

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

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

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

Minutes:

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

President's Report:

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

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

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

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

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

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

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

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

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

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

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

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

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

Board Action Items:

TSA Equipment Relocation

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

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

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

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

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

West Side Apron Construction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Other Business:

Public Comment:

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

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

Adjourn

Minutes approved by:

Harriette Stokes
CMAA Secretary

Corporate Secretary:

April Cameron

Minutes approved by:

Jim Hall
CMAA Chairman

Minutes Recorded by:

Kim Randle