

The CMAA received a Statement of Qualifications from four firms. Each responding firm was scored in six different categories by a committee formed to rate each of the submissions. The committee members were Terry Hart, John Naylor, April Cameron, and Jack McAfee. At the conclusion of this process the committee determined that Allen & Hoshall was the most qualified firm. Following the approved procedures, negotiations of fees began soon thereafter. An Independent Fee Analysis was completed on the agreed upon fees and were found to be fair and reasonable.

The service provided by Allen & Hoshall has been exceptional throughout the past nineteen years. Mr. Glen Heath makes himself available twenty-four hours a day, seven days a week. He can be contacted at any time to discuss concerns or ideas. The ability to have such direct access to the primary engineer is extremely rare.

**Board Action:**

CMAA requests Board approval to enter into an Architectural and Engineering Services contract with Allen & Hoshall, Inc. The duration of the contract will be for five years. The contract will expire on August 17, 2024.

**Motion to approve made by Commissioner Snow, seconded by Commissioner Lytle.**

**Motion Approved.**

**Revise President’s Employment Structure**

Employees of the Chattanooga Metropolitan Airport Authority are subject to the City of Chattanooga's Pension Plan. The City Attorney's office advised that the Authority President's salary may not be subject to the City's pension plan because the salary is "paid pursuant to a contract," and therefore the City believes the salary is not within the City Code definition of "Earnings" subject to the pension plan. They advised that the Authority should terminate the President's contract to ensure that the President's salary is subject to the City's pension plan. Based on advice from the City attorney, it is recommended that the Authority terminates the employment contract with Terry Hart, and acknowledges that Terry Hart shall remain employed by the Authority as an at-will employee.

**Board Action:**

Legal recommends that the Authority terminate the employment contract with Terry Hart, and acknowledges that Terry Hart shall remain employed by the Authority as an at-will employee.

**Motion to approve made by Commissioner Barnett, seconded by Commissioner Snow.**

**Motion Approved.**

**Other Business:**

None

**Public Comment:**

None

**Closing comments**

Chairman Jacobson began by recognizing John Naylor for his 12 years of service to the Chattanooga Airport. Noting that John has truly left a legacy of achievement’s both with infrastructure and sustainability over these years, and for his accomplishments with his green vision. He added that he will be missed and wished him much health and blessings with his family.

Mr. Jacobson also recognized Curtis Robinson for his many years of service. Mr. Robinson is the longest term employee at the airport. He has worked at the airport for 42 years, starting at age 19 with the City of Chattanooga. This was his first and only full-time job.

Enplanement growth continues to be outstanding. Chairman Jacobson thanked Terry and his team, our airline partners, and our airline customers who are choosing to fly Chattanooga first. He noted his appreciation for Albert and the Waterhouse PR team and all that they do. He congratulated Terry Hart for his achievement in receiving the Chattanooga Area Manager of the Year. He noted that he was glad that the majority of the Board could be there to share in that moment with Terry. Over 250 people were present for the event, that raised over \$10,000 toward scholarships for UTC and Cleveland State. Congratulations Terry, again well deserved.

**Chairman Jacobson asked for a motion to adjourn.**

**Commissioner Snow motioned to adjourn.**

**Motion seconded by Commissioner Barnett.**

**Motion approved, meeting adjourned.**

Minutes approved by:

Mike Mallen  
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Daniel R. Jacobson  
CMAA Chairman

Minutes Recorded by:

Sybil Cline