



2019 Board Meeting Minutes

Chattanooga, Tennessee

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**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
February 8, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting Monday, February 8, 2019 at 2 P.M. Chairman Jacobson, Vice Chairman Jim Hall, Commissioners Donna Roddy, Farzana Khaleel, Travis Lytle, Paul Conn, Tom Snow and Warren Barnett 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 Roddy, seconded by Commissioner Snow, the minutes of the December 17, 2018 meeting were approved.

President's Report:

President Hart thanked everyone for accommodating the date change for the Board Meeting.

President Hart started with a record achievement in 2018. The airport set a record on enplanements in 2018 totaling 504,298. For the first time surpassing 500,000 enplanements at the airport. The airport also set a record number of total passengers as well exceeding 1 million for the first time. We are very appreciative to our customers that choose to use the Chattanooga airport. The airport is easier to use and fares are less costly here at the Chattanooga Airport and it is great to see that growth.

All the carriers showed year over year increases on their enplanement numbers. Landing weights were up for the year with a combination of additional flights as well as some larger airplanes heavier weights. We were up almost 7% in landing weights. Operations were up by almost 3% for the year driven primarily by the air carriers with 1,500 additional operations.

Next, President Hart provided updates on projects. Phase III of our Solar Farm is well underway with a 640 kilowatt solar array being erected. Inman Solar is running that project and has installed all the solar panels on the racks. They will be starting the electrical connections by the end of February and they anticipate having that project complete soon after.

Next, Mr. Hart provided an update on the Air National Guard Site. All the demo work has been completed and Talley Construction will start the process of rebuilding that site. There is a lot of work to be done. Some of the old dirt will have to be removed and replaced to build the site up and get it out of the floodplain. A lot of utility work will also be completed to produce a site that can be used to develop further aeronautical activities. Talley is a great partner and will do a good job. They anticipate completing the work in a year.

Another project is the expansion of the parking lot on Airport Road adjacent to the existing parking lot. The project is well under way. Thomas Brothers Construction started working the day after

the last board meeting. They anticipate an April 15 date for completion. Because they are ahead of schedule the new targeted date is March 15. That will provide us with an additional 520 spaces. We have a total 2,082 spaces around the building and with the addition of the second economy lot, the airport will have almost 2,900 spaces. With the growth we have been experiencing, we need that additional parking to prepare us when we move forward on building a parking structure.

Another project that has been completed is the North Ramp Project. This project replaced a lot of asphalt that had been down for many years. Talley Construction completed the work on that project a month ahead of schedule. Hats off to Glen (Allen & Hoshall) and his team for designing and putting that together. At the same time, we removed a taxiway that did not meet today's current design standards.

Lastly, Mr. Hart provided information on several ongoing items. The airport was successful in being awarded a \$3.4 million dollar grant strictly driven off economic development. Last year the airport was also successful in receiving a \$3.8 million dollar grant from the State of Tennessee for the same. The money is going toward the redevelopment of the Air National Guard Site. Our plan going forward is to use some of the airport's entitlement dollars from the FAA to complete that project this year which will allow the ability to build out this ramp and have space for additional hangars.

President Hart discussed John's involvement with Brainerd High School for the last few years especially with the Future Readiness Institute. John shared with Brainerd High an opportunity to apply for a grant through TDOT. Brainerd High School was the recipient of a grant from TDOT for \$30,000 which will work quite well for that program as they continue to expand. West Star became aware of the grant and agreed to give Brainerd an additional \$5,000 to help with that program.

Next, Mr. Hart gave an update on the government shutdown. He noted that it impacted two primary work forces but had no real impact at the Chattanooga Airport. He noted that the out pouring from the community was great. Food showed up at the airport every day, and the Food Bank was here supplying food.

Finally, President Hart welcomed Jack McAfee to the Planning and Development Department. Jack will be working with John on our planning and development team at the airport.

Board Action:

Republic Parking Amendments

CMAA is requesting Board approval of two amendments to contracts with Republic Parking Inc. ("**Republic**"), described specifically below (the "**Republic Amendments**"):

1. **Shuttle Services Agreement.** In May 2017, CMAA entered an agreement with Republic to provide shuttle services from the terminal building to an offsite satellite parking lot located off of Airport Road. This agreement expires April 30, 2020, and includes the rates below:

Through April 30, 2019: \$22.10 per hour

May 1, 2019 - April 30, 2020: \$22.46 per hour

The current agreement (and accompanying rates) provides only two shuttle buses: one relatively new, and one used. There have been several mechanical issues with the used shuttle and CMAA's growth has prompted the need for additional buses for efficient operation of the shuttle system. CMAA has requested that Republic Parking purchase two new shuttles for operation at the airport, and Republic has agreed to add new buses, conditioned upon CMAA amending the agreement and the parking management agreement (described below) to extend the terms and increase the rates. The proposed amendments will allow Republic to amortize the cost of the new shuttles throughout the term of the amended agreements. The first new shuttle is set to arrive this month, and the second will arrive in May 2019.

The amendment to Shuttle Services Agreement would extend the term for two years, with the following shuttle rates during that term:

May 1, 2020 - April 30, 2021: \$23.13 per hour

May 1, 2021 - April 30, 2022: \$23.83 per hour

2. **Management Agreement.** In January 2005, CMAA entered an agreement with Republic 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, 2019. In connection with the extension of the shuttle services agreement described above, Republic has requested to extend the term of the Management Agreement through December 31, 2021. The amendment includes no change to the fee structure under the agreement. The only other matter covered by the amendment is deletion of a certain obligation to provide a daily listing of all license plates in the lots, as the parties determined to otherwise allocate the service-provider's time onsite.

This request was approved via written consent in December 2018 by Chairman Jacobson, Vice Chairman Hall and Commissioners Roddy, Barnett, and Snow.

Board Action:

CMAA requested affirmation of board approval of the two amendments described above and to authorize Terry Hart to sign the amendments on behalf of CMAA.

Motion to approve made by Commissioner Roddy, seconded by Commissioner Barnett.

Motion Approved.

**Titan Aviation Fueling Contract Amendment
(Formerly Eastern Aviation)**

In 2011, the airport entered into a fueling agreement with Eastern Aviation Fuels, now Titan Aviation Fuels. Since that time, Titan has been a great partner with the airport by not only providing great quality and service but they also cash flowed the development of our East Fuel Farm and worked with us as we acquired all the FBO operations on the field including a fueling contract with their competitor in 2014.

We are now at the point where we need to expand the East Fuel Farm in order to keep up with demand. This will allow the airport to close the last underground fuel storage facility on the airfield. Titan has agreed to once again cash flow the expansion of the East Farm. In return for Titan paying for the additional tanks, CMAA will extend our current fueling agreement for seven years which will allow time for the tanks to be amortized.

Titan has provided a not to exceed quote of \$754,000 for the expansion which includes installation of three additional 20,000 gallons fuel tanks and required infrastructure to support the extra capacity. CMAA will repay the principal cost only (no interest or other fees) over the seven year term. Titan and CMAA will implement a cost per gallon fuel farm fee to every gallon of fuel purchased at the airport. Any surplus above the annual repayment amount will reduce the principal balance, any shortfall below the annual repayment amount will be paid by CMAA and included in our rates and charges.

Board Action: CMAA requested approval to extend the fueling agreement with Titan Aviation Fuels for an additional 7 years in return for their capital investment in expanding the East Fuel Farm.

An estimated repayment schedule was provided based on a total cost of \$754,000. Note that the repayment will be less if the project cost comes in lower than anticipated.

Fuel Farm Expansion Repayment - \$754,000 Not-to-Exceed Value				
\$	754,000.00	amortize 7 years	\$	107,714.29 annual repayment
General Aviation (2 m gallons)		Airlines (4.7 m gallons)		Total Revenue
cpg fuel farm fee	Revenue	cpg fuel farm fee	Revenue	
0.015	\$ 30,000.00	0.015	\$ 70,500.00	\$ 100,500.00

Fuel Farm Expansion Repayment - \$654,000 Most Likely Scenario				
\$	654,000.00	amortize 7 years	\$	93,428.57 annual repayment
General Aviation (2 m gallons)		Airlines (4.7 m gallons)		Total Revenue
cpg fuel farm fee	Revenue	cpg fuel farm fee	Revenue	
0.015	\$ 30,000.00	0.015	\$ 70,500.00	\$ 100,500.00

Motion to approve made by Commissioner Lytle, seconded by Commissioner Conn.

Motion Approved.

605 Watts Avenue Acquisition

During 2018, the airport was approached by the owner of the property at 605 Watts Avenue regarding our interest in purchasing the property. It is a 2.4 acre site that sits between Pinehurst Avenue and Nowlin Avenue, adjacent to our owned property on Pinehurst Avenue. As reference, the FAA tower and the new West Star facilities sit at the end of Pinehurst. The property has always been residential and currently has two rental houses on it.

Reeves & Reeves Properties LLC, owners of the site, had an asking price of \$250,000. We had a real estate appraisal completed on the property and the fee simple market value was \$220,000. A Phase 1 Environmental Site Assessment was also conducted and uncovered no environmental concerns associated with the property. After discussions with Mr. Reeves, we reached agreement on \$235,000, subject to Board approval.

Our attorney has drafted the purchase agreement, which includes language referencing the occupants of the two rental houses. The seller is required to provide written documentation to the occupants advising of the transaction taking place and the requirement of their vacating the houses within twelve months.

We believe this is a piece of property which makes sense for the Authority to own and can be acquired at a fair price. Not only does it already adjoin our property, but in our opinion, is a perfect site for a new maintenance facility. Our current facility is approaching thirty years in age and its location occupies valuable property near the airfield, which could be better used for revenue producing aeronautical activities.

The property will be paid for with CMAA reserve funds.

Board Action: CMAA requested approval to acquire the property located at 605 Watts Avenue for the purchase price of \$235,000.

Motion to approve made by Commissioner Hall, seconded by Commissioner Snow.

Motion Approved.

Maycreate Advertising Agreement - Amendment

Recently, the airport has been working with Maycreate, our local creative firm, on the design of a digital parking lot status sign on Shepherd Road that will alert our customers on the availability of on-site parking before they enter the core of the Airport. The sign will also direct our customers to the new Economy Lot off Airport Road.

Because of the important aesthetic and messaging components, CMAA is proposing that Maycreate handle the purchase of the digital screen and the design, construction and installation of the frame that will be located on Shepherd Road. The total cost of this project will not exceed \$39,496.

This will require an amendment to the contract for Maycreate to cover the cost of this project.

Digital signage funding was included in our approved FY19 capital budget.

Board Action:

CMAA requested Board approval to amend our marketing and media placement contract with Maycreate in the amount of \$39,496 to cover the cost of the proposed digital parking lot status sign on Shepherd Road.

Motion to approve made by Commissioner Lytle, seconded by Commissioner Khaleel.

Motion Approved.

Other Business:

None

Public Comment

None

Closing comments

Chairman Jacobson extended congratulations for another record setting milestone in 2018, a record of 504,298 enplanements. Chairman Jacobson thanked Terry and his team as well as the Board for their governing and leadership. He also thanked our airline partners, vendors and customers. He noted our continued success makes a distinct economic impact on our area by keeping existing and attracting new business. He stated that he was pleased to learn our additional parking is moving ahead of schedule and adding an additional 520 spaces. The airport continues to receive positive national and international coverage on the Solar Farm and look forward to its completion. The airport appreciates TVA and EPB for their partnership in this effort. He commended the TSA agents and FAA controllers that kept the airport running smoothly during the government shutdown and recognized the many citizens and companies that provided food during that time. Lastly and with great sadness he recognized the passing of two former Board Members Gene Veazey and Bob McKamey who served our airport many years and made many contributions to the airport's growth and success. He closed with a moment of silence.

Chairman Jacobson asked for a motion to adjourn.

Commissioner Snow motioned to adjourn.

Motion seconded by Commissioner Roddy.

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

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
March 18, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting Monday, March 18, 2019 at 2 P.M. Chairman Jacobson, Vice Chairman Jim Hall, Commissioners Travis Lytle, Paul Conn, Michael Mallen and Warren Barnett 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 Lytle, seconded by Commissioner Conn, the minutes of the February 8, 2018 meeting were approved.

President's Report:

President Hart welcomed everyone and thanked them for being at the Board meeting on a beautiful spring day.

President Hart started with the operational stats for January and February. January started off strong, as the carriers all showed progress on enplanements. For the month of January enplanements were up 10% compared to January of 2018 and just shy of 38,000 enplanements. Deplanements are also tracking in line with that. Landing weights were up by 22% due to additional flights and some larger aircraft. Operations and Cargo were up for the month of January as well. February followed with a 3.5% increase in enplanements over February 2018. Year-to-date enplanements are up almost 7% for those two months. Landing weights again were up and should continue to be up for a while. Operations only showed a 1% increase over February of 2018. All in all, January and February were a good start for the year.

Next, President Hart provided updates on current projects. First was an update on the Master Plan. The group at InterVistas is nearly finished with their work and the Airport should have their final report in a few weeks. The two things remaining for FAA approval are their forecast and the ALP document. The Airport hopes to see some feedback on the ALP document in a couple of weeks. Once the FAA approves these two critical pieces, the Master Plan process can be completed.

Last week, Maurice and his Operations Group (operations, maintenance, police and fire) tested its Part 139 emergency procedures as required on an annual basis. Every three years a full-scale emergency exercise is done. During the other two years there is a table top exercise. This year was the table top and next year will be the full-scale exercise, which will be held at the Airport. Maurice put together the incident scenario and invited several different parties to participate in the exercise. Hamilton County hosted the exercise at the 911 Center, in their emergency control center. Representatives from several key emergency response units were present. They walked through different scenarios and their respective procedures. President Hart discussed Airport Management procedures in times of an emergency. The airport would have a call-out in terms of who will

respond and where they will assemble. Should an emergency happen, Mr. Hart would report to the 911 Emergency Center and he will be their liaison to the Airport. There will be an event location at the Airport, however the main contact will be in the Hamilton County emergency management office, located at the 911 Center. There are different responsibilities and roles assigned that have been in place for several years.

President Hart reported to the Board that TSA wanted to respond to the Airport community and say “thank you” for all their assistance during the recent government shutdown. TSA did that last month by feeding lunch to the entire Airport community. The Federal Security Director from Nashville, Stephen Wood, and his direct staff came in for the event. It was nice to see Stephen recognize everyone for all the things they did during the shutdown.

Next, President Hart gave an update on his trip to Nashville last week for the annual TAACA (Tennessee Association of Air Carrier Airports) meeting. While in Nashville Mr. Hart met with five of the seven local State elected officials and talked about updates at the Chattanooga Airport. Mr. Hart met the new TDOT Commissioner, Clay Bright, and had a very good meeting about aeronautics issues. The Governor also made time in his schedule to meet with Mr. Hart and the entire TAACA group. They discussed the funding of airports in the State of Tennessee. President Hart also spoke to the Governor about the Chattanooga Airport’s growth over the last two years and being the recipient of TDOT economic development grants. The economic development grant funding wasn’t included in the Governor’s budget for this year, but the Legislature will be doing an auxiliary budget amendment and will see if there is additional funding that could be appropriated for the economic development grants. It was a good day with the legislators that represent this region.

Next, President Hart provided an update on existing projects. Regarding Phase III of the solar farm on the westside of the airfield - Inman Solar is on site now and the last electrical hookups are taking place. They anticipate their work being completed by the end of March, which will allow the Airport to notify TVA that Phase III is done and the switch is turned on.

The second project update is the area around the east ramp (the old National Guard site.) Talley Construction is the contractor and they have been working very diligently. Many of the sanitary and storm water sewer lines have now been replaced, with a few more to go. Talley is still removing dirt that will need to be replaced. They anticipate having their work completed by the end of the year - weather permitting.

The next project is the parking lot project off Airport Road. Thomas Brothers is the contractor that was approved to do the next phase of overflow parking, which will add 525 spaces. This project has been challenging with the amount of rain in the area, but the contractor has been pushing to get it completed. Completion is anticipated around April 1st. Today they are putting down asphalt. President Hart expressed his pleasure with the progress.

Another project that is just wrapping up is the north perimeter security fence, which goes from Hangar 6 to Hangar 7, on the hill by West Star Aviation. All of the new fabric is up and in place, because a lot of the old fabric had to come down. Hi Tech has done a good job replacing a fence that has been up for over 40 years and President Hart was very pleased with that project being completed.

Also, the Airport partnered with Allen & Hoshall and with the City of Chattanooga on the Shepherd Road project. Glen Heath and his staff did all the design work basically from the Hwy 153 bridge to the Airport Road bridge - which will put in curbs, gutters, greenery and sidewalks to improve the entryway into the Airport. Construction will start this year (the exact month has not been determined), but it will be a big improvement to the entryway into the Airport. Thanks to Glen and his staff, the City of Chattanooga, and Mayor Berke for funding that project.

The next project the Board previously approved was the purchase of a piece of property on Watts Avenue. The Airport is working with the attorneys that represent the owner and should be scheduling a date very soon to get that property purchase agreement closed. It has been drafted by the attorneys and should be ready to execute it in the next few days.

Lastly, President Hart provided update on the body cameras for the Airport's law enforcement officers. Four different vendors were contacted and a purchase has been made. The additional cameras should be arriving within the next seven days. A procedure will be written on how and when to use them.

Board Action Items:

Police/Fire Radio Replacement

The City of Chattanooga's radio system, which the Chattanooga Airport operates under, has gradually been phasing out the analog radio system and replacing it with a completely digital radio system. A deadline of September 2019 was given to have any analog radios in the system phased out and replaced by digital radios.

To match the City of Chattanooga's Motorola radio system, CMAA contacted and received a quote from Motorola Solutions for the replacement of the existing radios and purchase of additional radios needed due to additional staffing.

A quote of \$100,307.33 was submitted by Motorola Solutions which includes a trade-in credit of \$10,500 for the obsolete radios. The prices on the quote are the State of Tennessee contracted prices. The scope of this project includes:

- 30 Motorola APX4000 hand-held radios and programming
- 3 Motorola APX4500 base station radios and programming
- 2 Motorola APX4500 mobile units and programming
- Chargers and accessories for the hand-held units
- Installation, antennas, and accessories for the base station and mobile units
- 3 years of Motorola Essential Service which includes maintenance, repair, and software updates

This project was included in the CMAA 2018-2019 approved capital budget.

Board Action: CMAA requested Board approval to enter into a contract with Motorola Solutions to replace existing analog radios with digital radios and purchase additional digital radios for a cost of \$100,307.33.

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

Motion Approved.

Runway Light Replacement Design

This request is to enter into Task Order # 25 with Allen & Hoshall, CMAA's Engineer of Record, for the Engineering Design Services associated with the project design of the runway light replacement project.

The current lighting system on our primary runway is approximately 30 years old. In discussion with our airfield electricians, we have become aware that the system has degraded to a point that is needing attention; the primary example being the failing polyethylene insulation. The project will replace all runway edge, centerline, and touchdown zone lights, as well as the associated wiring. The project will also install runway edge light can drains. An upgraded lighting system will help to reduce the airports energy costs.

Runway Light Replacement Project – Design

The following is a distribution of Allen & Hoshall's fee for Task Order 25.

Design, Bid and Award

Preparation of plans and specifications	\$68,750
427 hours budgeted	
Bid and Award	\$7,100
50 hours anticipated	
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GRAND TOTAL	\$75,850

The runway lights can only be replaced when the primary runway is closed, therefore, the majority of the project will be done at night when the air traffic control tower is closed.

The project was approved through PFC Applications No. 5 and No. 6 and will be funded 100% by PFC funds.

Board Action:

CMAA requested Board approval to enter into Task Order 25 with Allen & Hoshall for the engineering design services associated with the replacement of our primary runway's lighting system. The design fee for this project is \$75,850.

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

Motion Approved.

New Hangar Development Design

This request is to enter into Task Order # 26 with Allen & Hoshall, CMAA's Engineer of Record, for the Design, Bid, Award, and Permit fees associated with the development of a new community hangar. Allen & Hoshall's fee for this work is \$284,415.00.

Our continued record growth in enplanements is creating the need for an expanded concourse with additional gates, hold rooms, restrooms, and concession space as outlined in the Airport Master Plan. Hangars 1 and 2 tenants will need to be relocated in preparation for the expansion of the Commercial Terminal. The proposed hangar will house the tenants and their aircraft currently housed in these hangars. In an effort to better serve our community, CMAA plans to design and construct a new community aviation hangar on underutilized ramp. The project will include approximately 25,500 square feet of hangar space and 4,500 square feet of associated office space and vehicle parking. The engineer's cost estimate for the construction of this project is \$4,200,000.00.

The following is a distribution of Allen & Hoshall's fee for Task Order #26 to the Master Agreement.

Design, Bid & Award

Design sub-consultants	
Survey	\$ 3,500
Geotechnical Investigation	\$ 9,410
REMi Test	\$ 3,020
Preparation of plans, & specifications (Hangar & Office)	\$245,200
Construction Budget \$4,200,000	
1,962 hours budgeted	
Bid and award	\$ 10,800
90 hours anticipated	

Permitting Fees (budgeted)

City of Chattanooga Plans Review & Fire Marshall Fee	\$ 8,000
City Land Disturbance Permit	\$ 750
City Revision Fee	\$ 1,000
As-built Survey Fee (Sanitary & Storm)	\$ 1,350
TDEC	\$ 250
A&H 10% Markup	\$ 1,135

Grand Total	\$284,415
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This project will be funded through a 90% grant totaling \$255,973.50 from Tennessee Aeronautics Commission. Chattanooga Metropolitan Airport Authority will be responsible for \$28,441.50.

Board Action:

CMAA requested Board approval to enter into Task Order #26 in the amount of \$284,415.00 with Allen & Hoshall, Inc. for the design services associated for a new community hangar on the East Ramp.

Motion to approve made by Commissioner Conn, seconded by Commissioner Barnett.

Motion Approved.

Other Business:

None

Public Comment:

None

Closing comments

Chairman Jacobson stated he was very encouraged to see another solid month of growth for the Airport - as February enplanements were up over 3% compared to February 2018 and up over 6.5% for the year. These are truly remarkable numbers. He continues to hear great things from travelers across the region who enjoy the convenience of the non-stops and are wowed by the Airport's fantastic customer service. Chairman Jacobson thanked the airline partners, the Airport staff and all other partners who work diligently day and night to make these outstanding numbers a reality. He recognized President Hart and his staff and all of the Airport's contract partners and consultants who make all the projects happen. He also thanked all of the local businesses and organizations that came to the aid of the TSA employees during the government shutdown. It was also gratifying to see the local TSA leadership and also their senior management from Nashville come down for a "thank you" and an invitation to the entire Airport community to enjoy a meal and for being there for each other. Chairman Jacobson commended Vice Chairman Jim Hall for being quoted in the New York Times regarding the recent Boeing 737 MAX safety issue, and thanked him and the other Board members for their leadership.

Chairman Jacobson asked for a motion to adjourn.

Commissioner Lytle motioned to adjourn.

Motion seconded by Commissioner Barnett.

Motion approved, meeting adjourned.

Minutes approved by:

Minutes approved by:

Mike Mallen
CMAA Secretary

Corporate Secretary:

April Cameron

Daniel R. Jacobson
CMAA Chairman

Minutes Recorded by:

Sybil Cline

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
April 15, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open meeting Monday, April 15, 2019 at 2 P.M. Chairman Jacobson, Vice Chairman Jim Hall, Commissioners Tom Snow, Donna Roddy, Farzana Khaleel and Travis Lytle 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 Lytle, seconded by Commissioner Snow, the minutes of the March 18, 2019 meeting were approved.

President's Report:

President Hart thanked everyone for their attendance.

President Hart started with the operational stats for the month of March. He stated that March was a record month for the airport. Enplanements were at 47,310 for the month almost a 19% increase over March of 2018. Delta's enplanements were up nearly 11%, American's enplanements were up almost 31%, United was up 27%, and Allegiant increased over 5%. March was a strong month.

Landing weights were up almost 20% for the month of March. Operations were down primarily from general aviation.

Next, President Hart provided updates on current projects. First, Phase III of the Solar Farm is complete. The only thing remaining is to put down fabric and stone beneath the solar panels. Prior to the Board Meeting, John Naylor went to the Solar Farm and TVA, EPB, and Inman Solar were all present as he flipped the switch. We are now generating power on Phase III of our Solar Farm. Hats off to Inman Solar for all their work. We are pleased with our relationship with TVA, EPB, and the FAA who funded the project.

Another project is our East Ramp expansion project, known as the former Air National Guard Site. The airport received two grants from the State of Tennessee for that project. The demo has started on the buildings and redevelopment of that site is underway to extend the East Ramp and create paths for additional hangars. Talley Construction, the contractor, has completed the sanitary sewer work and they are working to get the storm water infrastructure in place. Work is anticipated to be complete around November or December of 2019.

Next, President Hart reviewed the construction of the new parking lot located off Airport Road. Thomas Brothers was the contractor for that project. That project is complete, almost a month ahead of schedule and with almost \$150,000 in savings over the original bid. This lot provides 525 additional parking spaces bringing our grand total to roughly 2,900 parking spaces. President Hart stated he is looking forward to moving people into that new lot.

President Hart then noted an article that recently came out in Aviation International News. Each year they conduct a survey of 4,500 FBO's around the world. Pilots evaluate line service, ramp operations, passenger amenities, pilot amenities, facilities and customer service representatives. Wilson Air Center at the Chattanooga airport tied for 8th with a rating of 4.70 out of 5. Hats off to Glenn and his team and the work they do to deliver to our customers, both tenants on the airfield and our transits customers that come through the airport. Their hard work is reflected in this publication.

President Hart then commented about an event held at Wilson Air Center. Challenge Air, who works with special needs children, was at Wilson Air Center for the event. Wilson did a great job and there were lots of people there to support the event. Our tenants gave back in time and aircraft support picking up special needs children which was great to see. They have always been there and given back to the community. Thanks to Glenn and his staff for their work at this event.

President Hart then shared that on March 31, the airport made a payment of \$2,736,844.14 to First Tennessee Bank to pay off the original bonds issued back in 1990. The revenue bonds were originally issued for \$13,980,000 for construction of the terminal building. Then in 2002, the airport refinanced that original debt which, at that point, was about \$12.6 million. The airport also issued new debt for a few projects such as to reimburse the airport for regional boarding ramps that were acquired, parking lot improvements, and taxiway construction. Then in 2009, the bonds were refinanced again to get a fixed rate instead of a variable rate. In 2012, the bonds were modified to get a lower interest rate and again in 2013, to get an even lower rate. President Hart noted how pleased he was to say that debt is paid.

Next, President Hart provided an update on air service. Total overall seats go up and down depending on the time of year it is. Chattanooga usually hits a high point in October then declines for the winter months. It will slowly start going back up and should remain flat until October. The past year represents about a 200-250 seat per day increase over the last couple of years. April was the first time American surpassed Delta for available seats out of the market. Those seats will start coming back down in May and fall back in line. In July, Delta will introduce a third round trip flight into the Detroit market. The September schedule shows Delta going back to four MD 80s a day to Atlanta. United is going to change the time of their Dulles flights to make the connections easier. Chattanooga will have an overnight flight here that will leave early morning to Washington to make connection to the northeast and then a midafternoon departure to Dulles that will connect to European departures out of Washington. Also, there will be a few reductions to Chicago service because of issues in the industry. American introduced their service to their Philadelphia hub that will begin on May 6th. There will be one daily departure going to that hub. In May they are removing their Chicago service.

Board Action Items:

Budget Fiscal Year 2020

CMAA requests approval of the Fiscal Year 2020 Budget for the Chattanooga Metropolitan Airport Authority (CMAA) which has been developed in coordination with the Finance Committee.

Operating revenues for FY 2020 are budgeted at \$25.1 million, which is 5% above the FY 2019 forecast. This overall increase in revenues for the upcoming year is primarily due to growth in passenger traffic that continues at CHA. Landing fees will remain the same and terminal rental rates will increase to \$32.92 per square foot. Tenants will also realize a small increase in the airline security fee and the fee to utilize the passenger boarding bridges. The current parking rate structure was updated in January 2019 and will remain the same for FY 2020 with a short term rate of \$20.00, long term rate of \$12.00 per day, and an economy rate of \$9.00 per day. Airfield revenues are budgeted to increase due to West Star's expansion; and growth in passengers will support additional terminal revenues. FBO income from fuel sales, ground rent, ground handling operations, and other services such as catering and line services are budgeted to be \$10.8 million which is up 3% from the FY 2019 forecast.

General operating expenses for the year are budgeted at \$17.1 million, an increase of 6% over current year forecast. The increase is primarily the result of additional costs necessary to support increased passenger traffic. The budget includes a 5% increase in employee salaries, a forecasted increase in employee benefit costs as well as an additional maintenance employee to support our growth. FBO expenses are budgeted to be \$9.4 million of the total \$17.1 million budgeted for FY 2020 and relates primarily to the cost of fuel.

Capital investments are expected to be \$18.7 million for FY 2020. Projects include continued expansion of the east ramp, constructing a new hangar, acquiring three replacement passenger boarding bridges and design and construction of a new parking garage. Funding for these projects will come from FAA, State and PFC funds. CMAA will be responsible for 30% or approximately \$5.7 million of the total cost.

From a debt service perspective, as of July 1, 2020, CMAA will have a current bond balance of \$5.8 million. During FY 2019, CMAA made the final payment of the 2009 Taxable Bond leaving only the 2014 debt outstanding. The debt requirement for FY 2020 is valued at an estimated \$1.7 million and includes principle and interest payments of \$507,305 for the 2014 debt plus an estimated \$1.2 million for the financed portion of the parking garage.

CMAA expects to have net operating revenues of nearly \$8 million for FY 2020. After deducting our capital expenditures, debt service, and reserve requirements, we will have a balanced budget for FY 2020.



CHATTANOOGA
AIRPORT

2020 Budget



2019

Fiscal Year Accomplishments

American Airlines
Philadelphia



West Star
Expansion



2nd TDOT Economic
Development Grant



Solar Farm
Phase 3



East Ramp
Expansion



Parking
Expansion



Mission

To provide for the safe, secure, efficient and economically sound operation of the airport while achieving an unprecedented customer service experience for all passengers – parking lot to plane.



Goals & Objectives

- **Maintain a Safe and Secure Operation**
- **Improve Service to Our Customers**
- **Improve Financial Performance**



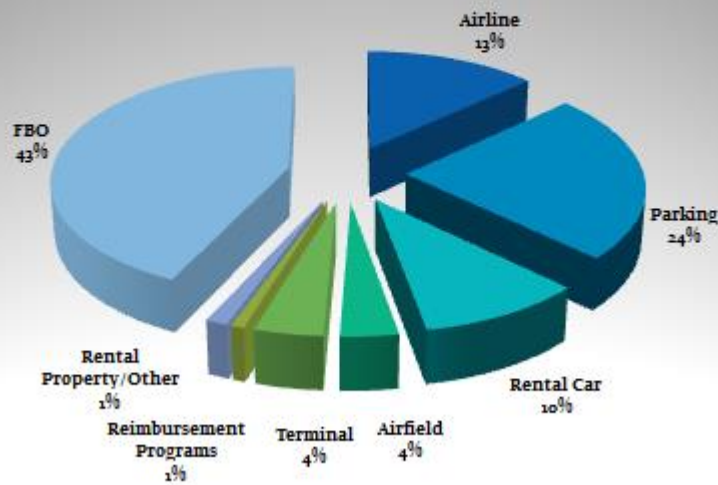
Operating Revenues FY 2020 Budget

Revenues	FY 2019 Forecast	FY 2020 Budget	Variance
Airline	\$3,080,158	\$3,314,002	8%
Parking	\$5,500,000	\$6,010,702	9%
Rental Car	\$2,517,157	\$2,517,188	0%
Airfield	\$794,091	\$875,976	10%
Terminal	\$1,019,398	\$1,036,711	2%
Reimbursement Programs	\$200,456	\$200,175	0%
Rental Property/Other	\$311,060	\$335,993	8%
FBO	\$10,500,000	\$10,809,771	3%
Total	\$23,922,321	\$25,100,518	5%



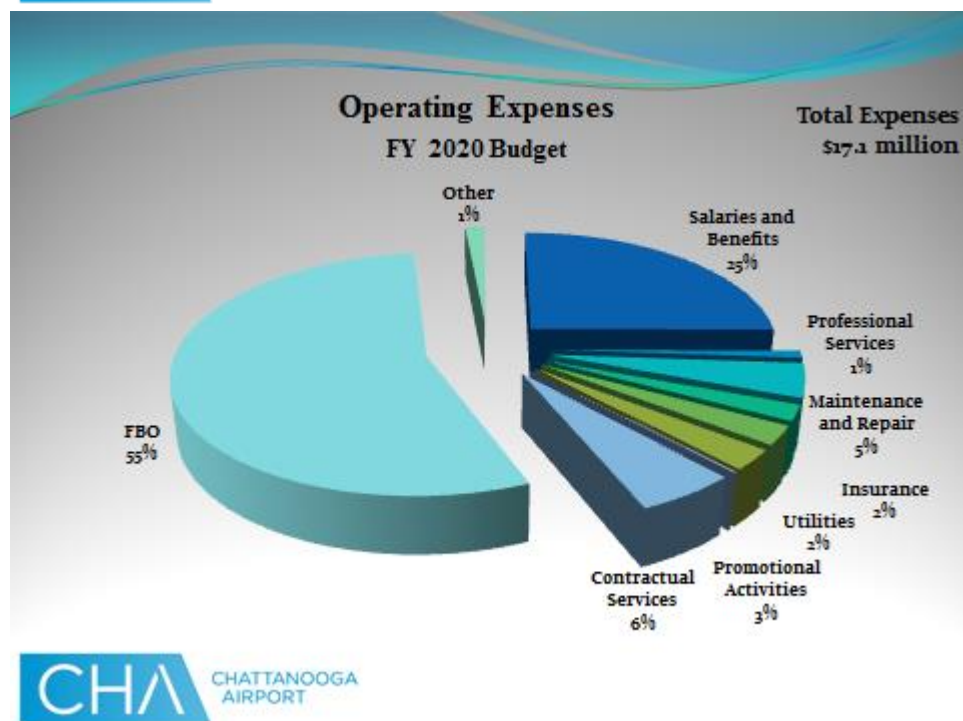
Operating Revenues FY 2020 Budget

Total Revenues
\$25.1 million



Operating Expenses FY 2020 Budget

Expenses	FY 2019 Forecast	FY 2020 Budget	Variance
Salaries and Benefits	\$3,873,600	\$4,310,682	11%
Professional Services	\$127,500	\$166,000	30%
Maintenance & Repair	\$725,042	\$780,113	8%
Insurance	\$353,108	\$362,546	3%
Utilities	\$436,656	\$436,656	0%
Air Service Development	\$459,865	\$459,865	0%
Supplies	\$27,377	\$27,377	0%
Contractual Services	\$713,963	\$953,517	34%
Miscellaneous	\$282,638	\$261,187	(8%)
FBO	\$9,232,476	\$9,398,811	2%
Total	\$16,232,226	\$17,156,755	6%



Net Operating Balance

FY 2020 Budget

	FY 2019 Forecast	FY 2020 Budget	Variance
Revenues	\$23,922,321	\$25,100,518	5%
Expenses	(\$16,232,226)	(\$17,156,755)	6%
Net Operating Revenues Before Capital and Debt Service	\$7,690,095	\$7,943,763	3%



Capital Investments

FY 2020 Budget

- **Maintain a Safe and Secure Operation**
 - Security System Upgrades
 - Security Fence Replacement
- **Improve Service to Customers**
 - Parking Garage
 - Acquire new Passenger Boarding Bridges
- **Improve Financial Performance**
 - East Ramp Expansion
 - New Hangar



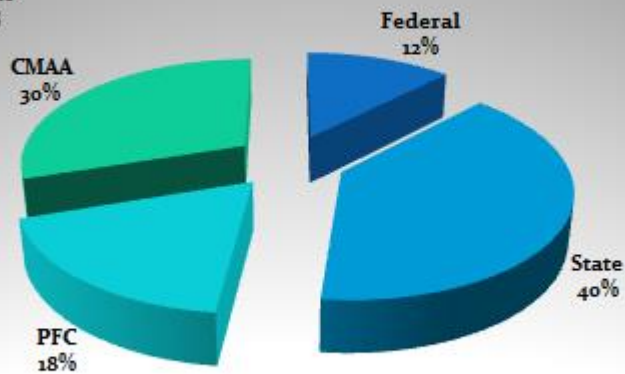
Capital Investments FY 2020 Budget

Project	Total Cost	Federal	State	PFC	CMAA
Safety and Security	\$984,500	\$0	\$0	\$779,500	\$205,000
Customer Service	\$6,290,578	\$0	\$0	\$2,361,170	\$3,929,408
Financial Performance	\$11,450,925	\$2,353,632	\$7,500,000	\$0	\$1,597,293
Total	\$18,726,003	\$2,353,632	\$7,500,000	\$3,140,670	\$5,731,701



Capital Investment Funding Profile FY 2020 Budget

Total Projects
\$18,726,003



Airport Portion \$5,731,701

Debt Service

FY 2020 Budget

Bonds	Beginning Balance July 1, 2019	FY 2020 Principal and Interest	Ending Balance June 30, 2020
2014 Taxable Bond (4.03%)	\$3,293,843	\$297,936	\$3,127,408
2014 Tax-Exempt Bond (2.67%)	\$2,535,660	\$209,369	\$2,393,178
Parking Garage (Estimated) Total Estimated Cost (\$26 million)		\$1,204,757	\$19,000,000 (estimated)
Total Debt	\$5,829,503	\$1,712,062	\$24,520,586 (estimated)



CHATTANOOGA
AIRPORT

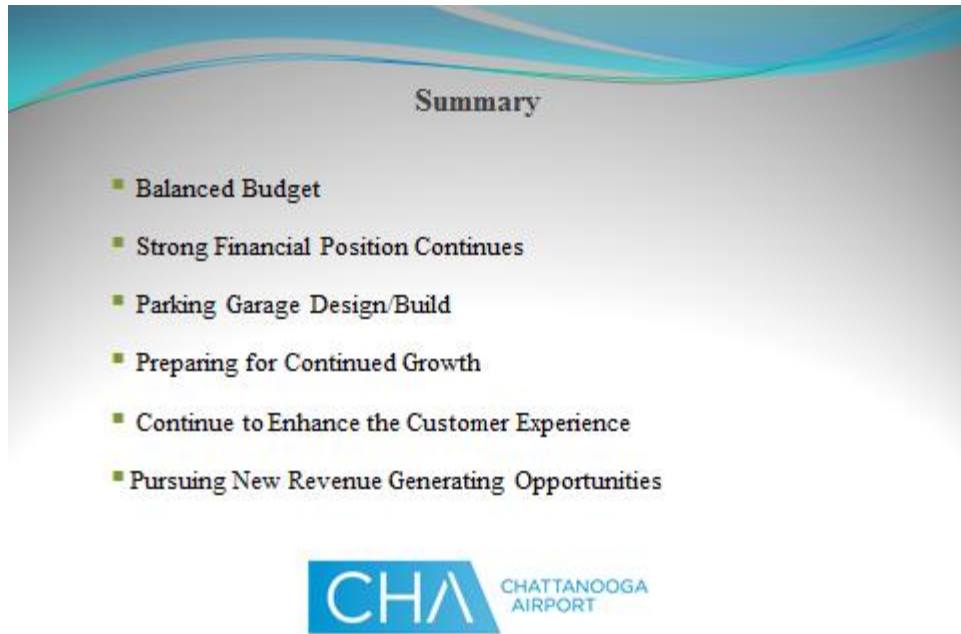
(Total Principal Reduction \$308,917)

FY 2020 Budget

	FY 2019 Forecast	FY 2020 Budget
Revenues	\$23,922,321	\$25,100,518
Expenses	<u>\$(16,232,226)</u>	<u>\$(17,156,755)</u>
Net Operating Revenues	\$7,690,095	\$7,943,763
Debt Service	<u>\$(3,665,082)</u>	<u>\$(1,712,063)</u>
Cash Flow before Capital	\$4,025,013	\$6,231,700
Capital Investments	\$(1,734,804)	\$(5,731,700)
Transfer to Reserves	\$(2,290,209)	\$(500,000)
Net Revenues	\$0	\$0



CHATTANOOGA
AIRPORT



Board Action: CMAA requested Board approval of the Fiscal Year 2020 Budget with updated organizational structure, pay plan, and Rates and Charges and Insurance Policy.

Motion to approve made by Commissioner Barnett, seconded by Commissioner Khaleel.

Motion Approved.

Other Business:

None

Public Comment:

None

Closing comments

Chairman Jacobson stated he was very excited about the new economy lots that provide almost 800 spaces. Again, thanks to Thomas Brothers and our internal management staff along with Allen & Hoshall for outstanding management. When a project comes in early and under budget, that is phenomenal performance.

Also, Chairman Jacobson stated he was very pleased with the enplanements for the month of March. The airport set a record in March 2019 over March 2018.

For the year, enplanements are up 11.06% over the same three month period of last year. Chairman Jacobson also gave a shout out to April and her team for great budget preparation. It's a good feeling to have the budget completed and approved at least a month early.

Great news for Wilson Air Center in ranking 8th in the FBO's survey across America. Kudos to Glenn and his team. He noted that he has heard a lot of good things from business owners and pilots and those that are the recipients of Wilson's outstanding service throughout the airport. Thanks once again.

Chairman Jacobson asked for a motion to adjourn.

Commissioner Roddy motioned to adjourn.

Motion seconded by Commissioner Lytle.

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

**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.

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

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

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
August 19, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open session on Monday, August 19, 2019 at 2 P.M. Chairman Dan Jacobson, Commissioners Tom Snow, Donna Roddy, Warren Barnett, Dr. Paul Conn, 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 Barnett, seconded by Commissioner Roddy, the minutes of the June 17, 2019 meeting were approved.

President's Report:

President Hart thanked everyone for their attendance.

President Hart began with the operational statistics report for June and July. Enplanements were up almost 12.5% for the month of June and deplanements were up nearly 10% compared to June 2018. Landing weights were up by 10% and operations were up by 2%, which is a strong month. All the air carriers showed positive enplanement growth for the month of June compared to June 2018.

July was another positive month. Enplanements increased 7% over July 2018. Year-to-date enplanements were up 12.5%. Deplanements were up over 13% for the year. Landing weights for the month of July were up by almost 10%, and year-to-date were up by 18%. Operations were up by 20% over July of last year and year-to-date were up almost 7%. Both June and July were strong months for the summer.

President Hart then reported on seat capacity from the Airport's air service consultant - Volaire. The capacity report is a year-over-year report that focuses on the average daily seats out of Chattanooga. The grand total in August was up by 4.5%, September is showing an 11% increase, October is up 6%, November up 3%, and December up 3%. January is down a little, which is usually the slow period. In September, American added an additional DFW trip and Delta added a third Detroit trip. Allegiant is close to the schedule they had last year. United is bringing back their third Chicago flight beginning with the September schedule. United's schedule went back to two round trips because of crew availability. President Hart believes the Airport will have 550,000 enplanements for 2019, which is 10% above last year.

Next, President Hart provided updates on current projects. The first project is the East Ramp Expansion project on the old Air National Guard site. Talley Construction is the contractor and they started in January of this year with the construction. They have the stone down where the East Ramp is going and the asphalt is scheduled for early September. They are on target for a December 1 completion date.

Another project underway is the Shepherd Road project. Last year the City placed an item in their budget to revitalize Shepherd Road from “bridge to bridge”. The Airport partnered with them by providing the engineering and design services. Allen & Hoshall completed the work and the City approved it. CDOT will be going out to bid with anticipation of starting in early October. The improvements will go from Hwy 153 to the bridge that comes into the airport.

Another project that has been completed is the primary runway rubber removal project. The rubber buildup has obscured some of the runway markings. Maurice Songy and his team had a company come in and remove the rubber. This is expected to be an annual project.

The next project is the design of Hangar 20. Allen & Hoshall is underway with the design specs on that project. They are on schedule with the anticipation to bring it to the October Board Meeting for a vote. If it is started by November, it should be finished by June or July of next year. That will be a 25,000 square foot hangar with support office space.

Another project is the airfield lighting project. The Board approved a contract last month with NABCO Electric to redo the lighting on the primary runway, which includes the edge lights, touchdown lights and centerline lights. The project started this morning and they will be working five nights a week from 12:30 am to 5:30 am. It will take several months to complete the project, as all the wiring has to be replaced.

The FAA completed the Glide Slope Antenna project on Runway 2/20. The Glide Slope Antenna is part of the (ILS) Instrument Landing System, which provides vertical guidance. The FAA had targeted that antenna for replacement. Their contractor (Parsons) completed that work last week and the FAA will conduct a flight check. Once the project is completed the Glide Slope System will be placed back in use.

Next, President Hart gave an update on PFC (Passenger Facility Charge) Application #7. The PFC fees are currently at \$4.50 per airline ticket segment. The airlines collect the fees, and the money will come back to the airport to be used for capital improvement projects that the FAA approves. This application process started back in September 2018. The FAA issued their approval of that application at the end of June of this year. April worked with Frank Newton and his staff at Newton & Associates, putting everything together. This allows the Airport to move forward with improvement projects, totaling \$4.6 million.

Mr. Hart continued by giving a brief update on the Brainerd High School project. The classroom for the Institute of Aviation is now conducive for learning. One of the teachers was “beyond words” with the improvements. Brainerd High School dedicated the Institute of Aviation classroom to John Naylor.

Another project is the police body cameras. These are currently being evaluated by the Airport police officers. After testing, operating procedures will be written. These procedures will be shared with the Board upon completion.

Lastly, the Airport is looking for a company to finish the roof on the terminal dome which was damaged when a microburst hit the terminal and a portion of the copper was lifted off the roof. The insurance adjuster from CNA was here and the engineer looked at everything. This replacement project is going out to bid.

Lastly, President Hart updated the Board on the Master Plan project.

Board Action Item:

Airfield Lighting Signage Kit Conversions

On June 17, 2019, CMAA entered into a construction contract with NABCO Electric Company, Inc. for the replacement of our primary runway's lighting system. The fee for this work was approved at \$901,608.00. After further review, we have decided to increase the scope of the project to complete the conversion of airfield signs from incandescent to an LED light source and also include replacement of the existing transformers for correct load size. The total cost of the project is \$50,508 and will be funded through an approved PFC project.

Board Action: CMAA requests approval to increase our current agreement with NABCO Electric Company by \$50,508 to include converting the airfield signs from incandescent to LED lights.

Motion to approve made by Commissioner Mallen, seconded by Commissioner Lytle.

Motion Approved.

Closing comments

Chairman Jacobson stated he was certainly excited about two great months of growth during the summer. It shows the right team is in place along with the right airline partners. He recognized the Airport's local and regional passengers, as they continue to support the Airport. He was pleased to have been a part of the Brainerd High School initiative. Kudos were given to the airport team and certainly an appropriate name for the classroom is the John Naylor Aviation Lab. A great relationship and one that he hopes will strengthen, not only to include the flight training that is occurring there, but hopeful to have the opportunity to get into the A&P licensing process and challenge young minds to grasp some skills that could be marketed right here in Chattanooga. He recognized Councilwoman Carol Berz with the City of Chattanooga as the City and the Airport start the Airport Development and Beautification plan. He also recognized Glen Heath with Allen & Hoshall, as they contributed by designing the Shepherd Road project. On the parking deck construction, Terry and Blake are working with Maycreate and Waterhouse PR to launch an ongoing campaign to inform the traveling community and hopefully minimize any inconvenience. Chairman Jacobson commended Terry and his team for their quick response when the storm damaged the dome roof, as there was limited impact on the operation. Lastly thanks were given to the Board Members for their commitment and leadership to the Chattanooga Airport.

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

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
September 16, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open session on Monday, September 16, 2019 at 2 P.M. Chairman Dan Jacobson, Vice Chairman Jim Hall, Commissioners Tom Snow, Michael Mallen, Travis Lytle, Donna Roddy, and Warren Barnett 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 Barnett, seconded by Commissioner Roddy, the minutes of the August 19, 2019 meeting were approved.

President's Report:

President Hart addressed the Board and thanked them for their attendance.

President Hart, began with the monthly statistics report for August. Enplanements were up 3% over August 2018 and year-to-date enplanements are up 11%. All the carriers except Allegiant were showing positive numbers. Deplanements were tracking in-line with enplanements. Landing weights were up 6% from August of last year and year-to-date were up 16% - again attributed to more departures and the up-gauging of equipment. Take offs and landings were up 15% for August and year-to-date were up by 8%. There were about 815 additional operations for the month of August and a little over 3,200 for the first eight months of the year - a great start as the Airport goes into September and gets ready for the busiest month of the year - October.

Next, President Hart provided updates on current projects. First was the East Ramp expansion project. Talley Construction is ahead of schedule; all the sanitary and stormwater work has been completed and is in place. The ramp has its binder pavement down but still has a couple levels of surface work to be done. All the dirt and excavation work has been completed and now they have started on building the wall. On the back side of the property line, pads were put down for additional hangars. Work is underway on a retaining wall on Cedar Lane, along the back side of the Airport's property. It's anticipated to take about two months to complete.

Another project the Board previously approved is the Hangar 20 project. The design has been completed by Allen & Hoshall and the construction project went out for bid. Hangar 20 is going on the east side of the airfield between Star Aviation and the Dixie Group. The whole site will be redeveloped for a future hangar: 25,000 square feet plus about 4,000 square feet of office and support space. In October, CMAA will request state funding for the project and will bring it to the October Board Meeting for approval. The completion date is anticipated to be in July.

Next, the Parking Garage project went out for bid on August 20th. The bids have to be submitted by November 15. There was a pre-bid meeting on September 4th and around 50 people were in

attendance. Once the successful bidder is chosen, it will be brought to the Board at the December meeting for approval.

Another project is the Runway 2/20 Lighting System project. NABCO is the contractor that is working on that project. They have been here five nights a week from 12:30 to 5:00 in the morning, depending on the airline schedules. The focus is on the edge lights, center line lights and touch down lights. They have completed work on both sides of the primary runway, putting conduit in the ground and installing drains off that conduit. They have started pulling wire on the primary runway on the center line.

Next is the Passenger Boarding Bridge replacement. That project was included in the PFC application No. 7 that was approved by the FAA. The Airport will replace the three older jet bridges which are at Gates 1, 3 and 4. The RFP went out on August 20th and bids are due back on the 23rd of September. There was a pre-bid meeting on September 4th with four different entities attending the meeting. A proposal will be brought to the Board at the October meeting.

Another project is the dome roof repair. When the storm came through several weeks ago about 20% of the copper roof came off. The Airport's insurance company, CNA and their engineers and adjuster have completed their review of the damage. The project was put out for bid. There was no interest locally, so they have gone outside the area. The original installer, JD Helton came in and did the temporary repairs to dry-in the building. The Airport is hopeful to complete the project as soon as possible.

The next update is the EPB micro-grid test. On August 27th EPB shut down the power to some areas of the airfield and powered them for four hours with batteries they had installed in the grid at the solar farm. EPB's test went as expected and the batteries worked. If those areas were to fail, they could be powered through the Solar Farm batteries.

Next, is an upcoming community event - the Heart Walk, which is sponsored by the American Heart Association. This is the Airport's fifth year to participate. The Walk will take place on the 26th of October at AT&T field. The goal again is to raise funds for the American Heart Association so they can focus on education and research (to reduce or eliminate heart disease.) The Airport's goal is \$25,000. Currently \$17,000 has been raised.

Lastly, is the October 21st Board Meeting - it will be a busy meeting. Insurance renewals are coming up in October. Mr. Hart will update the board on the passenger bridge replacement project. Elliott Davis will brief the board on their Audit findings. The Hangar 20 construction contract, as well as the fire suppression project will be brought before the Board for review. Mr. Hart indicated he would be talking to Chairman Jacobson on whether there would be a November Board meeting and he will advise the Board. Finally, the design-build contract for the garage and certain FBO equipment that is in the capital plan for Wilson Air Center will be presented to the Board for review.

Board Action Item:

RESOLUTION 77
OF THE BOARD OF COMMISSIONERS OF THE
CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY

September 16, 2019

The following resolutions were presented at a meeting of the Board of Commissioners (“**Board**”) of the Chattanooga Metropolitan Airport Authority (the “**Authority**”) held on the above date with a quorum present.

WHEREAS, on January 10, 2014 the Authority issued and sold a Tax Exempt Revenue Bond, Series 2014A, in the original principal amount of \$5,086,077 and a Taxable Revenue Bond, Series 2014B, in the original principal amount of \$4,913,923.00 (the “**Bonds**”) to First Tennessee Bank National Association (the “**Holder**”) pursuant to that certain Bond Purchase Agreement dated as of January 10, 2014, as modified by the Modification Agreement dated as of January 22, 2015, both between the Authority and the Holder (collectively, the “**Bond Purchase Agreement**”);

WHEREAS, the Authority and the Holder entered into the Bonds, the Bond Purchase Agreement, a Pledge and Security Agreement, and a Tax Certificate with or for Holder in connection with the Bonds (including modifications of any of the same, collectively, the “**Bond Documents**”;

WHEREAS, the Board has deemed it advisable and in the best interest of the Authority to redeem and prepay the Bonds prior to the maturity date stated in the Bond Documents.

BE IT RESOLVED that the Board hereby authorizes the Authority to pay the prepayment and redemption amount of the Bonds, which shall be equal to or less than (depending on the date of payment) **\$5,754,411.77**, in accordance with the terms and conditions set forth in the Bond Documents.

BE IT FURTHER RESOLVED, that the officers of the Board and the Authority are hereby authorized, empowered, and directed to do all acts and things, and execute any documents, necessary or convenient to carry out the intent of this Resolution; provided that all such actions shall be in accordance with the Authority's Bylaws and applicable law.

Board Action: CMAA requests Board approval on **RESOLUTION 77**.

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

Motion Approved.

RESOLUTION 78
OF THE BOARD OF COMMISSIONERS OF THE
CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY

September 16, 2019

The following resolutions were presented at a meeting of the Board of Commissioners (**"Board"**) of the Chattanooga Metropolitan Airport Authority (**"Authority"**) held on the above date with a quorum present.

WHEREAS, the Authority desires to construct a parking garage to be used in relation to the Authority's activities (**"Improvements"**);

WHEREAS, the Board deems it advisable and in the best interest of the Authority to obtain an advanced credit commitment (**"Loan"**) from Pinnacle Financial Partners (**"Lender"**) to construct the Improvements in an amount up to Twenty-Five Million and No/100 dollars (\$25,000,000.00);

BE IT RESOLVED that the Board hereby authorizes the Authority to borrow up to Twenty-Five Million and No/100 dollars (\$25,000,000.00) from Lender upon such terms and conditions as stated in the terms sheet reflecting the terms and conditions of the Loan. The Board hereby authorizes the Authority to execute, deliver and cause the Authority to perform in accordance with any required promissory notes, loan agreements, and other agreements and documents reasonably and customarily required by Lender in connection with the Loan (collectively **"Loan Documents"**). The Board further authorizes the Authority to offer collateral to secure the Loan as reasonably and customarily required by Lender and as evidenced by any collateral assignments security agreements required by the Lender (**"Security Documents"**).

BE IT FURTHER RESOLVED, the Board hereby authorizes the Authority's President and Chief Executive Officer (**"President"**), the Chairman of the Board of Directors, and such other officers of the Authority or the Board as the President or Chairman directs to negotiate (upon the advice of the Authority's legal counsel), execute and deliver all Loan Documents and Security Documents on behalf of the Authority in the course of obtaining the Loan, and to cause the Authority to act and perform in accordance with the Loan Documents and Security Documents. The authority provided in this paragraph shall extend to any modification required to any Loan Documents or Security Documents (so long as such modification is not contrary to the intent expressed in these Resolutions).

BE IT FURTHER RESOLVED the Board hereby adopts, ratifies, approves and confirms, all of the acts and deeds heretofore done by the President, or such other officers as the President may direct, for and on behalf of the Authority in connection with the foregoing actions.

Board Action: CMAA requests Board approval on **RESOLUTION 78** with the caveat that everyone understands that if there is anything new in the documents we will come back and ask for additional approval.

Motion to approve made by Commissioner Lytle, seconded by Commissioner Mallen.

Motion Approved.

Runway 15-33 Crack Seal – Allen & Hoshall Task Order 1

Common weathering of asphalt requires periodical preventative maintenance to protect the pavement and prevent break down. One of the required types of preventative maintenance is a crack and joint seal. This request is to enter into Task Order 1 with Allen & Hoshall, CMAA's Engineer of Record, for the Engineering Services, including design, construction administration, and resident project representative associated with this project.

The following is a distribution of Allen & Hoshall's fee for Task Order 1.

Design, Bid & Award

Preparation of plans & specifications	\$ 11,000
100 man hours budgeted	
Bid and award	\$ 2,000
15 man hours anticipated	
TOTAL – DESIGN BID AND AWARD	\$ 13,000
Construction Administration (lump sum fee)	\$5,000
3 weeks construction anticipated	
30 man hours anticipated	
Sub-total	\$5,000

Resident project representative (budgeted amounts)

Inspection – 35 man hours anticipated	\$2,450
Expenses – 3 weeks anticipated	\$ 50
Sub-total	\$2,500
TOTAL - CONSTRUCTION PHASE	\$ 7,500
GRAND TOTAL	\$ 20,500

The project will be funded through reallocated capital funds.

Board Action:

CMAA requests Board approval to enter into Task Order 1 with Allen & Hoshall for the engineering services associated with crack sealing Runway 15-33. The fee for this project is \$20,500.

Motion to approve made by Commissioner Roddy, seconded by Commissioner Lytle.

Motion Approved.

Runway 15/33 Crack Sealing

Asphalt surfaces on airports need periodical maintenance to prevent deterioration of the pavement. Pavement deterioration can cause FOD, or Foreign Object Debris, which in turn can cause damage to engines, propellers, and helicopter rotors.

One form of preventative maintenance for airport surfaces is a crack seal. Crack sealing entails cleaning out cracks and joints in the asphalt surface and filling it in with molten rubber. This process prevents water from entering the sub-surface of the asphalt and causing damage. Runway 15/33, our secondary runway, is in need of a crack seal to prevent damage to the sub-surface.

CMAA issued a Request for Bids for a contractor to come in, clean out the joints and cracks in Runway 15/33, and then seal them with molten rubber. Two bids were received with Metro Construction, LLC being the lowest responsive bidder with a bid of \$79,300.

The scope of this project includes:

- Cleaning out the joints and cracks on Runway 15/33
- Sealing the joints and cracks with molten rubber

This project to crack seal Runway 15/33 will be paid for using reallocated funds.

Board Action: CMAA requests Board approval to enter into a contract with Metro Services, LLC to seal the joints and cracks in Runway 15/33 for a contracted rate of \$79,300

Motion to approve made by Commissioner Mallen, seconded by Commissioner Snow.

Motion Approved.

HVAC Replacement

On July 30, a severe storm in the area of the airport created 2 “microbursts” with winds measuring between 65 and 70 miles per hour. A microburst is defined as a small column of exceptionally intense and localized sinking air that results in a violent outrush of air at the ground. They are capable of producing damaging straight-line winds of more than 100 mph.

These strong winds caused some of the metal roofing on the dome to become dislodged, with several of the roof panels striking one of the Heat, Ventilation, and Air Conditioning (HVAC) units causing damage to it.

CMAA solicited 3 quotes for the removal of the damaged unit and replacement with a new unit. 2 quotes were received with 1 contractor not submitting. Apex Heating and Air Conditioning Company, Inc. submitted the lowest quote of \$38,000 for the work.

The scope of this project includes:

- Removal of the existing damaged unit
- Furnish and install a new matching unit
- All necessary crane and rigging
- Start-up

Our insurance carrier, CNA Insurance, is providing a reimbursement of \$38,000 for the replacement of the unit.

Board Action: CMAA requests Board approval to enter into a contract with Apex Heating and Air Conditioning Company, Inc. to replace the damaged HVAC Unit for a total cost of \$38,000.

Motion to approve made by Commissioner Lytle, seconded by Commissioner Roddy.

Motion Approved.

SCBA Replacement

During the performance of their duties, CMAA firefighters are required to wear certain personal protective equipment. This equipment includes a Self-Contained Breathing Apparatus or SCBA. An SCBA is a device worn by fire fighters to provide breathable air in environments that are contaminated and are immediately dangerous to life and health. The current units worn by CMAA fire fighters are currently 11 years old, have reached the end of their useful life, and need to be replaced by new units.

CMAA solicited quotes to retrofit each of our 10 firefighters with a complete SCBA system manufactured by Mine Safety Appliances (MSA). We received 3 quotes with Safe Industries being the lowest total quote of \$64,440.

The scope of this project includes:

- 10 MSA G1 SCBA Air Packs
- 10 MSA G1 Facemasks
- 20 MSA G1 Air Cylinders
- 1 MSA G1 6-Bank Battery Charger
- 6 MSA G1 Spare Battery Packs

This project is included in the CMAA 2019-2020 Capital Budget.

Board Action: CMAA requests Board approval to enter into a contract with Safe Industries to replace the existing SCBA units with new units for a total cost of \$64,440

Motion to approve made by Commissioner Mallen, seconded by Commissioner Lytle.

Motion Approved.

Closing comments

Chairman Jacobson, stated he was excited about the continued growth and enplanement numbers, up 3% for this month and up 11% year-to-date. That puts the Airport on course for another record-breaking enplanement year in 2019. The Chairman was pleased with the NABCO performance, as they are out working on the runway lights in the early morning. The planning for the parking garage is going well and he was pleased with that progress. The action that was taken by the Board today is going to propel that project well on its way to reality. He welcomed Pinnacle Financial Services and thanked them for being the new financial partner. He thanked April Cameron and her team, as well as the Finance Committee for many hours of diligent work. He thanked Republic Parking on the shuttle that has worked well. The Airport has been getting positive comments on social media about some of the riders' experiences. The Airport is enjoying international media attention on the solar farm - outlets in Japan and Austria have mentioned CHA's sustainable efforts. He was pleased that the Airport is setting an environmental benchmark for other airports to follow. Finally, this is the fifth year of supporting the American Heart Association with the Heart Walk on Saturday, October 26th at 9:00 am. All of the Board members were invited to attend.

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

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
October 21, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open session on Monday, October 21 at 2 P.M. Vice Chairman Jim Hall, Commissioners Tom Snow, Travis Lytle, Donna Roddy, Farzana Khaleel, Dr. Paul Conn and Warren Barnett were in attendance.

Vice Chairman Jim Hall verified a quorum was present and Terry Hart verified the requirements of the Sunshine Law had been met.

Minutes:

On motion of Commissioner Snow, seconded by Commissioner Roddy, the minutes of the September 16, 2019 meeting were approved.

President's Report:

President Hart thanked the Board for their attendance and Mr. Hall for his assistance in chairing the meeting.

President Hart began with the monthly statistics report for September. The airport set a new enplanement record for September with almost 49,000 enplanements, which is up 11.5% over September 2018. Year-to-date enplanements were up 11% and just shy of 408,000. Seat growth in the last three months averaged about 4% over the previous year. Enplanements should rise to around 550,000, which will be a new record for the Airport. Deplanements were tracking in-line with enplanements. Every carrier was up on landing weights. Operations in the month of September saw almost 1,000 more flights compared to September 2018. Some of the growth is coming from the air carriers, but the bulk is coming from general aviation. This is a result of what is taking place at West Star Aviation. Overall, September was a positive month.

Next, Mr. Hart gave an update on some of the ongoing projects. The first project is the East Ramp Expansion project on the old Air Guard Site. That ramp is expanding. The majority of the dirt and utility work has taken place – the contractor is currently working on the retaining wall, which is about 65-70% complete and that work should be finished in a few weeks. The contractor is still on track to complete the project in mid-December. This space allows for three more hangars to be built on that site, which could be of interest to West Star for additional growth in Chattanooga. Talley Construction continues to do a great job for the Airport Authority.

Another project that the Board has approved is the primary runway lighting project. CMAA will replace the airfield lighting systems on that runway. The old system has been in place for many years and in need of repair. It is a PFC-funded project. NABCO is the electrical contractor and they are about 65% complete. The edge lights, centerline lights, and the touch down lights are all being replaced as well as new infrastructure. The contractor is putting in all new wire and conduit. They are on track for a mid-December completion date on the primary runway.

The next project is the roof replacement. The liability insurer CNA was here along with the engineers to look at the damage. Since there were no local companies interested in bidding on the

repair, CNA secured three bids outside the area. They selected the firm MRB Contractors out of Irving, TX. MRB's cost for the replacement is \$869,609.83 - to remove all the old roof and replace it with a new metal seam roof. CMAA hopes to get that project started in the coming weeks. The engineer estimated the cost to be around \$895,000. There is a \$10,000 deductible.

Mr. Hart updated the Board on a grant the Airport received from Firehouse Subs. Customers at Firehouse Subs are asked if they would like to round-up their total purchase to the nearest dollar and that extra money goes to a foundation to support local emergency services. The Firehouse Subs' Foundation then distributes the money to local emergency services to buy life-saving equipment. CMAA's Fire Chief, Michael Jackson worked with Jack McAfee to prepare the grant request. The Airport received a \$20,400 grant which will allow CMAA to replace the "Jaws of Life" equipment. The existing Jaws of Life equipment is 15 years old and in need of replacement.

Mr. Hart updated the Board and showed a picture of former VP Planning & Development, John Naylor, who recently retired. He is doing fine and recently traveled to Hawaii with his wife to visit family. John seems to be enjoying retirement.

Lastly, in July, preparations were made for the annual financial audit. April Cameron, Tena Keith and their Accounting team worked hard to pull everything together for Elliott Davis to review. Mr. Hart also expressed his appreciation to the Finance Committee for their time in reviewing the audit results. Robert Belcher from Elliott Davis attended the meeting and advised the Board that it was a clean audit. He said April's team was very knowledgeable and responsive - and they made it a very efficient process for the auditors. Mr. Belcher said no change in policy was needed.

Board Action Items:

Insurance Renewal

CMAA has partnered with USI Insurance Services over the last seven 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. The extremely favorable premium that we locked in on our liability policy for the past three years has increased, as expected, but remains significantly lower than the premium paid in 2015. 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.

Board Action:

CMAA requests Board approval of the Insurance Proposal as outlined.

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

Motion Approved.

	10/31/2018-19 Insurance Program			10/31/2019-20 Incumbent Carriers if available		10/31/2019-20 Recommended Program			
Line of Coverage/Limit	Insurance Carrier	Premium	Rate	Premium	Rate	Insurance Carrier	Premium	Rate	Rate Increase over Expiring
Airport Liability/\$300M	Commerce & Industry (AIG)	\$61,247	\$121.45	\$72,500	\$135.77	Commerce & Industry (AIG)	\$72,500	\$135.77	11.80%
Workers' Compensation/ Statutory/\$1M EL	Old Republic	\$36,445	\$1.4162	\$35,124	\$1.2338	Old Republic	\$35,124	\$1.2338	-12.88%
Automobile/\$1M	New Hampshire (AIG)	\$18,809	\$1,044.94	\$21,682	\$1,204.56	New Hampshire (AIG)	\$21,682	\$1,204.56	15.28%
Property/\$116M	C.N.A.	\$89,055	\$0.07874	\$91,592	\$0.07874	C.N.A.	\$91,592	\$0.07874	0.00%
Inland Marine/\$4.9M	C.N.A.	\$15,297	\$0.3257	\$15,798	\$0.3234	C.N.A.	\$15,798	\$0.3234	-1.00%
Terrorism	Lloyds	\$10,491	\$0.0089			Lloyds			
Directors & Officers/EPLI/\$5M	Atlantic Specialty	\$23,550	\$0.1644	\$27,500	\$0.1834	Atlantic Specialty	\$27,500	\$0.1834	11.56%
Excess D&O/EPLI/\$5M xs \$5M	Ironshore Indemnity	\$12,875	\$0.0899	\$14,850	\$0.0990	Ironshore Indemnity	\$14,850	\$0.0990	10.12%
Excess D&O/EPLI/\$5M xs \$10M	RSUI Indemnity	\$9,500	\$0.0663	\$11,280	\$0.0752	RSUI Indemnity	\$11,280	\$0.0752	13.42%
Excess D&O/\$5M xs \$15M	Hiscox Insurance Co.	\$7,130	\$0.0498	\$8,460	\$0.0564	Starr Indemnity	\$8,460	\$0.0564	13.25%
Excess D&O/\$5M xs \$20M	Starr Indemnity & Liability	\$7,000	\$0.0489	\$7,000	\$0.0467	RSUI Indemnity	\$7,000	\$0.0467	-4.50%
Fiduciary Liability/\$1M	Travelers Casualty & Surety	\$807	\$15.52	\$807	\$14.94	Travelers Casualty & Surety	\$807	\$14.94	-3.74%
Crime/\$500,000	Travelers Casualty & Surety	\$2,320	\$44.62	\$2,320	\$42.96	Travelers Casualty & Surety	\$2,320	\$42.96	-3.72%
Network Security/\$2M	Axis Insurance Co.	\$9,350	\$0.4096	\$9,350	\$0.3725	Hudson Excess Ins.	\$5,206	\$0.2074	-49.37%
Total		\$303,876		\$318,263			\$314,119		
Additional Options:									
Property/\$5M Debris Removal; \$5M Demolition/Increased Cost of Construction; \$1M BI/EE						C.N.A.	\$2,500		
Crime/\$1M Limit						Travelers Casualty & Surety	\$820		
Crime – Social Engineering/\$250k						Travelers Casualty & Surety	\$60		
Network Security – Social Eng./\$1M						Hudson Excess	\$521		
Total Premium							\$318,020		

*Terrorism Policy - Our underwriter has been unavailable to provide a quote for the renewal so he is extending our policy at the current rate for 60 days while he works to provide the best quote for the 2020 policy period.

East Side – Hangar 20 Construction

On March 18, 2019, Task Order # 26 with Allen & Hoshall was approved for the design of a new community hangar. Today, CMAA is requesting Board approval for the construction contract with Wilson Construction Group for the construction of this hangar. Wilson Construction Group was also awarded the contract for the construction of Hangar 13.

With the thriving economy within the region and the steady increase in passenger boardings, there is a need for additional terminal space. In order for this need to be met, existing hangars 1 and 2 will need to be removed to make space for a terminal expansion. This was identified in our recently completed Master Plan. In an effort to better serve our community, CMAA is planning to design and construct a new community aviation hangar on underutilized ramp space which could hold up to eleven aircraft – all of which will have been displaced by the removal of Hangars 1 and 2. The project will include a 24,900 sq. ft. hangar with 3,700 sq. ft. of contiguous office space. Vehicle parking and a ground support equipment storage site will be included. The project would have an anticipated completion date of July, 2020.

A request for proposals was submitted for the work associated with the construction and CMAA received 5 bids for the project. Allen & Hoshall reviewed and evaluated the low bidder, Wilson Construction Group, and found that they were properly licensed by the State of Tennessee, experienced in the type of work required for this project, and in possession of sufficient equipment and the financial resources to perform the work. Allen & Hoshall recommended awarding the construction contract to the apparent low bidder, Wilson Construction Group, after meeting all the bid requirements. CMAA has reviewed the Engineer's recommendation and is in agreement. The bid price was \$4,103,547.02.

Chattanooga Metropolitan Airport Authority has requested state assistance in the amount of \$3,693,192.32. The airport is responsible for \$410,354.70. This item was included and approved in our current fiscal year capital budget.

Board Action:

CMAA requests Board approval to enter into a construction contract with Wilson Construction Group for the construction of a new community hangar in the amount of \$4,103,547.02.

Motion to approve made by Commissioner Conn, seconded by Commissioner Snow.

Motion Approved.

Allen and Hoshall Task Order # 2

This request is to enter into Task Order # 2 with Allen & Hoshall, CMAA's Engineer of Record, for the engineering services associated with the development of a new community hangar (Hangar 20). Allen & Hoshall's fee for this work is \$288,740.00.

The following is a distribution of Allen & Hoshall's fee for Task Order # 2 to the Master Agreement.

Construction Administration	\$158,500
32 weeks construction anticipated	
1150 man hours anticipated	
Submittals / shop drawings	\$21,500
270 man hours anticipated	
Resident project representative	
Inspection – 872 man hours anticipated	\$69,000
Expenses – 32 weeks anticipated	\$800
Miscellaneous & Final Survey	\$4,000
Budget for field verification as required	
and as-built survey	
Trips for Inspection by Architect	\$3,980
Budget 2 trips at \$1,990 per each	
(Includes \$125 for hotel, \$50 food and \$340 mileage)	
Final Punchlist Inspection	\$7,960
Budget for Architect, Electrical, Mechanical, and	
Structural	
4 trips at \$1,990 per each	
Includes \$125 for hotel, \$50 food and \$340 mileage)	
As-built drawings	\$5,000
45 man hours anticipated	
Q/A – Testing	\$18,000
GRANDTOTAL	\$288,740

With the addition of new aircraft on the airfield and a thriving economy within the region, there is a need for additional aircraft space. In an effort to better serve our community, CMAA is planning to construct a new community aviation hangar on underutilized ramp space. The project will include a 24,900 sq. ft. hangar with 3,700 sq. ft. of contiguous office space. Vehicle parking and a ground support equipment storage site will be included.

The project will be funded through a state grant. The state will pay 90 percent and CMAA will be responsible for the remaining 10 percent. This item was included in the approved capital budget.

Board Action:

CMAA requests Board approval to enter into Task Order # 2 in the amount of \$288,740.00 with Allen & Hoshall, Inc. for the engineering services associated for a new community hangar.

Motion to approve made by Commissioner Barnett, seconded by Commissioner Khaleel.

Motion Approved.

Passenger Boarding Bridge Replacement

The Chattanooga Airport currently operates approximately 60 inbound and outbound flights a day using 5 passenger boarding bridges. Two of the boarding bridges were acquired within the last 3 years, while 3 of them are in excess of 25 years old and have reached the end of their useful life.

The scope of this project includes the purchase and installation of three new passenger boarding bridges for Gates 1, 3, and 4 and all training associated with the operation.

In August, a Request for Proposals (RFP) was issued with three vendors submitting proposals. Each proposal was reviewed and evaluated by a selection committee which included representatives from Airport Operations, Maintenance, Finance, and Planning and Development. The selection was based on the following factors:

Experience, Background, & Qualifications	Max Possible Points	20
Proposed Solution	Max Possible Points	30
Project Management	Max Possible Points	20
<u>Pricing</u>	<u>Max Possible Points</u>	<u>30</u>
Total Points		100

After reviewing the proposals, the vendor and solution that best meets the need of the airport is JBT AeroTech Corporation with a proposal of \$2,136,643.

The cost of the passenger boarding bridges will be funded 100% through PFC funds.

Notice to Proceed will be given after commencement of the contract with the manufacture, delivery and installation of the bridges taking approximately 185 days.

Board Action: CMAA requests Board approval to purchase and install 3 new Passenger Boarding Bridges from JBT AeroTech Corporation at a total cost of \$2,136,643.

Motion to approve made by Commissioner Lytle, seconded by Commissioner Conn.

Motion Approved.

Security Upgrades

CMAA continually works with our security consultant, Convergent, to evaluate our security system and determine areas that need to be updated or upgraded to ensure that our system remains compliant with federal security standards. After a review of the system, Convergent and our staff determined that security upgrades were necessary, and included the following.

- Replace eight core network switches in Terminal Building, ARFF facility, and the Electrical Vault to increase their network strength to support greater Gigabit capacity.
- Upgrade priority cameras around perimeter of the airfield and access gates that have reached their end of life with higher resolution cameras.
- Add additional storage to support high resolution camera replacement and improve data capacity and retention quality.
- Add additional licensing and workstation in badging office to streamline procedures, provide a backup system, and increase productivity.
- Replace wireless access points with fiber optic communication which prevents lost communication and increases bandwidth to support more capacity.

The total cost of these upgrades is \$99,500 and was included and approved in our PFC Application No. 7. As a result, PFC will fund 100% of the cost of the project.

Board Action:

CMAA requests board approval of the security upgrades outlined above in the amount of \$99,500.

Motion to approve made by Commissioner Roddy, seconded by Commissioner Barnett.

Motion Approved.

Pump Motor Replacement

During times of heavy rain, a majority of the precipitation that falls on the airport drains to a detention pond on the west side of the airfield. When a prescribed level of water gathers in the detention pond, a series of 4 pumps engage and are responsible for pumping the water over the levee and into Chickamauga Creek. In 2017, one of the four aging pump motors was replaced due to malfunction. The remaining 3 electric motors are now being changed due to their age and reliability.

CMAA solicited a quote from R and R Electric Motor Service, the only company in the area that does this type of work. They submitted a quote of \$79,577.

The scope of the work includes:

1. The replacement of one 200 horsepower electric motor, and two 100 horsepower

- electric motors
- 2. All labor and electrical services
- 3. Crane and rigging

This project will be funded 100% using Passenger Facility Charge (PFC) funds.

Board Action: CMAA requests Board approval to enter into a contract with R and R Electrical Service to replace 3 flood pump motors and associated work for a total cost of \$79,577.

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

Motion Approved

Other Business

None

Public Comment

None

Closing comments

Vice Chairman Hall stated it was another remarkable month of growth. Enplanements were up 11% over last September and up 11% year-to-date. The Airport is on course for another record-breaking year. The shared success is the result of Terry Hart and his team working in unison with the airline partners and the Airport customers. Customers are confident in the level of service and frequently commend the non-stop flight destinations and competitive airfares, as well as the unmatched conveniences. Mr. Hall thanked Terry and his team for their leadership and continued support in growing the airport. Mr. Hall also recognized April Cameron, the Finance Committee and Robert Belcher for a tremendous audit report. He said it is great to see the finances are on par and reflect the continued growth. He also thanked Elliott Davis for the good audit. Mr. Hall recognized Volkswagen: in November the Chattanooga VW Plant will host all 1500 dealers from across the U.S., as many will fly directly in and out of Chattanooga, stay in local hotels, dine in local restaurants, shop in local stores and hopefully visit the area's institutions of higher education in Chattanooga and Cleveland. Mr. Hall reminded the members that there would not be a November Board Meeting. Though it's early, he wished everyone a Happy Thanksgiving.

Vice Chairman Hall asked for a motion to adjourn.

Commissioner Snow motioned to adjourn.

Motion seconded by Commissioner Roddy.

Motion approved, meeting adjourned.

Minutes approved by:

Mike Mallen

Secretary CMAA Chairman

Minutes approved by:

Daniel R. Jacobson

CMAA Chairman

Corporate Secretary:

April Cameron

Minutes Recorded by:

Sybil Cline

**Chattanooga Metropolitan Airport Authority
Board of Commissioners Meeting Minutes
December 16, 2019**

The Board of Commissioners of the Chattanooga Metropolitan Airport Authority met in open session on Monday, December 16, at 2 P.M. Chairman Dan Jacobson, Vice Chairman Jim Hall, Commissioners Tom Snow, Travis Lytle, Donna Roddy, Farzana Khaleel, and Warren Barnett 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 Barnett, seconded by Commissioner Lytle, the minutes of the October 21, 2019 meeting were approved.

President's Report:

President Hart thanked the Board for their attendance.

President Hart, began with the statistics for October and November. Enplanements were up by 5% over last October and just shy of 53,500 enplanements for the month of October - setting a new record for the airport. Deplanements tracked in line with that and landing weights increased by 4% over October of 2018 – all were very positive numbers. Operations at the airport had positive numbers as well - an increase of 3%. It was a strong October. In November the enplanements were up by 4% over November 2018 and year-to-date were up almost 10%. In November the enplanement total was 508,578 which surpassed last year's record of 504,000. Deplanements tracked in line with that and landing weights were positive. Operations continued to rise - an increase of 25% over last November. A year ago, there were 4,800 operations and this year almost 6,000. General aviation has been very positive. Year to date numbers again on operations were up 10% compared to November of last year. Air carrier operations were up almost 2,000, military up by 1,000 and general aviation by 2,500. The highest percentage of that was from general aviation due to West Star and all the work they are doing. The Airport is looking forward to a strong December, which is already off to a good start.

Next, President Hart provided updates on current projects. First is the East Ramp expansion project. Talley Construction is the contractor on that project. That project is almost completed - all that is left to do is erect the new perimeter fence and wait on EPB to bury all wires. The project should be completed mid-January. Talley Construction has done a great job.

Another project is the Runway 2/20 lighting project. NABCO has been working five nights a week from 12:00 am to 5:00 am, depending on the last flight coming in. They are changing out all the electrical lighting systems on the primary runway: the edge lights, center line lights and touch down lights. PFC's funded that project, which is nearly complete.

Another project that the Board approved is the Hangar 20 project. It will sit on the south end of the airfield between hangars 19 and 21. The FAA approval is pending – they will do an obstruction survey to ensure that their views are not obstructed. The contractor is Wilson Construction Company, who built Hangar 13 on the westside. The project should begin in January, 2020.

The next project the Board approved was the crack seal project on the secondary runway – 15/33. An overlay was put on the runway several years ago and over time the seams started opening up and debris accumulated in them. With this project, the seams were cleaned out and re-sealed. It has been completed. Thanks to Maurice Songy and the operations team for being out there several nights while the work was completed.

In November Volkswagen hosted a meeting in Chattanooga where they brought in their dealers from North America. 600 to 700 U.S. and Canadian dealers flew in and out of the Chattanooga Airport. Delta had 6 MD-80s operating back and forth to Atlanta that week as well as a flight to Minneapolis. Also during the Volkswagen meeting Delta set up a Pop-Up Sky Club in the corner of the concourse near gates 3 and 5. Blake Poole was very involved with those two events. It went over very well. It gives the Airport some ideas when the terminal expansion is planned.

The next item was the TSA pre-check. Two years of discussions with the TSA about what we felt was the most important thing to offer our customers especially with the number of business travelers we have is pre-check. We discussed with the Federal Security Director about two months ago and we came to a decision with TSA to offer pre-check at the Airport.

Next, Mr. Hart recently met with some of the Tennessee State Legislators (primarily the Hamilton County Delegation). Those attending were: Senator Watson, Senator Gardenhire, Representative Hazlewood, Representative Helton and Representative Dan Howell from Polk County, who is the Chairman of the House Transportation Committee. Mr. Hart wanted the Legislators to see how the Airport operated and how the Airport projects were going. They also discussed State funding of airports across Tennessee. The Legislature passed a law several years ago that capped the amount of money that any one entity paid into the Transportation fund. Mr. Hart wanted the Legislators to make sure Tennessee airports remain competitive - especially with neighboring states. This may take some alternatives to current funding methods.

Continuing, President Hart updated the Board on community events. The Heart Walk was a success this year and the Airport team raised \$23,900. As an organization, The Heart Walk raised a total of \$357,000. Mr. Hart was proud to report that the Airport Authority came back as the top fund-raising company.

Next, Mr. Hart reported that the Airport continues to work with Brainerd High School's aviation education program and he thanked Jack McAfee for taking on that project since John Naylor retired last June.

The final item was the Shepherd Community Center. The Airport holds a tenant party each year and asks the Airport tenants to bring an unwrapped gift for the Center. The toys will be delivered to the Community Center in a few days.

Board Action Item:**Written Consent – Dome Roof Replacement**

In November 2019, we distributed a written consent request for replacement of the dome roof. The details of the request follow:

On July 30, 2019, the dome roof of the Chattanooga Airport Terminal building suffered extensive damage during an unprecedented weather event centered directly over the building. After review of the damage, CNA, the Airport's Property Insurance carrier deemed the roof a total loss and recommended replacement of the entire dome surface. CNA worked with an engineer to develop the specifications for replacement with the same copper material and also to replace with a standing seam metal roof. CNA then solicited quotes for the replacement. A detail of the quotes received is outlined below.

Contractor	Standing Seam Metal	Copper
MRB Contractors	\$869,609.83	\$1,310,626.87
Monroe Roofing	\$1,402,205.55	\$1,731,718.55
Dynamic Roofing	\$347,336.04	No bid provided

Based on a review of the bids, CNA has recommended selection of MRB Contractors to complete the work. After further review and discussion, CMAA has decided to replace the copper with a standing seam metal similar to the roof on the firehall. The metal will allow the roof to be the copper color it was originally intended to be without the glare that comes from copper.

Following an on sight review, MRB requested additional linear feet to replace the soffits and fascia of the building. CNA approved the additional work for the project and increased the total funding to \$942,637.99.

CMAA received approval from Chairman Jacobson and Commissioners Khaleel, Snow, Roddy, Mallen, Barnett, Conn and Lytle.

Board Action:

The CMAA requests approval to enter into a contract with MRB Contractors in the amount of \$942,637.99 for replacement of the dome roof at the Chattanooga Airport with a standing seam metal roof.

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

Motion Approved.**FBO Equipment Purchase**

Every year during the budgeting process the FBO operator, Wilson Air Center, identifies capital assets that are needed to meet the demands of the operation. For FY 2020, Wilson requested a new ground power unit and two new trucks.

The first request is to acquire a new ground power unit (GPU). The GPU is used to power the aircraft while on the ramp to run certain electrical equipment such as avionics and air conditioning without having to start the aircraft's engines. The FBO often experiences more demand for GPUs than what is available for use, which impedes on the FBO's ability to provide the necessary services for its customers. In addition to the limited GPU availability, the GPUs that are currently in place are aging and service is sacrificed any time a GPU is down for maintenance. To help offset the times of high demand and maintenance downtime, Wilson Air Center solicited three quotes to purchase a ground power unit.

Company	Quote
Tronair	\$45,396.00
Aero Specialties, Inc.	\$37,153.50
Mark C. Pope Associates, Inc.	\$39,750.00

Based on the three bids received, CMAA requests approval to purchase a new GPU from Aero Specialties, Inc. in the amount of \$37,153.50. This was included in CMAA's approved capital plan.

Second, Wilson has requested replacement of a 1984 Ford truck and 1994 Chevrolet truck attained during the TAC Air acquisition. Both will be replaced with two 2020 Ford Rangers. These trucks are used by Wilson Air employees to travel to the various hangars on the field that are managed by Wilson Air Center. The total cost of the two new Ford Rangers is \$45,039.52. These trucks were not included in the 2020 Capital Plan but will be funded by reallocated capital funds.

Board Action: CMAA requests Board approval to purchase one ground power unit and two Ford Rangers for use by the FBO in an amount of \$82,193.02.

Motion to approve made by Commissioner Roddy, seconded by Commissioner Barnett.

Motion Approved

Vehicle Replacement

Each year prior to the budget process, a thorough review is completed on the CMAA vehicle fleet. During this year's process, numerous vehicles were identified as requiring replacement. Those vehicles had reached the end of their useful life.

Current	Replacement
1987 Ford F-800	2020 Ford F-550
2005 Ford F-350	2020 Ford F-250
1997 Ford F-250	2020 Ford F-150
2015 Ford F-250	2020 Ford Explorer

2015 Ford Escape	2020 Ford Escape
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For fleet uniformity, quotes were solicited from three Ford Motor Company dealers with Marshall Mize Ford being the only fully responsive bidder with a total quote of \$157,046.18

All of the vehicles were included in our approved 2020 Capital Budget and two vehicles were approved for PFC funding using 100% Passenger Facility Charge funds. The individual quotes and funding sources are:

Ford F-550	\$41,681.14	PFC Funds
Ford F-250	\$40,385.52	PFC Funds
Ford F-150	\$25,478.76	CMAA
Ford Explorer	\$28,658.88	CMAA
Ford Escape	<u>\$20,841.88</u>	CMAA
	\$157,046.18	

Board Action: CMAA requests Board approval to purchase the identified vehicles from Marshall Mize Ford at a total cost of \$157,046.18.

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

Motion Approved

Fire Alarm and Suppression System Services Contract

The Chattanooga Airport is required to provide appropriate fire alarm and fire suppression inspection and testing. In addition, we are required to inspect and test all of the portable fire extinguishers, fire hydrants, and monitor the associated alarm systems for the airport terminal, Airport Rescue and Firefighting (ARFF) building and Wilson Air Center complex.

In November, CMAA issued a request for bids and received one proposal. After reviewing the submitted bid, River City Fire Protection was selected as the lowest, most responsive bid. Their bid was \$12,356.00 per year.

The scope of this contract will include the quarterly and yearly testing and inspection of the:

- CMAA Terminal Building Fire Alarm and Suppression Systems
- CMAA ARFF Building Fire Alarm System
- Wilson Air Center West FBO Terminal Fire Alarm System
- Wilson Air Center West Hangars Fire Alarm Systems

The scope also includes:

- Yearly Inspections of Portable Fire Extinguishers

- Yearly Inspections of Hydrants on all properties

The terms of this contract will be for 3 years beginning on January 1, 2020 and ending on December 31, 2022. This contract was included in our approved FY 2020 budget.

Board Action: CMAA requests Board approval to enter into a contract with River City Fire Protection to test and inspect the identified Fire Alarm and Suppression System and associated items at the Chattanooga Airport for \$12,356 a year for a term of 3 years beginning January 1, 2020.

Motion to approve made by Commissioner Roddy, seconded by Commissioner Khaleel.

Motion Approved

Security Fence Replacement

To meet the requirements of Federal Regulation CFR 1542, the TSA requires that the Chattanooga Airport provide perimeter fencing for the safety and security of the airport. This fencing prevents access by both trespassers and wildlife. Over time, the fence has required replacement because of rusting and sagging. With airport expansion and construction, most of the perimeter fence has been replaced in previous projects.

This project identified the replacement of approximately 1,700' of fence and 1 automatic access gate on the east side of the airport. It requires the demolition of the existing fence and gates, removal and disposal of old materials, and all labor and materials for the replacement fence and gate.

CMAA issued a Request for Bids for the fence replacement and received five bids with Stubbs Construction Services, LLC being the lowest most qualified bidder for approximately 1,700' of fence and 1 automatic gate for \$60,748.11. This project was included in our FY 2020 Capital Plan and approved in PFC Application #7 and will be funded at 100%.

Board Action: CMAA requests Board approval to enter into a contract with Stubbs Construction Services, LLC to replace a section of the perimeter fence. Given that the linear foot of the fence is estimated, CMAA is requesting a contract for a cost not to exceed \$70,000.00.

Motion to approve made by Commissioner Khaleel, seconded by Commissioner Lytle.

Motion Approved

Acquire ARFF Equipment

This request is to purchase firefighting extraction equipment to be used on the Air Rescue Response Vehicles. This equipment includes an Ion Spreader, a IC550 Cutter, Extended Reach

Tips (for Ion Spreader), and 2 rechargeable batteries with a charger. Tennessee Fire Equipment and Safety Supplies total cost for this equipment is \$19,900.00

In August, the Chattanooga Airport applied for the Firehouse Subs Public Safety Foundation Grant. This Foundation is dedicated to the safety of first responders, and a portion of all purchases at Firehouse Subs (0.11%) goes towards this Foundation fund, which is to be used to provide lifesaving equipment to first responders. Since the Foundation was started in 2005 in the aftermath of Hurricane Katrina, it has granted over \$46 million to provide equipment, training, and support to first responders. The Chattanooga Metropolitan Airport Air Rescue Fire Department is the only department in the local area not to have been awarded the grant, and in October, we were notified that we would be recipients in 2019. Successful recipients may apply for the grant once every three years.

The following is a distribution of costs for Firefighting Equipment.

Ion Spreader-Lighted Handle	\$10,215.00
IC550 Cutter	\$8,295.00
Extended Reach Tips (Ion Spreader)	\$910.00
2x 60V Batteries and Single Charger	\$980.00
(Firehouse Subs discount)	<u>(\$500.00)</u>
Sub-Total	\$19,900

Chattanooga Metropolitan Airport Authority has received a check in the amount of \$19,900. The airport is not responsible for any portion of this total cost. This item was not included in our current fiscal year capital budget.

Board Action:

CMAA requests Board approval to purchase fire extraction equipment in the amount of \$19,900 from Tennessee Fire Equipment & Safety Supplies.

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

Motion Approved.

Other Business

None

Public Comment

None

Closing comments

Chairman Jacobson's stated that October and November were another two months of tremendous growth at the Airport, with another record month for enplanements in October. These are indicators of a great team in place with strong leadership that executes flawlessly. Certainly, excited about the projection of over 550,000 enplanements that should be achieved by the end of this month - another great year of growth. He thanked all those involved in their particular area - the airline partners and other vendors that touched the passengers this year. This record was certainly a great achievement. Chairman Jacobson was also excited about the positive feedback on the TSA pre-check. He received one of the nicest emails he has ever received as the chairman. He again thanked Terry Hart and his team on their continued work. He received praise from Cleveland (TN) Mayor Kevin Brooks and many others on getting TSA Pre-check. He reminded everyone that October 1st of 2020 is the Real ID deadline – and there is a page on the Airport website to help the Airport customers obtain this new form of identification. He finally thanked all of the volunteers at the Airport.

Chairman Jacobson asked for a motion to adjourn. Commissioner Khaleel made the motion, which was seconded by Commissioner Snow.

Motion approved, meeting adjourned.

Minutes approved by:

**Mike Mallen
Secretary CMAA Chairman**

Minutes approved by:

**Daniel R. Jacobson
CMAA Chairman**

**Corporate Secretary:
April Cameron**

**Minutes Recorded by:
Sybil Cline**