

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

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

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

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

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

Minutes:

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

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

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

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

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

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

President's Report:

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

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

Next, President Cameron discussed the current projects.

West Star Hangar 27

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

Taxiway C Connector

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

West Side GA Development

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

Convergent Security Projects

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

Terminal Expansion Project

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

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

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

Video Walls

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

Heart Walk

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

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

Airport Visits

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

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

Board Action Items:

ACTION BY WRITTEN CONSENT OF THE BOARD OF COMMISSIONERS

OF

CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY

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

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

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

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

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

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

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

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

Elevator Modernization

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

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

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

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

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

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

HVAC Replacement

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

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

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

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

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

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

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

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

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

Other Business:

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

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

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

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

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

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

BOARD OF COMMISSIONERS:

By: _____
James E. Hall, Chairman

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

Public Comment:

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

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

Tena Keith

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kim Randle