



**Tri-Cities Airport Authority Board Meeting
April 24, 2025, at 10:00 a.m.
In the TCAA Boardroom**

**AGENDA
Chair J. Parker Smith**

- 1. CONSIDER: Minutes from the February 27, 2025, TCAA Board Meeting**
- 2. REPORT: Committee Updates**
- 3. REPORT: Capital Improvement Plan – PowerPoint**
- 4. REPORT: Capital Improvement Plan – FY2025-FY2029**
- 5. REPORT: FY2025 Projected Operating Results
FY 2026 Proposed Operating Budget**
- 6. CONSIDER: Ops Truck Purchase – Vendor**
- 7. CONSIDER: Airline Services Pushback Purchase – Vendor**
- 8. CONSIDER: Airline Services GA Towbar Kit Purchase**
- 9. CONSIDER: LT Parking Lot Rehab – Construction Administration – Kimley-Horn**
- 10. CONSIDER: LT Parking Lot Rehab – Construction Contractor – Summers and Taylor**
- 11. CONSIDER: TWY R1 Corporate Hanger Expansion – Construction Administration – Kimley-Horn**
- 12. CONSIDER: TWY R1 Corporate Hanger Expansion – Construction Contractor – Summers and Taylor**
- 13. CONSIDER: Authorization of Officials for Financial Transactions**
- 14. CONSIDER: Extension of Auditing Contract to BCS for FY2025**
- 15. CONSENT**
 - a. GA Box Hanger-Phase 2 – JA Street Change Order 4**
 - b. Annual Items Sold on Gov Deals**
 - c. Long Term/Employee Lot Expansion – Summers and Taylor – Change order 1**
 - d. Taxiway A Extension, TWY C Removal West of RWY 23 and RWY 5 RA Improvements – Summers and Taylor – Change Order 2 and 3**
 - e. Air Carrier Apron Access Control System Replacement–Tele Optics – Change Order # 1**
- 16. STAFF REPORTS:**
 - a. Legal Counsel, Stephen Darden**
 - b. Director of Finance, Rachel Squibb**
 - c. Director of Marketing and Air Service, Trevor Rice**
 - d. Director of Business Development, Mark Canty**
 - e. Chief Operations Officer, David Jones**
 - f. President/CEO, Gene Cossey**

Food Trucks will be on site following the meeting.

**Tri-Cities Airport Authority Board Meeting
February 27, 2025, at 10:00 a.m.
Held in the TCAA Boardroom**

Board Members

Mr. Parker Smith, Chair
Mr. Mark Ireson
Mr. Randall Eads
Mr. Lewis Wexler
Mr. Ken Maness
Mr. Dan Mahoney
Mr. Jeff Bedard
Mr. Ken Huffine
Mr. Todd Hensley
Ms. Kelli Bourgeois
Ms. Cathy Ball

Staff

Gene Cossey
David Jones
Mark Canty
Rachel Squibb
Rebecca O'Quinn
Chris Stipo - Operations
Larry Nunley - Public Safety
Gloria Brookes - Operations
Travis Meade - IT

Others

Stephen Darden - HS&D Attorney
Jeff Riley – Kimley-Horn
Chris McCartt - City of Kingsport
Clay Walker - NETWORKS
Dan Martin - SP Parking
Hank Somers - Aviation Initiative
Elise Taylor - Burke, Powers & Harty
Andrew Powers - Burke, Powers & Harty
Allison Winters - Six Rivers Media
Holly Viers - Six Rivers Media
Mike Lloyd - Tri-City Aviation
Pam Phillips - Tri-City Aviation

We a quorum present, the meeting was called to order at 10:02 a.m., by TCAA Chair Parker Smith.

The board member not in attendance was Richard Venable.

RECOGNITION and ACKNOWLEDGEMENT:

Mr. Dave Jones gave recognition to Ms. Gloria Brookes for her 30 years of service at the Tri-Cities Airport. He also gave recognition to Mr. Larry Nunley for receiving his ACE – Security Certification. Then Mr. Chris Stipo spoke about the Vice President visiting the Tri-Cities airport in January this year. He acknowledged how well the airport did with handling this flight.

Introductions:

Mr. Parker Smith introduced and welcomed our new Board Members, Ms. Cathy Ball and Mr. Jeff Bedard.

CONSIDER: Minutes from December 12, 2024, TCAA Board Meeting

TCAA 02/27/2025 – 1 Upon a motion made by Mr. Randall Eads and seconded by Ms. Cathy Ball, the following was adopted: BE IT RESOLVED the Minutes from December 12, 2024, TCAA Board Meeting was approved as presented.

The motion passed unanimously.

REPORT: Committee Updates

Mr. Mark Ireson gave a brief update of the last Economic Development Committee meeting.

Report: Aerospace Park Spec Hanger RFQ

Mr. Mark Canty presented the request for qualifications to identify developers interested in partnering to design, finance, construct, and lease speculative hanger at Aerospace Park. Mr. Cossey stated that once our staff goes through the respondents then they will be presented at the April or June Board Meeting.

Consider: Aviation New Generation LLC Office Lease

Mr. Mark Canty presented the lease of CC-101 to Aviation New Generation, LLC. This is a 597 square foot space where they will conduct business activities to potentially include flight training, aircraft hangaring, aircraft rental, and/or aircraft sales. According to TCAA's Minimum Standards document, Aviation New Generation, LLC will be required to enter a Special Aviation Services Operator (SASO) agreement with TCAA prior to any of those specific activities taking place at TRI. He then presented the rates, and Mr. Cosey went into more detail about those.

TCAA 02/27/2025 – 3 Upon a motion made by Mr. Ken Maness and seconded by Mr. Dan Mahoney, the following was adopted: BE IT RESOLVED the Aviation New Generation LLC Office Lease was accepted as presented.

The motion passed unanimously.

CONSIDER: Aviation New Generation LLC Ground Lease

Mr. Mark Canty presented the ground lease to Aviation New Generation, LLC. This hanger will accommodate multiple aircraft for the purpose of storage, aircraft rentals, flight training, and other activities under the category of Specialized Aviation Services Operations (SASO). He then presented the rates, and Mr. Cossey went into more detail about those.

TCAA 02/27/2025 – 4 Upon the motion made by Mr. Mark Ireson, and seconded by Mr. Jeff Bedard, the following was adopted: BE IT RESOLVED the Aviation New Generation LLC Ground Lease was accepted as presented.

The motion passed unanimously.

CONSIDER: Updates to TRI Rates and Charges

Mr. Cossey presented to the board the TCAA rates and charges which do not currently contain a fee schedule for aircraft rental, aircraft charter, aircraft maintenance, flight training, aircraft storage, aircraft sales, specialized commercial flying services, and other specialized commercial aviation operations. To make our rates and charges consistent with our Minimum Standards document and with the fees assessed by other airports, Mr. Cossey presented the addition of the SASO fee schedules. In addition, Staff is requesting that the Board approves the President and CEO authority to set rates and charges for business operation involving the FBO, aeronautical land leases, non-aeronautical leases and operation agreements, concession fees, and other revenues through product pricing, lease negotiation, and market evaluation. Staff shall continue to bring leases and operating agreements to the full Board for approval.

Mr. Hensley opened the discussion to the amount of the certified pilot use of aircraft initial rate of 5% & certified pilot regular rate of 10% being revised to 1.5% & 3%. Board members and members of the staff agreed to the revision and motion was made to accept rates and charges model.

TCAA 02/27/2025 – 5 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Randy Eads, the following was adopted: BE IT RESOLVED the Updates to TRI Rates and Charges was accepted as presented.

The motion passed unanimously.

CONSIDER: Airport Liability Insurance Portfolio

Burke, Powers and Harty completed the request for quotes for the annual renewal of the airport liability policies, which are set to be renewed on April 1, 2025.

TCAA 02/27/2025 – 6 Upon a motion made by Ms. Cathy Ball, and seconded by Mr. Ken Huffine, the following was adopted: BE IT RESOLVED the TCAA has approved the Airport Liability Insurance Portfolio as presented.

The motion passed unanimously.

After the vote Randall Eads had to leave and was not present for any following votes.

CONSIDER: Passenger Facility Charge – Application 11

Ms. Rachel Squibb stated that the Tri-Cities Airport Authority has participated in the Federal Aviation Administration's Passenger Facility Charge program since 1997. The program allows airports to collect funds for capital projects and infrastructure projects from airlines at the rate of \$4.50 per passenger enplaned from TCAA. Accordingly, it is time for TCAA to submit Application 11 in order to continue the PFC program. The recommendation is to enter into the proposed consulting service agreement; not to exceed \$41,206 with Ricondo & Associates, Inc. for PFC Application 11.

TCAA 02/27/2025 – 7 Upon a motion made by Mr. Mark Ireson and seconded by Mr. Ken Huffine, the following as adopted: BE IT RESOLVED the Passenger Facility Charge – Application 11 was accepted as presented.

The motion passed unanimously.

After the vote Cathy Ball had to leave and was not present for any following votes.

CONSIDER: Fuel Farm Location & Expansion – Prelim. Engineering Report – Kimley Horn

Mr. Chris Stipo presented that the PER will evaluate the capacity and location of a new fuel farm in Aerospace Park, the expanded capacity needs of the current fuel farm, and the potential for self-fueling of AVGAS fuel. The project will be funded using state aeronautics grant funds in the amount of \$36,620. The recommendation is to authorize the Chairman to execute the Fuel Farm PER contract with Kimley-Horn for \$36,620.

TCAA 02/27/2025 – 8 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Ken Huffine, the following as adopted: BE IT RESOLVED the Fuel Farm Location & Expansion – Prelim. Engineering Report – Kimley Horn was accepted as presented.

The motion passed unanimously.

CONSIDER: Airport Access Control Improvements – Preliminary Engineering Report – Kimly Horn

Mr. Chris Stipo stated that the airport's access control system is over fifteen years old and at the end of its useful life. The system provides critical access control capabilities as required Transportation Security Administration (TSA) Part 1542 mainly related to badging. Kimley-Horn prepared a PER scope of work to review the functionality of the existing access control system, review new features and technologies that could be implemented, review current badging equipment for compatibility and review the necessary upgrades to related fiber and communication systems for \$45,640. The project will be funded using state aeronautics grant funds. The recommendation is to authorize the Chairman to execute the Access Control System PER contract with Kimley-Horn for \$45,640.

TCAA 02/27/2025 – 9 Upon a motion made by Mr. Ken Maness and seconded by Mr. Lewis Wexler, the following as adopted: BE IT RESOLVED the Airport Access Control Improvements – Preliminary Engineering Report – Kimly Horn was accepted as presented.

The motion passed unanimously.

After the vote Kelli Bourgeois had to leave and was not present for any following votes.

CONSIDER: Terminal Administration Office Rehabilitation – Kimley Horn/CRW Design/Bid

Mr. Chris Stipo reported that the airport previously explored improving the administrative offices and boardroom in 2019 but put those improvements on hold due to Covid. Future plans and growth have created the need for additional offices space for administrative staff and a larger boardroom with a proposed floor plan presented at the October board meeting. The project will be funded using state aeronautics grant funds in the amount of \$124,540. The recommendation is to authorize the Chairman to execute the Administration Office Renovations Design/Bid contract with Kimley-Horn for \$124,540.

TCAA 02/27/2025 – 10 Upon a motion made by Mr. Ken Maness and seconded by Mr. Todd Hensley, the following as adopted: BE IT RESOLVED Terminal Administration Office Rehabilitation – Kimley Horn/CRW Design/Bid was accepted as presented.

The motion passed unanimously.

CONSIDER: Annual State/Federal Grant Acceptance

The airport receives State, Federal and other funding grants throughout the year, at various times. This often requires a quick turnaround from the issuing agencies. This is to accept the grants as they become available. All grants will be reviewed by legal counsel prior to Chairman's execution.

TCAA 02/27/2025 – 11 Upon a motion made by Mr. Lewis Wexler and seconded by Mr. Dan Mahoney, the following as adopted: BE IT RESOLVED the Annual State/Federal Grant Acceptance was accepted as presented.

The motion passed unanimously.

CONSIDER: Parking and Revenue Control System (Parcs) – Award Amano McGann, Inc.

Mr. Dave Jones reported that the airport completed the project design, advertised and received five bids for the new Parking Access and Revenue Control System (PARCS). Kimley Horn reviewed the bids, prepared a bid tab cost and qualifications review, consulted airport staff and recommended Amano McGann, Inc. to perform the project work in the amount of \$806,792.40. The project will be funded using State Aeronautics grant funds. The recommendation is to authorize the Chairman to execute the construction contract in the amount of \$806,792.40 with Amano McGann, Inc. for the Airport Public Parking Access and Revenue Control Systems (PARCS) improvement project, pending State grant funding.

TCAA 02/27/2025 – 12 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Mark Ireson, the following as adopted: BE IT RESOLVED the Parking and Revenue Control System (Parcs) – Award Amano McGann, Inc. was accepted as presented.

The motion passed unanimously.

CONSIDER: Parking and Revenue Control System (PARCS) – Award Kimley Horn CA Agreement

Mr. Dave Jones stated that the airport completed the project design, advertised and received five bids for the new Parking Access and Revenue Control System (PARCS). Kimley Horn reviewed the bids, consulted airport staff and recommended Amano McGann, Inc. to perform the project work. Kimley-Horn prepared a construction administration services scope to include coordination of subconsultants, on-site pre-construction and progress meetings, RPR services, equipment/material submittal and construction schedule review, change order processing, final project testing, acceptance approval and close out documentation for \$99,058.00. The project will be funded using State Aeronautics grant funds. The Tri-Cities Airport Authority's Legal Counsel will review the Kimley-Horn and Associates, Inc. contract prior to execution. The recommendation is to authorize the Chairman to execute the construction administration services agreement with Kimley-Horn and Associates, Inc., in the amount of \$99,058, for the Airport Public Parking Access and Revenue Control Systems (PARCS) improvement project, pending State grant funding.

TCAA 02/27/2025 – 13 Upon a motion made by Mr. Ken Manness and seconded by Mr. Ken Huffine, the following as adopted: BE IT RESOLVED the Parking and Revenue Control System (PARCS) – Award Kimley Horn CA Agreement was accepted as presented.

The motion passed unanimously.

CONSIDER: TWY A Bank Slide Rehabilitation – Award Kimley Horn Design/Bid/CA

Mr. Dave Jone stated that the airport's TWY A support bank received an earth slide during the Hurricane Helene weather event, requiring urgent rehabilitation. Kimley-Horn combined both a design-bid and construction administration agreement to include geotechnical subsurface investigation, field survey, design/bid and construction administration services for \$85,630. The FAA ADO was notified and provided guidance with the project's BIL FY25 grant funding. The Tri-Cities Airport Authority's Legal Counsel will review the Kimley-Horn agreement prior to execution. The recommendation is to Authorize the Chairman to execute a design-bid/construction administration services agreement with Kimley-Horn in the amount of \$85,630 for the TWY A Bank Slide Rehabilitation project, pending final FAA grant funding approval.

TCAA 02/27/2025 – 14 Upon a motion made by Mr. Lewis Wexler and seconded by Mr. Mark Ireson, the following as adopted: BE IT RESOLVED TWY A Bank Slide Rehabilitation – Award Kimley Horn Design/Bid/CA was accepted as presented.

The motion passed unanimously.

CONSIDER: Consent Agenda Items

- a. GA Box Hanger – Phase 2 – JA Street Change Order #3
- b. Terminal/GA Landscape/Mowing Services – Award Klean Kut Lawn Care – One Year Contract Extension
- c. ARFF Truck Acquisition – Rosenbauer Change Order # 1, 2, & NTP
- d. Airport Facilities Roofing Project – Eskola – Change Order # 2
- e. Airport Facilities Roofing Project – Atkins Realis – Addendum #1
- f. Airport Runway 5 Approach Surface – TVA Tree Obstruction Mitigation Permit Fee

TCAA 02/27/2025 – 15 Upon the motion made by Ken Maness, and seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the TCAA approved consent item ratifications.

The motion passed unanimously.

STAFF REPORTS:

Legal Counsel, Stephen Darden – He stated he had no update to give to the Board.

Director of Finance, Rachel Squibb – She discussed revenues for the first half of fiscal year 2025 were greater than budgeted amounts by \$315,109 or 7%. Actual expenditures for the first half of fiscal year 2025 were more than budgeted by \$74,092 or 1.5%. The overall net result appears reasonable and in line with statistics for the current year (FY 2025) versus last year (FY 2024).

Director of Marketing and Air Service, Trevor Rice – Mr. Rice was not present, so Mr. Cossey gave the Marketing and Air Service Report. Mr. Cossey spoke about the trend in capacity and traffic through the Tri-Cities Airport. He spoke about how well Kylie Toler, the Marketing and Communications Specialist, has been doing with the growth and success of our social media. Finally, he spoke about the recent community engagements the Marketing Department has coordinated such as the Pol-Air Express Holiday event and the Valentine's Day giveaway.

Director of Business Development, Mark Canty – He briefly discussed how he has been working with New Generation, LLC as previously discussed, on an office lease and a ground lease for hanger construction and how the office and hanger will each potentially be used for activities which fall under the category of Specialized Aviation Services Operations. He also discussed how TRI and NETWORKS Sullivan Partnership will have a tradeshow display at MRO Americas in Atlanta from April 8-10th. Finally, he discussed how he gave a presentation on FTZ to the Bristol, TN IDB on February 24th. Mr. Cossey then added that the Airport will be holding a FTZ Lunch & Learn Meeting scheduled for an undetermined date in April.

Chief Operations Officer, David Jones – He discussed the following with the Board:

FY 2023 CAPITAL PROJECTS

- 1. Airport Master Plan Update Project (Professional Services)**

Project Amount	\$ 1,432,847.00
Estimated Project Percent Completion	70%
- 2. Airport Terminal Public Address System Improvements Project (Design/Bid)**

Project Amount	\$ 141,070.00
Estimated Project Percent Completion	60%

FY 2025 CAPITAL PROJECTS

- 1. Airport - Public Parking Lot Expansion (Construction)**

Project Amount	\$ 1,538,221.00
Estimated Project Percent Completion	5%
- 2. Airport - TWY A Extension, TWY C Removal West of RWY 23 and RWY 5 RSA Improvements (Construction)**

Project Amount	\$ 7,375,279.00
Estimated Project Percent Completion	5%
- 3. Airport – General Aviation Box Hangar – Phase 2 (Construction)**

Project Amount	\$ 2,497,855.00
Estimated Project Percent Completion	85%
- 4. Airport – Rental Car QTA Facility - EV Charger Installation (Construction)**

Project Amount	\$ 106,841.00
Estimated Project Percent Completion	100%

President/CEO, Gene Cossey – Mr. Cossey stated that the Tri-Cities Airport will be holding a Legislative Day as we have done in the past for an undetermined day in March or April 2025. He also stated that we are planning a Board Retreat for the Tri-Cities Airport Board Members for May 2025. Finally, Mr. Cossey stated that they are still actively working with The Bridge to get the predicted new airline services.

The meeting was adjourned at 12:09 p.m.

Respectfully submitted,

Parker Smith, TCAA Chair

Randall Eads, TCAA Secretary/Treasurer

Minutes taken by: Gracie Beach

NOTE: The Minutes are intended to reflect the general account of the events of the meeting and are not a verbatim transcription.

Committee Updates

Verbal Reports

Tri-Cities Airport Authority
April 24, 2024

REPORT:

Capital Projects Review - Power Point Presentation

Submitted by: Chris Stipo
Director of Operations

REPORT:

FY 2025 Capital Project's Budget – Updated

Summary:

The enclosed FY 2025 Capital Improvement Project's Budget has been updated to reflect capital projects approved throughout the fiscal year and project funding allocations planned by the end of the fiscal year. The budget reflects the most recent planning efforts for federal, state and other project funding grants.

The FY 2026 Capital Improvement Project's Budget shows the initial plan for federal, state and other funding grants and anticipated airport capital fund expenditures for the next fiscal year.

As year-end federal, state and other grant opportunities become finalized, it may be necessary to adjust these budgets accordingly. (FY 2027 through FY 2029 are shown for planning purposes only)

Submitted by: David W. Jones
Chief Operating Officer

**FY 2024
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 3, 2025**

DRAFT

Project # FY 2024	Project Description	Project Status	Estimated Total Costs	Entitlements	Federal Funds Discretionary	BIL FY23 & FY24	ATP	USDA	PFC # 10	PFC # 11 Future PFC	State	Airport
Federal Airport Improvement Program												
1	Twy A Extension & Relocation & Twy C Removal West of Rwy 23 (Const.)	Grants	\$ 8,390,040	\$ 2,226,594		\$ 5,324,442			\$ 839,004			
2	Rwy 5 RSA Improvements - Design/Bid/CA/Construction	Combine w/ Twy A										
3	Rwy 5 RSA Improvements Environmental Catex	Combine w/ Twy A										
4	Runway Obstruction Easement Acquisition Approx. 3 Properties - Phase 1	BIL 86										
5	Runway Obstruction Mitigation Approx. 7 Properties - Phase 1	FY25	\$ 1,100,000	\$ 290,000		\$ 700,000				\$ 110,000		
6	Access Control Public Safety Radio Console	Complete	\$ 175,000						\$ 175,000			
7	Access Control - Security Badge Software	Complete	\$ 80,000						\$ 80,000			
8	ARFF Fire Truck Replacement		\$ 1,049,285						\$ 1,049,285			
9	Terminal/Air Carrier Apron Access Control Rehabilitation	Installed/Testing	\$ 125,000							\$ 125,000		
10	Concourse Checkpoint Widening (Design/Bid)	AIP 83 (ATP)	\$ 850,000				\$ 765,000			\$ 85,000		
11	PFC # 10 Application	Complete	\$ 40,000						\$ 40,000			
TOTAL FY 2024 FEDERAL PROJECTS			\$ 11,809,325	\$ 2,516,594	\$ -	\$ 6,024,442	\$ 765,000		\$ 2,183,289	\$ 320,000		
State Funded Projects												
											State 95%	Airport 5%
12	Building Roof Rehab (Bldg. # 600, 200, 610)	Complete	\$ 1,759,541								\$ 1,671,564	\$ 87,977
13	GA Box Hangar (90X166)	Complete	\$ 2,882,659								\$ 2,738,526	\$ 144,133
14	Corporate Hangar Land Development Twy R1 (CATEX)	Complete/Est.	\$ 20,000								\$ 19,000	\$ 1,000
15	PARCS System (Planning/Design)	Design/Bid	\$ 119,062								\$ 113,109	\$ 5,953
16	Passenger Parking LT Expansion and Employee Lot	CA/Const.	\$ 2,996,686					\$ 2,996,686				
TOTAL FY 2024 STATE PROJECTS			\$ 7,777,948					\$ 2,996,686			\$ 4,542,199	\$ 239,063
Airport Funded Projects												
17	Miscellaneous Capitol Expenditure		\$ 300,000									\$300,000
18	New Marketing Airport Website		\$ 125,000									\$125,000
TOTAL FY 2024 AIRPORT PROJECTS			\$ 425,000									\$425,000
FY 2024 TOTALS			\$ 20,012,273	\$ 2,516,594	\$ -	\$ 6,024,442	\$ 765,000	\$ 2,996,686	\$ 2,183,289		\$ 4,542,199	\$ 664,063

FY 2025
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 11, 2025

DRAFT

Project #	FY 2025	Project Description	Project Status	Estimated Total Costs	Entitlements	Federal Funds ATP/Discretionary	BIL	AIG	PFC # 11 Future PFC	State 5%	Airport 5%
<u>Federal Airport Improvement Program</u>											
1		Concourse Checkpoint Widening (Estimated Construction)	Estimate	\$ 7,219,594	\$ 1,577,605	\$ 3,000,000	\$ 1,515,381		\$ 1,126,608		
2		Terminal PA System Replacement (Design/Bid)	Const. Estimate	\$ 750,000					\$ 750,000		
		Runway Obstruction Mitigation Approx. 7 Properties - Phase 1 (FAA Final Appr	Estimate	\$ 1,100,000			\$ 1,045,000		\$ 55,000		
4		Twy A Support Bank Landslide/Twy R Sinkhole	Estimate	\$ 497,265				\$ 447,539	\$ 49,727		
5		Runway Obstruction Easement Acquisition 3 Properties - Phase 2	Grant BIL 86	\$ 128,877			\$ 122,433		\$ 6,444		
		PFC # 11 Application		\$ 41,206					\$ 41,206		
TOTAL FY 2025 FEDERAL PROJECTS				\$ 9,736,942	\$ 1,577,605	\$ 3,000,000	\$ 2,682,814	\$ 447,539	\$ 2,028,984	\$ -	\$ -
<u>State Funded Projects</u>											
6		Maintenance, GSE and Public Safety Equipment Replacement (Amend 1)	In Progress	\$ 532,000						State 95% \$ 505,400	Airport 5% \$ 26,600
7		LT Parking Lot Rehab, Exit Plaza Replacement (Design/Bid/CA/Const.)	Grant Application	\$ 3,605,202						\$ 3,424,942	\$ 180,260
8		Parking Revenue Control System Improvements (Construction)	Grant Application	\$ 998,000						\$ 948,100	\$ 49,900
9		Twy R1 Corporate Hangar Expansion (Design/Bid/CA/Construction)	Bid Amount	\$ 4,953,488						\$ 4,705,814	\$ 247,674
10		Rwy 5/23 Pavement Crack Sealing & Pavement Markings	Estimate	\$ 300,000						\$ 285,000	\$ 15,000
11		Terminal Building Admin. Office Improvements (Mezzanine and Main Level/Des	Grant Application	\$ 124,540						\$ 118,313	\$ 6,227
12		Professional Services	Complete	\$ 98,000						\$ 93,100	\$ 4,900
TOTAL FY 2025 STATE PROJECTS				\$ 10,611,230						\$ 10,080,669	\$ 530,562
<u>Airport Funded Projects</u>											
13		Miscellaneous Capitol Expenditure		\$ 200,000							\$ 200,000
14		Landscaping - Main Entrance Incl. Sign		\$ 190,150							\$ 190,150
15		IT Improvements		\$ 130,000							\$ 130,000
TOTAL FY 2025 AIRPORT PROJECTS				\$ 520,150							\$ 520,150
FY 2025 TOTALS				\$ 20,868,322	\$ 1,577,605	\$ 3,000,000	\$ 2,682,814		\$ 2,028,984	\$ 10,080,669	\$ 1,050,712

**FY 2026
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 10, 2025**

DRAFT

Project #	FY 2026	Project Description	Project Status	Estimated Total Costs	Federal Funds			Future PFC	State	Airport
					Entitlements	BIL				
<u>Federal Airport Improvement Program</u>										
1		Twy B Pvmnt Rehab and Twy Y Reconfiguration Design/Construction	In Progress	\$	3,500,000	\$ 1,585,000	\$ 1,740,000	\$	175,000	
2		Airfield Signage Improvement Project Design/Construction		\$	500,000	\$ 475,000		\$	25,000	
3		Property Acq. - Parcel P8 (14 Acres Rwy 23 RPZ/Per Updated Exh A/ALP)		\$	809,372	\$ 768,903		\$	40,469	
TOTAL FY 2026 FEDERAL PROJECTS				\$	4,000,000	\$ 2,060,000	\$ 1,740,000	\$	200,000	
<u>State Funded Projects</u>										
4		Terminal Building Air Handler Replacement/Old Terminal Transformer Removal	Estimate	\$	1,500,000				State 95%	Airport 5%
5		Term. Bldg Admin Office Improvements (Mezzanine and Main Level/Construction)	Estimate	\$	1,900,000				\$ 1,425,000	\$ 95,000
6		Old Terminal and Bag Claim Roof Replacement Improvements	Estimate	\$	1,500,000				\$ 1,425,000	\$ 75,000
7		GA Ramp Expansion - Per ALP (Environmental)		\$	75,000				\$ 71,250	\$ 3,750
8		Professional Services (PER/Designs/Reports/Environmentals)		\$	200,000				\$ 190,000	\$ 10,000
TOTAL FY 2026 STATE PROJECTS				\$	5,175,000				\$ 4,916,250	\$ 258,750
<u>Airport Funded Projects</u>										
9		Miscellaneous Capitol Expenditure		\$	200,000					\$ 200,000
10		Landscaping Aviation Drive		\$	100,000					\$ 100,000
TOTAL FY 2026 AIRPORT PROJECTS				\$	300,000					\$ 300,000
FY 2026 TOTALS				\$	9,475,000	\$ 2,060,000	\$ 1,740,000	\$ 200,000	\$ 4,916,250	\$ 558,750

FY 2027
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 10, 2025

DRAFT

Project #	FY 2027	Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	BIL	PFC # 10	State 5%	Airport 5%
<u>Federal Airport Improvement Program</u>									
1		GA Ramp Expansion and Pavement Rehab - Phase 1		\$ 2,000,000	\$ 1,900,000			\$ 100,000	
2		Twy A Relocation to Standards & P10/P42 Acquisition Environmental		\$ 250,000	\$ 237,500		\$ 12,500		
3		Gate 4 - Passenger Boarding Bridge		\$ 2,000,000			\$ 2,000,000		
TOTAL FY 2027 FEDERAL PROJECTS				\$ 4,250,000	\$ 2,137,500	\$ -	\$ 2,012,500	\$ 100,000	\$ -
<u>State Funded Projects</u>									
4		Twy R1 Ext./Corporate Hangar & Apron		\$ 3,750,000				State 95% \$ 3,562,500	Airport 5% \$ 187,500
5		Maintenance, GSE and Public Safety Equipment Replacement		\$ 350,000				\$ 332,500	\$ 17,500
7		SRES/Firehall/Terminal Building Rehab (CATEX)		\$ 35,000				\$ 33,250	\$ 1,750
TOTAL FY 2027 STATE PROJECTS				\$ 4,135,000				\$ 3,928,250	\$ 206,750
<u>Airport Funded Projects</u>									
8		Miscellaneous Capitol Expenditure		\$ 200,000					\$ 200,000
9		Landscaping Highway Streetscape		\$ 76,000					\$ 76,000
TOTAL FY 2027 AIRPORT PROJECTS				\$ 276,000					\$ 276,000
FY 2027 TOTALS				\$ 8,661,000	\$ 2,137,500	\$ -	\$ 2,012,500	\$ 4,028,250	\$ 482,750

FY 2028
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 10, 2025

DRAFT

Project #	FY 2028	Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	BIL	Future PFC	State 5%	Airport 5%
<u>Federal Airport Improvement Program</u>									
1		GA Ramp Expansion and Pavement Rehab - Phase 2		\$ 2,000,000	\$1,900,000			\$ 100,000	
2		Property Acq. - Parcel P1 & P2 (2 Acres/Per Updated Exh A)		\$ 1,200,000		\$ 1,140,000			\$ 60,000
3		Old Terminal Building Partial Demolition (Environmental)		\$ 75,000		\$ 71,250			\$ 3,750
TOTAL FY 2028 FEDERAL PROJECTS				\$ 3,275,000	\$ 1,900,000	\$ 1,211,250	\$ -	\$ 100,000	\$ 60,000
<u>State Funded Projects</u>									
4		GA Box Storage Hangar Construction/Incl. Env.		\$ 3,200,000				State 95% \$ 3,040,000	Airport 5% \$ 160,000
5		SRES/Firehall Building Rehab and (Design/Construction)		\$ 1,250,000				\$ 1,187,500	\$ 62,500
6		Professional Services (PER/Designs/Reports/Environmental)		\$ 200,000				\$ 190,000	\$ 10,000
TOTAL FY 2028 STATE PROJECTS				\$ 4,650,000				\$ 4,417,500	\$ 232,500
<u>Airport Funded Projects</u>									
7		Miscellaneous Capitol Expenditure		\$ 200,000					\$ 200,000
8		Landscape Plant Replacement		\$ 20,000					\$ 20,000
TOTAL FY 2028 AIRPORT PROJECTS				\$ 220,000					\$ 220,000
FY 2028 TOTALS				\$ 8,145,000	\$ 1,900,000	\$ 1,211,250		\$ 4,517,500	\$ 512,500

**FY 2029
Proposed Capital Projects Budget
Tri-Cities Airport Authority
April 10, 2025**

DRAFT

Project #	FY 2029	Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	BIL	Future PFC	State 5%	Airport 5%
<u>Federal Airport Improvement Program</u>									
1		Terminal/Concourse Building Improvements - Phase 1 (Const.)	Per AMPU	\$ 4,500,000	\$ 950,000	\$ 2,100,000	\$1,450,000		
2		Old Terminal Building Partial Demolition (Construction)		\$ 2,250,000	\$ 2,137,500		\$ 112,500		
TOTAL FY 2029 FEDERAL PROJECTS				\$ 6,750,000	\$ 3,087,500	\$ 2,100,000	\$1,562,500	\$ -	\$ -
<u>State Funded Projects</u>									
3		Air Carrier Apron Pavement Rehabilitation (Incl. Env.)		\$ 2,500,000				State 95%	Airport 5%
4		Maintenance, GSE and Public Safety Equipment Replacement		\$ 350,000				\$ 2,375,000	\$ 125,000
5		Professional Services		\$ 200,000				\$ 332,500	\$ 17,500
6		Airport Property Building Demolition/Recycle (Bible Camp/Mapleview Farm Barn/Silo/Old Farm House)		\$ 250,000				\$ 190,000	\$ 10,000
TOTAL FY 2029 STATE PROJECTS				\$ 3,050,000				\$ 237,500	\$ 12,500
<u>Airport Funded Projects</u>									
7		Miscellaneous Capitol Expenditure		\$ 200,000					\$ 200,000
8		Landscape Plant Replacement		\$ 20,000					\$ 20,000
TOTAL FY 2029 AIRPORT PROJECTS				\$ 220,000					\$ 220,000
FY 2029 TOTALS				\$ 10,020,000	\$ 3,087,500	\$ 2,100,000	\$1,562,500	\$ 3,135,000	\$ 385,000

REPORT:
Projected FY 2025 Operating Results
And
Proposed FY 2026 Operating Budget

Summary:

The Projected FY2025 operating results are estimated using the most current actual data available currently. We began with actual operating results for the six months ending December 31, 2024, and then forecast the last six months based on an allocated portion of the approved budget for FY2025 along with current data, statistics and trends that have been observed during the fiscal year.

Based on forecasting results, the fiscal year ending June 30, 2025, appears to be another strong year for the TRI. Operating statistics for Passenger Traffic indicate a stable 3% increase in the number of passengers over the same period in the previous year. Rental car trends are favorable this fiscal year as well. The number of on-airport car rentals has increased 12% over the same period in the prior year. Parking trends show an increase of 8% in the number of cars from July through February as compared to the previous year. Also, the significant increase in Parking Revenue was noted, approximately 19% over the same period last year, and can be attributed to an increase in volume, but also there was a rate increase set as of July 1, 2025.

Projected expenditures for fiscal year 2025 were more than budgeted by \$49,391 or 0.6%. Results in the various categories of expenses are mixed. The most significant negative variance, expenses greater than budgeted, was for the Terminal Area. Terminal Area cost center accounts for expenses related to the daily operations of the terminal as well as repairs and maintenance. Within the first 6 months, we have experienced numerous repairs on HVAC system in both the administrative hall and baggage claim area; roof leaks in baggage claim and terminal area; drain line repairs; and significant repairs to the jetway bridge.

The proposed FY 2026 operating budget has been built based upon the most current actual data and comparison to trends with an overall conservative approach. Total Revenues for FY 2026 are budgeted at a moderate 5% increase from the FY 2025 budget. The budget for total expenses increased by 11%. An increase in expenses is due to the addition of new positions (5 full-time / 2 part-time) and cost / pricing increases in the goods and services. The FY2026 proposed operating budget has provided a net operating income of \$102,178.

There are several factors which the staff is monitoring closely that will have an impact on the proposed FY2026 operating budget.

Presentation Note: The agenda items for the Projected FY2025 Operating Results and the Proposed FY2026 Operating Budget are included on the same worksheet. The Projected FY2025 Operating Results are shown on the left side and the Proposed FY2026 Operating Budget are presented on the right side of the worksheet.

Submitted by: Rachel Squibb
Director of Finance

TRI-CITIES AIRPORT AUTHORITY
FY 2026 Proposed Operating Budget
Presented to Tri-Cities Airport Authority April 24, 2025

Exhibit: 1

Projected Year-End FY2025	FY 2025 Budget	\$ Variance from 25 Budget	% Variance from 25 Budget	Description	Proposed Budget FY2026	\$ Variance from 25 Budget	% Variance from 25 Budget	\$ Variance from Projected FY2025	% Variance from Projected FY2025
\$776,254	\$766,600	\$9,654	1.3%	Airline Landing Fees	\$736,900	(\$29,700)	-3.9%	(\$39,354)	-5.1%
1,781,324	1,797,200	(15,876)	-0.9%	Airline Rents	2,016,900	219,700	12.2%	235,576	13.2%
\$2,557,578	\$2,563,800	(\$6,222)	-0.2%	TOTAL AIRLINE REVENUE	\$2,753,800	\$190,000	7.4%	\$196,222	7.7%
\$1,162,672	\$1,143,500	\$19,172	1.7%	General Aviation	\$1,150,950	\$7,450	0.7%	(\$11,722)	-1.0%
102,447	108,600	(6,153)	-5.7%	Air Cargo	107,500	(1,100)	-1.0%	5,053	4.9%
3,122,318	2,924,500	197,818	6.8%	Parking Revenue	3,134,000	209,500	7.2%	11,682	0.4%
1,832,862	1,743,700	89,162	5.1%	Rental Car Revenue	1,854,700	111,000	6.4%	21,838	1.2%
257,462	249,700	7,762	3.1%	Terminal Concessions	251,500	1,800	0.7%	(5,962)	-2.3%
91,953	112,500	(20,547)	-18.3%	Terminal Space Rents	112,200	(300)	-0.3%	20,247	22.0%
391,617	357,500	34,117	9.5%	Other Revenues	365,800	8,300	2.3%	(25,817)	-6.6%
\$6,961,331	\$6,640,000	\$321,331	4.8%	TOTAL NON-AIRLINE REVENUE	\$6,976,650	\$336,650	5.1%	\$15,319	0.2%
\$9,518,909	\$9,203,800	\$315,109	3.4%	TOTAL REVENUE	\$9,730,450	\$526,650	5.7%	\$211,541	2.2%
\$297,800	\$245,500	\$52,300	21.3%	Aviation Area Expenses	\$279,500	\$34,000	13.8%	(\$18,300)	-6.1%
70,262	59,000	11,262	19.1%	Aviation Properties Expense	73,000	14,000	23.7%	2,738	3.9%
984,625	884,100	100,525	11.4%	Terminal Area	999,500	115,400	13.1%	14,875	1.5%
27,015	31,000	(3,985)	-12.9%	Air Cargo Center	31,000	0	0.0%	3,985	14.8%
116,940	114,600	2,340	2.0%	Other Properties	123,000	8,400	7.3%	6,060	5.2%
-	-	-	0.0%	Fixed Base Operation	80,000	80,000	0.0%	80,000	0.0%
1,521,553	1,542,000	(20,447)	-1.3%	Public Safety	1,569,500	27,500	1.8%	47,947	3.2%
890,163	908,800	(18,637)	-2.1%	Maintenance Department	973,500	64,700	7.1%	83,337	9.4%
670,409	719,200	(48,791)	-6.8%	Building Services Department	788,600	69,400	9.6%	118,191	17.6%
2,008,696	1,975,600	33,096	1.7%	Administrative Department	2,345,822	370,222	18.7%	337,126	16.8%
974,890	934,600	40,290	4.3%	Marketing Department	961,300	26,700	2.9%	(13,590)	-1.4%
175,745	182,500	(6,755)	-3.7%	Trade Development	186,250	3,750	2.1%	10,505	6.0%
185,308	196,600	(11,292)	-5.7%	Ground Handling Services	330,000	133,400	67.9%	144,692	78.1%
131,897	184,000	(52,103)	-28.3%	Customer Experience	173,800	(10,200)	-5.5%	41,903	31.8%
170,405	181,000	(10,595)	-5.9%	Airport Business Development	181,000	0	0.0%	10,595	6.2%
498,083	515,900	(17,817)	-3.5%	Public Parking	532,500	16,600	3.2%	34,417	6.9%
\$8,723,791	\$8,674,400	\$49,391	0.6%	TOTAL EXPENSES	\$9,628,272	\$953,872	11.0%	\$904,481	10.4%
\$795,118	\$529,400	\$265,718	-50.2%	NET OPERATING INCOME	\$102,178	(\$427,222)	80.7%	(\$692,940)	87.1%

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority April 24, 2025

AIRLINE REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
51010-201	Landing Fees: Delta Connection	304,880	292,600	(12,280)	-4%	306,400	13,800	5%
51025-201	Landing Fees: American Airlines	409,297	401,100	(8,197)	-2%	370,500	(30,600)	-8%
51040-201	Landing Fees: Allegiant Airlines	62,077	72,900	10,823	15%	60,000	(12,900)	-18%
	TOTAL AIRLINE LANDING FEES	776,254	766,600	(9,654)	-1%	736,900	(29,700)	-4%
51507-202	Floor Space: American Airlines	132,681	132,700	19	0%	132,700	-	0%
51515-202	Floor Space: Delta Connection	159,426	159,400	(26)	0%	159,400	-	0%
51518-202	Joint Use Space	7,934	9,800	1,866	19%	8,000	(1,800)	-18%
51519-202	Terminal Apron Charge	59,053	68,300	9,247	14%	48,000	(20,300)	-30%
51525-202	Terminal Space Area Use	585,780	591,000	5,220	1%	816,300	225,300	38%
51526-202	Ground Equipment Storage	2,722	2,800	78	3%	2,750	(50)	-2%
51530-202	Jetway Use Fee	60,876	60,300	(576)	-1%	60,300	-	0%
51535-202	PSO Security Reimbursement	771,000	771,000	-	0%	784,750	13,750	2%
51546-202	Janitorial & Trash Reimbursement	1,852	1,900	48	3%	4,700	2,800	147%
	TOTAL AIRLINE RENTS	1,781,324	1,797,200	15,876	1%	2,016,900	219,700	12%
	TOTAL AIRLINE REVENUE	2,557,578	2,563,800	6,222	0%	2,753,800	190,000	7%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority April 24, 2025

GEN. AVIATION REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
52005-203	Charters - Landing Fees	8,497	14,000	5,503	39%	6,400	(7,600)	-54%
52007-203	Charters - Terminal Facilities Fees	8,162	13,000	4,838	37%	8,000	(5,000)	-38%
52020-203	FBO - Minimum Annual Operating Fee	347,248	348,550	1,302	0%	356,300	7,750	2%
52030-203	FBO - 3% Gross Revenue Fee	210,633	197,400	(13,233)	-7%	200,000	2,600	1%
52070-203	FBO - Fuel Flowage Fees	98,645	87,850	(10,795)	-12%	95,000	7,150	8%
52072-203	FBO - Utility Reimbursement	9,834	9,600	(234)	-2%	9,800	200	2%
52075-203	Flying Service - Rents	5,442	5,450	8	0%	5,450	-	0%
52076-203	Flying Service - Utility Reimb	2,232	2,550	318	12%	2,500	(50)	-2%
52080-203	Speciality Service Operations	143,389	144,200	811	1%	144,000	(200)	0%
52110-203	Corporate Hangar, Land & Access	292,705	290,000	(2,705)	-1%	290,000	-	0%
52160-203	Corporate Fuel Fees	32,421	27,000	(5,421)	-20%	30,000	3,000	11%
52165-203	GA - Self-Fueling	3,464	3,900	436	11%	3,500	(400)	-10%
TOTAL GEN. AVIATION REVENUE		1,162,672	1,143,500	(19,172)	-2%	1,150,950	7,450	1%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
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AIR CARGO REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
52510-204	Cargo: Landing Fees	3,626	3,500	(126)	-4%	4,000	500	14%
52540-204	Cargo: Cargo Center - Terminal Space	86,235	88,500	2,265	3%	90,000	1,500	2%
52543-204	Cargo: Services Reimbursements	7,514	10,000	2,486	25%	7,500	(2,500)	-25%
52544-204	Cargo: Cargo Center - Utility Reimb	5,072	6,600	1,528	23%	6,000	(600)	-9%
TOTAL AIR CARGO REVENUE		102,447	108,600	6,153	6%	107,500	(1,100)	-1%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
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PARKING REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
53150-205	Parking: Long-Term	2,352,346	2,158,200	(194,146)	-9%	2,313,000	154,800	7%
53151-205	Parking: Short-Term	746,134	742,600	(3,534)	0%	796,000	53,400	7%
53154-205	Parking: Other Revenue	23,838	23,700	(138)	-1%	25,000	1,300	5%
TOTAL PARKING REVENUE		<u>3,122,318</u>	<u>2,924,500</u>	<u>(197,818)</u>	<u>-7%</u>	<u>3,134,000</u>	<u>209,500</u>	<u>7%</u>

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
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RENTAL CAR REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
53605-206	RAC: Floor Space Rents	62,552	62,200	(352)	-1%	62,200	-	0%
53610-206	RAC: Commissions	1,550,219	1,500,000	(50,219)	-3%	1,590,000	90,000	6%
53620-206	RAC: Service Facility	104,976	101,500	(3,476)	-3%	102,500	1,000	1%
53623-206	RAC: RAC - Utility Reimbursement	37,615	40,000	2,385	6%	40,000	-	0%
53627-206	RAC: Service Facility - Maint CFC Reimb	77,500	40,000	(37,500)	-94%	60,000	20,000	50%
	TOTAL RENTAL CAR REVENUE	1,832,862	1,743,700	(89,162)	-5%	1,854,700	111,000	6%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
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TERMINAL CONCESSIONS and SPACE RENTS

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
54100-207	Terminal: Advertising	68,090	68,000	(90)	0%	68,000	-	0%
54106-207	Terminal: Restaurant & Gift Shop	177,293	169,700	(7,593)	-4%	172,500	2,800	2%
54107-207	Terminal: Tailwinds - Util Reimbursement	11,081	10,000	(1,081)	-11%	10,000	-	0%
54125-207	Terminal: Miscellaneous Revenue	998	2,000	1,002	50%	1,000	(1,000)	-50%
	TOTAL TERMINAL CONCESSIONS	257,462	249,700	(7,762)	-3%	251,500	1,800	1%
54290-208	Terminal Rents: Office Space	79,980	100,300	20,320	20%	100,300	-	0%
54360-208	Terminal Rents: Utility Reimbursement	8,809	8,700	(109)	-1%	8,700	-	0%
54410-208	Terminal Rents: Janitorial & Trash Reimbursement	2,452	2,800	348	12%	2,500	(300)	-11%
54520-208	Terminal Rents: PA System	712	700	(12)	-2%	700	-	0%
	TOTAL TERMINAL SPACE RENTS	91,953	112,500	20,547	18%	112,200	(300)	0%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

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OTHER REVENUE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
51550-202	Ground Handling Services	113,957	120,800	6,843	6%	114,000	(6,800)	-6%
52008-203	Charters - Ground Handling	12,577	20,800	8,223	40%	12,500	(8,300)	-40%
55210-209	Other Properties: Ground Leases-Farm Land	4,605	6,200	1,595	26%	5,000	(1,200)	-19%
55300-209	Other Properties: Other Leases	34,697	34,600	(97)	0%	34,700	100	0%
55302-209	Other Properties: Utility Reimb	6,503	5,400	(1,103)	-20%	6,000	600	11%
55421-209	Other: Salary Supplements	11,200	9,600	(1,600)	-17%	9,600	-	0%
55432-000	Other: FTZ Contributions	126,610	124,100	(2,510)	-2%	125,000	900	1%
55435-209	Other: Ice Revenue	10,254	9,000	(1,254)	-14%	9,000	-	0%
55440-209	Other: ID's & Fingerprinting Revenue	19,595	9,000	(10,595)	-118%	19,000	10,000	111%
55445-209	Other: Gasoline Sales	11,632	9,000	(2,632)	-29%	9,000	-	0%
55450-209	Other: Miscellaneous Billings	20,460	9,000	(11,460)	-127%	9,000	-	0%
55500-210	Aerospace Park - Ground Revenue	6,327	-	(6,327)	0%	13,000	13,000	0%
93106-000	Contributions from Tailwinds	13,200	-	(13,200)	0%	-	-	0%
TOTAL OTHER REVENUE		391,617	357,500	(34,117)	-10%	365,800	8,300	2%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

TRI-CITIES AIRPORT AUTHORITY
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AVIATION AREA EXPENSES

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
60010-301	Aviation - Utilities	14,707.00	15,000.00	293.00	2%	15,000.00	-	0%
60070-301	Aviation - Power Vault Diesel	11,537.00	9,000.00	(2,537.00)	-28%	12,000.00	3,000.00	33%
60080-301	Aviation - Power Vault Repairs	1,046.00	2,000.00	954.00	48%	2,000.00	-	0%
60110-301	Aviation - Runways/Taxiways/Field	101,216.00	75,000.00	(26,216.00)	-35%	100,000.00	25,000.00	33%
60400-301	Aviation - Ramps and Aprons	28,856.00	30,000.00	1,144.00	4%	30,000.00	-	0%
60500-301	Aviation - Fence & Gate Repair	8,395.00	5,000.00	(3,395.00)	-68%	8,000.00	3,000.00	60%
60520-301	Aviation - Electrical Maintenance	51,383.00	12,000.00	(39,383.00)	-328%	40,000.00	28,000.00	233%
60560-301	Aviation - Snow & Ice Control	28,155.00	35,000.00	6,845.00	20%	33,000.00	(2,000.00)	-6%
60570-301	Aviation - Wildlife Control	4,510.00	8,000.00	3,490.00	44%	6,000.00	(2,000.00)	-25%
60630-301	Aviation - Equipment Rental	8,349.00	7,000.00	(1,349.00)	-19%	7,000.00	-	0%
60650-301	Aviation - Fuel Farm Maintenance	11,490.00	9,500.00	(1,990.00)	-21%	10,500.00	1,000.00	11%
60655-301	Aviation - Contract Mowing	12,549.00	24,000.00	11,451.00	48%	2,000.00	(22,000.00)	-92%
60700-301	Aviation - Environmental Compliance	4,448.00	6,000.00	1,552.00	26%	6,000.00	-	0%
60705-301	Aviation-Part 139 Field Reporting	11,159.00	8,000.00	(3,159.00)	-39%	8,000.00	-	0%
	TOTAL AIRFIELD AREA EXPENSE	297,800.00	245,500.00	(52,300.00)	-21%	279,500.00	34,000.00	14%
60030-301	Aviation - Domed Hangar/Offices	7,927.00	8,000.00	73.00	1%	8,000.00	-	0%
60040-301	Aviation - Tri-City Aviation, Inc.	45,003.00	25,000.00	(20,003.00)	-80%	45,000.00	20,000.00	80%
60045-301	Aviation - Corporate Hangar Maint	11,467.00	7,000.00	(4,467.00)	-64%	10,000.00	3,000.00	43%
60050-301	Aviation - Wysong	5,865.00	15,000.00	9,135.00	61%	10,000.00	(5,000.00)	-33%
62210-303	Other: New S. Aviation Hangar - Utilities	-	4,000.00	4,000.00	100%	-	(4,000.00)	-100%
	TOTAL AVIATION PROPERTIES EXPENSE	70,262.00	59,000.00	(11,262.00)	-19%	73,000.00	14,000.00	24%

Note: Fiscal Year, "FY 2026", is from July 1, 2025 to June 30, 2026.

Note: Fiscal Year, "FY 2025", is from July 1, 2024 to June 30, 2025.

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TERMINAL AREA EXPENSES

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
61010-302	Terminal - Electricity - BTES	298,865.00	300,000.00	(1,135.00)	0%	300,000.00	-	0%
61020-302	Terminal - Heating Fuel	22,665.00	25,000.00	(2,335.00)	-9%	25,000.00	-	0%
61030-302	Terminal - Water & Sewer	40,384.00	45,000.00	(4,616.00)	-10%	45,000.00	-	0%
61035-302	Terminal - Landscape Water	4,786.00	5,000.00	(214.00)	-4%	5,000.00	-	0%
61040-302	Terminal - Telephone & Internet	16,209.00	14,200.00	2,009.00	14%	18,000.00	3,800.00	27%
61050-302	Terminal - Electrical Maintenance	12,420.00	15,000.00	(2,580.00)	-17%	15,000.00	-	0%
61055-302	Terminal - HVAC Maintenance	58,993.00	30,500.00	28,493.00	93%	50,000.00	19,500.00	64%
61057-302	Terminal - Building Repairs	71,170.00	55,000.00	16,170.00	29%	75,000.00	20,000.00	36%
61060-302	Terminal - Plumbing	41,802.00	22,500.00	19,302.00	86%	40,000.00	17,500.00	78%
61065-302	Terminal - Landscape Service	59,729.00	46,000.00	13,729.00	30%	55,000.00	9,000.00	20%
61070-302	Terminal - Equipment/Furnishing Mtn	4,620.00	8,500.00	(3,880.00)	-46%	7,000.00	(1,500.00)	-18%
61075-302	Terminal - Roadway, Parking Lot	17,305.00	24,500.00	(7,195.00)	-29%	24,500.00	-	0%
61080-302	Terminal - Contract Mowing	43,007.00	38,000.00	5,007.00	13%	40,000.00	2,000.00	5%
61081-302	Terminal - Lawn Treatment	-	-	-	0%	-	-	0%
61570-302	Terminal - Contract (Elevator)	48,353.00	45,000.00	3,353.00	7%	50,000.00	5,000.00	11%
61580-302	Terminal - Contract (Trash Service)	40,180.00	35,000.00	5,180.00	15%	40,000.00	5,000.00	14%
61610-302	Terminal - Other Contracts	38,426.00	45,000.00	(6,574.00)	-15%	45,000.00	-	0%
61960-302	Terminal - Jetway Maintenance	101,561.00	78,500.00	23,061.00	29%	100,000.00	21,500.00	27%
61970-302	Terminal - IT Equipment & Services	49,959.00	36,400.00	13,559.00	37%	50,000.00	13,600.00	37%
61980-302	Terminal - FIDS System	14,191.00	15,000.00	(809.00)	-5%	15,000.00	-	0%
61991-302	Terminal - Landscape Irrigation	-	-	-	0%	-	-	0%
TOTAL TERMINAL AREA EXPENSE		984,625.00	884,100.00	100,525.00	11%	999,500.00	115,400.00	13%

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AIR CARGO EXPENSE

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
62560-303	Air Cargo Center: Utilities	11,813.00	12,000.00	(187.00)	-2%	12,000.00	-	0%
62562-303	Air Cargo Center: Heating Fuel	238.00	1,000.00	(762.00)	-76%	1,000.00	-	0%
62565-303	Air Cargo Center: HVAC Maintenance	850.00	3,000.00	(2,150.00)	-72%	3,000.00	-	0%
62566-303	Air Cargo Center: Building Repairs	14,114.00	15,000.00	(886.00)	-6%	15,000.00	-	0%
	TOTAL AIR CARGO EXPENSE	<u>27,015.00</u>	<u>31,000.00</u>	<u>(3,985.00)</u>	<u>-13%</u>	<u>31,000.00</u>	<u>-</u>	<u>0%</u>

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OTHER PROPERTIES

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
62556-303	Other Prop: Non-Aviation Land	1,178.00	2,000.00	(822.00)	2,000.00	-	0%
62555-303	Other Prop: Other Buildings	6,021.00	7,500.00	(1,479.00)	7,000.00	(500.00)	-7%
62557-303	RAC Service Facility Utilities	35,615.00	40,000.00	(4,385.00)	40,000.00	-	0%
62558-303	RAC Service Facility Maint	52,891.00	40,000.00	12,891.00	50,000.00	10,000.00	25%
62010-303	Hamilton Road Garages - Utilities	5,903.00	4,000.00	1,903.00	6,000.00	2,000.00	50%
62580-303	Other Expense: Ice Expense	4,164.00	3,100.00	1,064.00	5,000.00	1,900.00	61%
62581-303	Other Expense: Airline GSE Gasoline	11,168.00	18,000.00	(6,832.00)	13,000.00	(5,000.00)	-28%
	TOTAL OTHER PROPERTIES EXP.	116,940.00	114,600.00	2,340.00	123,000.00	8,400.00	7%

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PUBLIC SAFETY EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
63040-304 Safety - Fire Hall Expense	11,448.00	12,000.00	(552.00)	-5%	12,000.00	-	0%
63041-304 Safety - Fire Hall Heating Fuel	3,154.00	4,000.00	(846.00)	-21%	4,000.00	-	0%
63100-304 Safety - Equipment/Furniture/Fixtures	3,335.00	4,000.00	(665.00)	-17%	4,000.00	-	0%
63210-304 Safety - Equipment Maintenance	49,005.00	30,000.00	19,005.00	63%	49,000.00	19,000.00	63%
63420-304 Safety - Vehicle Fuel	22,624.00	30,000.00	(7,376.00)	-25%	25,000.00	(5,000.00)	-17%
63550-304 Safety - Training	46,430.00	34,000.00	12,430.00	37%	45,000.00	11,000.00	32%
63600-304 Safety - Uniforms	18,654.00	23,000.00	(4,346.00)	-19%	19,500.00	(3,500.00)	-15%
63650-304 Safety - Dues & Subscriptions	12,602.00	8,500.00	4,102.00	48%	12,500.00	4,000.00	47%
63670-304 Safety - Office Supplies	3,112.00	5,000.00	(1,888.00)	-38%	5,000.00	-	0%
63700-304 Safety - General Expense	1,810.00	2,500.00	(690.00)	-28%	2,500.00	-	0%
63730-304 Safety - Telephone & Internet	3,390.00	2,000.00	1,390.00	70%	3,500.00	1,500.00	75%
63740-304 Safety - Radios/Communications	2,477.00	5,000.00	(2,523.00)	-50%	5,000.00	-	0%
63760-304 Safety - Medical & Psy Testing	2,318.00	2,500.00	(182.00)	-7%	2,500.00	-	0%
63800-304 Safety - Medical Supplies	1,476.00	2,500.00	(1,024.00)	-41%	2,000.00	(500.00)	-20%
63910-304 Safety - ID's & Fingerprinting	10,382.00	10,000.00	382.00	4%	10,000.00	-	0%
63915-304 Safety - Security Parking	396.00	800.00	(404.00)	-51%	500.00	(300.00)	-38%
63985-304 Safety - Access Control	32,425.00	30,000.00	2,425.00	8%	30,000.00	-	0%
63986-304 Safety-Worker's Comp Insurance	13,951.00	12,600.00	1,351.00	11%	15,000.00	2,400.00	19%
63988-304 Safety - Overtime	44,213.00	35,000.00	9,213.00	26%	45,000.00	10,000.00	29%
63989-304 Safety - Part-Time Salaries	38,400.00	42,100.00	(3,700.00)	-9%	39,000.00	(3,100.00)	-7%
63990-304 Safety - Full-Time Salaries	796,322.00	821,500.00	(25,178.00)	-3%	815,000.00	(6,500.00)	-1%
63991-304 Safety - FICA Expense	67,215.00	69,500.00	(2,285.00)	-3%	69,500.00	-	0%
63992-304 Safety - Retirement Expense	84,622.00	106,200.00	(21,578.00)	-20%	100,000.00	(6,200.00)	-6%
63994-304 Safety - General Personnel	20,429.00	13,400.00	7,029.00	52%	14,000.00	600.00	4%
63995-304 Safety - Group Insurance	231,363.00	235,900.00	(4,537.00)	-2%	240,000.00	4,100.00	2%
TOTAL PUBLIC SAFETY EXPENSE	1,521,553.00	1,542,000.00	(20,447.00)	(0.19)	1,569,500.00	27,500.00	2%

Footnote: 50% of Public Safety Budget reimbursed by Airlines

784,750.00

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MAINTENANCE EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
64020-305 Maintenance - Utilities	9,495.00	10,000.00	505.00	5%	10,000.00	-	0%
64030-305 Maintenance - Telephone	1,739.00	1,500.00	(239.00)	-16%	1,800.00	300.00	20%
64050-305 Maintenance - Heating Fuel	2,371.00	3,000.00	629.00	21%	3,000.00	-	0%
64120-305 Maintenance - Building Repair	23,085.00	12,000.00	(11,085.00)	-92%	22,000.00	10,000.00	83%
64150-305 Maintenance - Equipment Mtn	61,970.00	60,000.00	(1,970.00)	-3%	60,000.00	-	0%
64610-305 Maintenance - Vehicle Fuel & Oil	20,480.00	25,000.00	4,520.00	18%	25,000.00	-	0%
64650-305 Maintenance - Tools & Hardware	12,878.00	12,000.00	(878.00)	-7%	12,000.00	-	0%
64700-305 Maintenance - Training	12,031.00	8,500.00	(3,531.00)	-42%	10,000.00	1,500.00	18%
64750-305 Maintenance - Uniforms	12,856.00	10,000.00	(2,856.00)	-29%	10,000.00	-	0%
64800-305 Maintenance - General Expense	11,793.00	10,000.00	(1,793.00)	-18%	10,000.00	-	0%
64900-305 Maintenance - Salaries	455,383.00	465,700.00	10,317.00	2%	490,000.00	24,300.00	5%
64901-305 Maintenance - FICA Expense	36,406.00	38,300.00	1,894.00	5%	41,000.00	2,700.00	7%
64902-305 Maintenance - Retirement Expense	50,079.00	58,800.00	8,721.00	15%	62,000.00	3,200.00	5%
64903-305 Maintenance - Overtime	25,383.00	30,000.00	4,617.00	15%	30,000.00	-	0%
64904-305 Maintenance - Group Insurance	146,918.00	158,600.00	11,682.00	7%	180,700.00	22,100.00	14%
64907-305 Maintenance - General Personnel	7,296.00	5,400.00	(1,896.00)	-35%	6,000.00	600.00	11%
TOTAL MAINTENANCE EXPENSE	890,163.00	908,800.00	18,637.00	2%	973,500.00	64,700.00	7%

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BUILDING SERVICES EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
65100-306 Janitorial - Supplies	54,819.00	65,000.00	10,181.00	16%	65,000.00	-	0%
65105-306 Janitorial - Equipment Purchases	5,331.00	7,000.00	1,669.00	24%	7,000.00	-	0%
65110-306 Janitorial - Furniture & Fixtures	854.00	1,700.00	846.00	50%	1,700.00	-	0%
65115-306 Janitorial - Equipment Mtn	2,149.00	4,000.00	1,851.00	46%	4,000.00	-	0%
65120-306 Janitorial - Uniforms	9,855.00	9,000.00	(855.00)	-10%	10,000.00	1,000.00	11%
65125-306 Janitorial - General Expense	3,092.00	2,500.00	(592.00)	-24%	3,000.00	500.00	20%
65130-306 Janitorial - Snow Removal	252.00	500.00	248.00	50%	500.00	-	0%
65200-306 Janitorial - Salaries	367,168.00	388,200.00	21,032.00	5%	440,500.00	52,300.00	13%
65205-306 Janitorial - Overtime	17,191.00	15,000.00	(2,191.00)	-15%	20,000.00	5,000.00	33%
65210-306 Janitorial - FICA Expense	29,062.00	31,100.00	2,038.00	7%	34,000.00	2,900.00	9%
65220-306 Janitorial - Retirement Expense	37,815.00	44,200.00	6,385.00	14%	50,500.00	6,300.00	14%
65230-306 Janitorial - Group Insurance	136,175.00	144,900.00	8,725.00	6%	144,900.00	-	0%
65237-306 Janitorial - General Personnel	5,531.00	4,100.00	(1,431.00)	-35%	5,500.00	1,400.00	34%
65238-306 Janitorial - Training	1,115.00	2,000.00	885.00	44%	2,000.00	-	0%
TOTAL BUILDING SERVICES EXPENSE	670,409.00	719,200.00	48,791.00	7%	788,600.00	69,400.00	10%

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ADMINISTRATIVE DEPARTMENT EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
66010-307 Admin - Auditing	85,595.00	62,000.00	(23,595.00)	-38%	62,000.00	-	0%
66030-307 Admin - Legal	26,247.00	30,000.00	3,753.00	13%	30,000.00	-	0%
66060-307 Admin - Insurance & Bonding	288,425.00	305,700.00	17,275.00	6%	300,000.00	(5,700.00)	-2%
66210-307 Admin - Dues & Subscriptions	44,333.00	30,000.00	(14,333.00)	-48%	45,000.00	15,000.00	50%
66260-307 Admin - Consulting Services	30,951.00	36,500.00	5,549.00	15%	36,000.00	(500.00)	-1%
66300-307 Admin - Engineering Services	30,776.00	15,000.00	(15,776.00)	-105%	30,000.00	15,000.00	100%
66550-307 Admin - Furniture & Fixtures	12,792.00	3,000.00	(9,792.00)	-326%	10,000.00	7,000.00	233%
66560-307 Admin - Office Equipment	8,578.00	2,000.00	(6,578.00)	-329%	9,000.00	7,000.00	350%
66570-307 Admin - Office Supplies	10,296.00	12,000.00	1,704.00	14%	10,000.00	(2,000.00)	-17%
66660-307 Admin - Telephone & Internet	25,789.00	28,700.00	2,911.00	10%	26,500.00	(2,200.00)	-8%
66750-307 Admin - Office Equipment Maintenance	6,733.00	7,000.00	267.00	4%	37,000.00	30,000.00	429%
66850-307 Admin - General Administrative	32,027.00	25,000.00	(7,027.00)	-28%	30,000.00	5,000.00	20%
66861-307 Admin - Education & Training	5,383.00	4,000.00	(1,383.00)	-35%	5,000.00	1,000.00	25%
66940-307 Admin - Seminars & Conferences	31,307.00	30,000.00	(1,307.00)	-4%	32,000.00	2,000.00	7%
66970-307 Admin - Postage & Shipping	1,387.00	1,500.00	113.00	8%	1,500.00	-	0%
66990-307 Admin - Salaries	1,027,975.00	1,066,800.00	38,825.00	4%	1,242,822.00	176,022.00	17%
66991-307 Admin - FICA Expense	73,327.00	77,900.00	4,573.00	6%	94,000.00	16,100.00	21%
66992-307 Admin - Retirement Expense	100,844.00	105,900.00	5,056.00	5%	140,000.00	34,100.00	32%
66994-307 Admin - Group Insurance	129,989.00	133,600.00	3,611.00	3%	200,000.00	66,400.00	50%
66996-307 Admin - General Personnel	56,327.00	24,000.00	(32,327.00)	-135%	30,000.00	6,000.00	25%
67001-307 Admin - Capitalized Salaries (Projects)	(20,385.00)	(25,000.00)	(4,615.00)	18%	(25,000.00)	-	0%
TOTAL ADMINISTRATIVE EXP.	2,008,696.00	1,975,600.00	(33,096.00)	(9.44)	2,345,822.00	370,222.00	19%

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MARKETING & AIR SERVICE DEV EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
67215-308 Marketing - Advertising	9,821.00	15,000.00	5,179.00	35%	15,000.00	-	0%
67225-308 Mkt - Website, Programs & Materials	42,201.00	36,000.00	(6,201.00)	-17%	40,000.00	4,000.00	11%
67244-308 Marketing - Community Relations	29,536.00	30,000.00	464.00	2%	30,000.00	-	0%
SUB-TOTAL AIRPORT & COMMUNITY RELATIONS	81,558.00	81,000.00	(558.00)	-1%	85,000.00	4,000.00	5%
67291-308 Marketing - Research & Development	24,865.00	35,000.00	10,135.00	29%	30,000.00	(5,000.00)	-14%
67292-308 Marketing - Consulting Services	133,490.00	130,000.00	(3,490.00)	-3%	130,000.00	-	0%
67293-308 Marketing - Airline Relations	30,308.00	38,000.00	7,692.00	20%	35,000.00	(3,000.00)	-8%
67294-308 Marketing - Marketing Initiative	442,866.00	399,000.00	(43,866.00)	-11%	420,000.00	21,000.00	5%
SUB-TOTAL AIR SERVICE DEVELOPMENT	631,529.00	602,000.00	(29,529.00)	-5%	615,000.00	13,000.00	2%
67262-308 Marketing - Travel	41,825.00	42,000.00	175.00	0%	42,000.00	-	0%
67264-308 Marketing - Auto & Fuel	1,131.00	1,800.00	669.00	37%	1,800.00	-	0%
67272-308 Marketing - Professional Affiliations	2,308.00	2,800.00	492.00	18%	2,800.00	-	0%
67285-308 Marketing - Supplies & Misc	3,792.00	4,000.00	208.00	5%	4,000.00	-	0%
67287-308 Mkt - Phones & Data Communications	2,602.00	2,300.00	(302.00)	-13%	2,600.00	300.00	13%
67900-308 Marketing - Salaries	152,504.00	148,700.00	(3,804.00)	-3%	151,000.00	2,300.00	2%
67901-308 Marketing - FICA Expense	12,209.00	11,500.00	(709.00)	-6%	12,000.00	500.00	4%
67903-308 Marketing - Retirement Expense	13,249.00	14,700.00	1,451.00	10%	15,000.00	300.00	2%
67905-308 Marketing - Group Insurance	22,796.00	21,900.00	(896.00)	-4%	28,100.00	6,200.00	28%
67911-308 Marketing - General Personnel	9,387.00	1,900.00	(7,487.00)	-394%	2,000.00	100.00	5%
SUB-TOTAL MARKETING SUPPORT	261,803.00	251,600.00	(10,203.00)	-4%	261,300.00	9,700.00	4%
TOTAL MARKETING & AIR SERVICE	974,890.00	934,600.00	(40,290.00)	-4%	961,300.00	26,700.00	3%

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TRADE DEVELOPMENT EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
69050-309 FTZ: Programs & Materials	62.00	200.00	138.00	69%	200.00	-	0%
69051-309 FTZ: Contract Services	621.00	2,000.00	1,379.00	69%	1,000.00	(1,000.00)	-50%
69052-309 FTZ: Marketing & Advertising	62.00	200.00	138.00	69%	200.00	-	0%
69053-309 FTZ: Professional Affiliations	403.00	1,300.00	897.00	69%	1,000.00	(300.00)	-23%
69054-309 FTZ: Subscriptions	176.00	500.00	324.00	65%	500.00	-	0%
69055-309 FTZ: Meetings, Registration	156.00	500.00	344.00	69%	500.00	-	0%
69057-309 FTZ: Special Events	31.00	100.00	69.00	69%	100.00	-	0%
69059-309 FTZ: Legal	311.00	1,000.00	689.00	69%	1,000.00	-	0%
TOTAL FOREIGN TRADE ZONE EXP	1,822.00	5,800.00	3,978.00	69%	4,500.00	(1,300.00)	-22%
69070-309 DEV: ADMIN - Travel & Auto	420.00	3,000.00	2,580.00	86%	2,000.00	(1,000.00)	-33%
69071-309 DEV: ADMIN - Airport Promotion	14.00	100.00	86.00	86%	100.00	-	0%
69072-309 DEV: ADMIN - Office Supplies	785.00	300.00	(485.00)	-162%	800.00	500.00	167%
69073-309 DEV: ADMIN - Furniture & Equipment	28.00	200.00	172.00	86%	200.00	-	0%
69074-309 DEV: ADMIN - Communications	702.00	1,000.00	298.00	30%	1,000.00	-	0%
69075-309 DEV: ADMIN - Postage & Courier	14.00	100.00	86.00	86%	100.00	-	0%
69076-309 DEV: ADMIN - Printing & Forms	14.00	100.00	86.00	86%	100.00	-	0%
69077-309 DEV: ADMIN - Staff Training	139.00	100.00	(39.00)	-39%	150.00	50.00	50%
TOTAL ADMINISTRATIVE EXPENSE	2,116.00	4,900.00	2,784.00	57%	4,450.00	(450.00)	-9%
69080-309 DEV: Salaries	110,115.00	112,650.00	2,535.00	2%	117,200.00	4,550.00	4%
69082-309 DEV: FICA	8,377.00	8,700.00	323.00	4%	9,100.00	400.00	5%
69083-309 DEV: Retirement	24,111.00	22,900.00	(1,211.00)	-5%	23,800.00	900.00	4%
69084-309 DEV: Group Insurance	27,254.00	26,000.00	(1,254.00)	-5%	26,000.00	-	0%
69086-309 DEV: General Personnel	1,950.00	1,550.00	(400.00)	-26%	1,200.00	(350.00)	-23%
TOTAL PERSONNEL COST	171,807.00	171,800.00	(7.00)	0%	177,300.00	5,500.00	3%
TOTAL TRADE DEVELOPMENT EXP	175,745.00	182,500.00	6,755.00	4%	186,250.00	3,750.00	2%

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority April 24, 2025

GROUND HANDLING SVCS EXP

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
68921-310 GHS - Supplies	1,923.00	2,500.00	577.00	23%	2,500.00	-	0%
68923-310 GHS - Equipment Maintenance	9,166.00	9,000.00	(166.00)	-2%	9,000.00	-	0%
68925-310 GHS - Equipment Fuel	1,672.00	2,000.00	328.00	16%	2,000.00	-	0%
68926-310 GHS - Telephone & Communication	1,412.00	1,200.00	(212.00)	-18%	1,200.00	-	0%
68927-310 GHS - Miscellaneous	1,039.00	2,000.00	961.00	48%	1,000.00	(1,000.00)	-50%
68929-310 GHS - Staff Training	711.00	2,000.00	1,289.00	64%	2,000.00	-	0%
68930-310 GHS - Uniforms	7,286.00	10,500.00	3,214.00	31%	8,000.00	(2,500.00)	-24%
68931-310 GHS - Salaries	141,890.00	150,000.00	8,110.00	5%	68,000.00	(82,000.00)	-55%
GHS - Part-time					180,000.00	180,000.00	
68933-310 GHS - FICA	9,710.00	8,700.00	(1,010.00)	-12%	19,000.00	10,300.00	118%
68935-310 GHS - Retirement	2,000.00	-	(2,000.00)		6,300.00	6,300.00	
68939-310 GHS - General Personnel	3,279.00	1,700.00	(1,579.00)	-93%	3,000.00	1,300.00	76%
GHS - Group Insurance					28,000.00	28,000.00	
68946-310 GHS - Standby Rate - \$8	4,208.00	5,000.00	792.00	16%	-	(5,000.00)	-100%
68947-310 GHS - Less Than 3.5 hrs Rate - \$10	1,012.00	2,000.00	988.00	49%	-	(2,000.00)	-100%
TOTAL GND HANDLING SVCS EXP	185,308.00	196,600.00	11,292.00	6%	330,000.00	133,400.00	68%

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority April 24, 2025

CUSTOMER EXPERIENCE EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance 2025	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
65510-316 Customer Experience - Supplies	1,121.00	2,000.00	879.00	44%	2,000.00	-	0%
65515-316 Customer Experience - Programs & Materials	53,804.00	100,300.00	46,496.00	46%	90,000.00	(10,300.00)	-10%
65520-316 Customer Experience - Uniforms	1,207.00	2,250.00	1,043.00	46%	2,000.00	(250.00)	-11%
65530-316 Customer Experience - Training	2,682.00	5,000.00	2,318.00	46%	3,000.00	(2,000.00)	-40%
65535-316 Customer Experience - Salaries	46,137.00	47,200.00	1,063.00	2%	49,000.00	1,800.00	4%
65540-316 Customer Experience - FICA Expense	3,458.00	3,650.00	192.00	5%	3,800.00	150.00	4%
65545-316 Customer Experience - Retirement	4,029.00	4,600.00	571.00	12%	4,900.00	300.00	7%
65550-316 Customer Experience - Group Insurance	18,744.00	18,500.00	(244.00)	-1%	18,600.00	100.00	1%
65556-316 Customer Experience - General Personnel	715.00	500.00	(215.00)	-43%	500.00	-	0%
TOTAL CUSTOMER EXPERIENCE EXPENSE	131,897.00	184,000.00	52,103.00	28%	173,800.00	(10,200.00)	-6%

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority April 24, 2025

AIR BUSINESS DEV EXP.

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
68950-318 Business Dev: Partnerships	4,261.00	6,000.00	1,739.00	29%	6,000.00	-	0%
68952-318 Business Dev: Programs & Materials	7,102.00	10,000.00	2,898.00	29%	10,000.00	-	0%
68954-318 Aerospace Industry Travel	29,036.00	35,000.00	5,964.00	17%	30,000.00	(5,000.00)	-14%
68956-318 Aerospace Park Marketing	69,253.00	80,000.00	10,747.00	13%	75,000.00	(5,000.00)	-6%
68958-318 Aerospace Park Contracted Services	57,202.00	45,000.00	(12,202.00)	-27%	55,000.00	10,000.00	22%
68960-318 Aerospace Park Website	3,551.00	5,000.00	1,449.00	29%	5,000.00	-	0%
TOTAL AIR BUSINESS DEV EXP.	170,405.00	181,000.00	10,595.00	6%	181,000.00	-	0%

TRI-CITIES AIRPORT AUTHORITY
FY 2026 Proposed Operating Budget
Presented to Tri-Cities Airport Authority April 24, 2025

PUBLIC PARKING EXPENSE

General Ledger	Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance from Projected FY 2025	Proposed Budget FY26	\$ Variance from Budget FY25	% Variance from Budget FY25
69300-320 Parking: Salaries & Wages	274,341.00	280,700.00	6,359.00	2%	289,000.00	8,300.00	3%
69301-320 Parking: Payroll Taxes	20,404.00	21,000.00	596.00	3%	22,000.00	1,000.00	5%
69302-320 Parking: Uniforms	690.00	1,500.00	810.00	54%	1,500.00	-	0%
69303-320 Parking: Health Care & Retirement	50,498.00	53,350.00	2,852.00	5%	55,000.00	1,650.00	3%
69304-320 Parking: Garage Supplies	3,201.00	5,000.00	1,799.00	36%	5,000.00	-	0%
69306-320 Parking: Printing & Ticket Expense	2,213.00	4,000.00	1,787.00	45%	4,000.00	-	0%
69308-320 Parking: Office Supplies	3,033.00	3,000.00	(33.00)	-1%	3,500.00	500.00	17%
69309-320 Parking: Office Equipment	463.00	500.00	37.00	7%	500.00	-	0%
69310-320 Parking: Repairs & Maint.	7,257.00	10,000.00	2,743.00	27%	10,000.00	-	0%
69314-320 Parking: License & Fees	229.00	500.00	271.00	54%	500.00	-	0%
69316-320 Parking: Liability & Other Insurance	469.00	500.00	31.00	6%	500.00	-	0%
69317-320 Parking: Worker's Comp	7,735.00	8,400.00	665.00	8%	8,600.00	200.00	2%
69318-320 Parking: Utilities-Water	830.00	500.00	(330.00)	-66%	850.00	350.00	70%
69320-320 Parking: Utilities-Electricity	5,981.00	6,000.00	19.00	0%	6,000.00	-	0%
69322-320 Parking: Postage & Freight	189.00	250.00	61.00	24%	250.00	-	0%
69324-320 Parking: Telephone & Communications	4,286.00	5,000.00	714.00	14%	5,000.00	-	0%
69326-320 Parking: Recruiting Expense	303.00	500.00	197.00	39%	500.00	-	0%
69328-320 Parking: Financial Services	2,530.00	2,500.00	(30.00)	-1%	2,500.00	-	0%
69330-320 Parking: Credit Card Discount	78,588.00	75,000.00	(3,588.00)	-5%	78,500.00	3,500.00	5%
69331-320 Parking: Truck Fuel	3,074.00	4,000.00	926.00	23%	4,000.00	-	0%
69332-320 Parking: Miscellaneous Expense	3,666.00	3,500.00	(166.00)	-5%	3,700.00	200.00	6%
69334-320 Parking: Management Fee	28,103.00	30,200.00	2,097.00	7%	31,100.00	900.00	3%
TOTAL PUBLIC PARKING EXPENSE	498,083.00	515,900.00	17,817.00	3%	532,500.00	16,600.00	3%

CONSIDER:

**Airport Operations Vehicle Replacement
Award Toyota of Kingsport**

Summary:

The Airport Operations Department oversees the airport's compliance with FAA Part 139 consisting of airfield inspections, wildlife mitigation, emergency response, and escorts. The department's fifteen-year-old SUV has many hours of service, become unreliable, and reached the end of its serviceable life. The airport advertised on the airport's website, and received five bids on April 11, 2025, for a new 2025 Airport Operations Light Pickup Truck. Toyota of Kingsport provided the lowest and most responsive bid in the amount of \$37,878.50 for a 2025 Toyota Tacoma. The pickup truck will be funded through the FY25 miscellaneous capital expenditure budget as part of the airport's capital improvement program. The following is the funding plan:

Airport Operations Pickup Truck – Funding Plan

Miscellaneous Equipment (Estimated)	\$19,800.00
Airport Operations Pickup Truck	<u>\$37,878.50</u>
Estimated Total	\$57,678.50

The replaced Airport Operations SUV will be sold on Gov Deals at a future date.

Recommendation:

Authorize the Director of Operations to issue a purchase order to Toyota of Kingsport for the 2025 Airport Operations Light Pickup Truck in the amount of \$37,878.50.

Submitted By: Chris Stipo
Director of Operations



Airport Operations – 2025 Light Pickup Truck RFB

The Tri-Cities Airport Authority (TCAA) (Owner) is soliciting bids from qualified dealers to supply one (1) Light Pickup Truck for the Airport Operations department. Bids will be received until 2:00 PM, Local Eastern Time, on April 10, 2025, at the Tri-Cities Airport, Blountville, TN in the Main Terminal Building Board Room 301.

Copies of this Request for Bids (RFB) will be available on the Airport's website at <https://flytri.com/business/about-tcaa/construction-development/>.

The Owner reserves the right to reject any and/or all bids, to waive any/all informalities and technicalities in the bids received, to the extent permitted by applicable law, and to accept any bids which, in its sole discretion, is in the best interest of the Owner, if permitted by applicable law. All bids must comply with applicable local, state, and federal laws.

Bids are required to remain open for acceptance or rejection for a period of ninety (90) days after bid opening. The Owner will notify the successful bidder with a written, Notice of Award, no later than thirty (30) days after bid opening. If the Owner and apparent successful bidder cannot determine a date to furnish the required equipment, within ten (10) days after the Notice of Award is issued and has been received, the Owner may annul the bid.

Bidding Instructions

Bids must be submitted by email to Chris Stipo, Director of Operations, at cstipo@flytri.com with a subject heading of "Airport Operations – 2025 Light Pickup Truck RFB", or by mail to the address listed below with the vendor name and project title on the exterior of the envelope. A contact name, along with their email and phone number, must be included in each bid.

Bids must be in lump sum amount containing all associated costs, including shipping, and exclude all taxes. In addition to the lump sum amount, bids should also include a detailed cost breakdown of all associated costs. The TCAA is a tax exempt entity with the selected bidder being provided with a copy of the TCAA State of Tennessee Government Certificate of Exemption.

Please contact Chris Stipo, Director of Operations, at cstipo@flytri.com with any questions.

Mailing Address:

Tri-Cities Airport Authority
Attn: Chris Stipo
2525 Highway 75, Suite 301
Blountville, TN 37617



Airport Operations – 2025 Light Pickup Truck RFB

RFB Schedule

The estimate cost will require the TCAA’s board to approve the purchase at the April 24th board meeting. Below is an outline of the anticipated schedule for this RFB.

ACTIVITY	DATE
RFB Issue Date	Monday, March 17, 2025
Submission Due Date	Thursday, April 10, 2025 – by 2:00 PM
Awarded Bidder Notified	Friday, April 11, 2025
TCAA Board Approval	Thursday, April 24, 2025
Notice of Award Issued	Friday, April 25, 2025

Note: All times are in Local Eastern Time

Delivery and Acceptance

Delivery shall be made to the mailing address listed in the “Bidding Instructions” section of this RFB. The odometer on the delivered vehicle shall not exceed 100 miles at the time of delivery. A pre-delivery inspection must be conducted and confirmed by the manufacturer or dealership. A representative from the TCAA must be present at the time of delivery and delivery arrangements shall be made prior to delivery.

No vehicle shall be accepted without all supporting documentation having been completed and delivered with the vehicle, which will include completed Tennessee title transfer “Tri-Cities Airport Authority”, registration, Tennessee government license plates, warranty documents, odometer statement (if applicable), owner operating instructions, manuals and invoice.

Specifications

General Requirements

1. 2024 model or newer light-duty pickup truck. Ford Ranger, Chevrolet Colorado, or equivalent.
2. No dealer advertising to be on the vehicle.
3. Three (3) sets of keys and fobs.

Performance

1. Minimum 2.5 liter gasoline engine.
2. 6-speed automatic transmission or better.
3. 4x4 drive capable.
4. 200-amp alternator or better.

5. Minimum 5,000 pound towing capacity.
6. Minimum 5 foot bed length.

Interior

1. Minimum seating capacity for four (4) people.
2. Black interior color.
3. Cloth seat trim.
4. All-weather floor liners.
5. Power driver seat adjuster.
6. Automatic air conditioning system.
7. Power windows.
8. Power door locks.
9. Power mirrors.
10. Front 12-volt power outlet.
11. Front USB ports.
12. Minimum 8" multicolor driver information center.
13. AM/FM radio.

Exterior

1. White exterior color.
2. Bedliner – Tough Bed Spray-In or comparable.
3. Class IV trailer hitch receiver.
4. LED headlights, taillights, and turn signals.
5. Daytime running lamps.
6. Rear window defogger.
7. Outside heated power-adjustable mirrors.
8. Two (2) front tow hooks.

Safety Features

1. Front, side-impact, and curtain airbags.
2. Rear vision camera.
3. Tire pressure monitoring system.
4. Anti-lock braking system.
5. Automatic emergency braking.
6. Cruise control.
7. Rear cross traffic braking.
8. Rear park assist.
9. Blind zone steering assist.
10. Rear pedestrian alert.



Airport Operations – 2025 Light Pickup Truck RFB

Warranty & Service

1. 3 year or 36,000 mile bumper to bumper coverage.
2. 5 year or 60,000 mile powertrain coverage.
3. Local service center within 50 miles of the airport.



BID TAB SHEET
Airport Operations – 2025 Light Pickup Truck RFB
Bid Date: April 11, 2025

FIRM NAME & ADDRESS	MEETS SPECS	VEHICLE TYPE	TOTAL BID
Toyota of Kingsport 2525 E Stone Drive Kingsport, TN 37660	Yes	2025 Toyota Tacoma	\$37,878.50
Toyota of Bristol 3045 W State Street Bristol, TN 37620	Yes	2025 Toyota Tacoma	\$42,312.82
New Smyrna Beach Chevrolet 2375 State Road 44 New Smyrna Beach, FL 32168	Yes	2025 Chevrolet Colorado	\$42,898.00
Johnson City Ford 3519 Bristol Highway Johnson City, TN 37601	Yes	2025 Ford Ranger	\$43,697.15
Wallace Ford of Kingsport 2761 E Stone Drive Kingsport, TN 37660	Yes	2025 Ford Ranger	\$44,035.00



Toyota of Kingsport

2525 East Stone Drive
Kingsport TN 37660
423-246-6611

2025 TACOMA

Tacoma SR

Model: 2025 Tacoma SR 2.4L 4-Cyl. Turbo Engine 4-Wheel Drive 5-ft. bed Double Cab 7594A

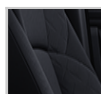
Stock: T-19039

Engine: i-FORCE 2.4L 4-Cyl. Turbo Engine

Transmission: 8-Speed Automatic Transmission



EXTERIOR
Ice Cap



INTERIOR
Black Fabric

PRICE

Base MSRP *	\$36,990.00
Port Installed Packages & Accessories	\$359.00
Delivery Processing and Handling	\$1,495.00
Total Advertised Price	\$38,844.00

FUEL ECONOMY



21_{MPG}

Combined City/Hwy

19_{MPG}

City

24_{MPG}

Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
Owner's Portfolio	PIO	\$0.00
Door Edge Guards	PIO	\$160.00
Help prevent door edge dings and chipped paint with this protective finishing touch. •Thermoplastic-coated stainless steel is precisely matched to the exterior finish •Compression-fitted to door edge contours •Blend seamlessly to complement exterior styling.		
All Weather Floor Liners	PIO	\$199.00
Total Optional Equipment		\$359.00
Vehicle Base Model		\$36,990.00
Delivery Processing and Handling		\$1,495.00

FEATURES

Mechanical & Performance

- Powertrain: i-FORCE 2.4L turbocharged inline-4 engine
 - Drivetrain: 4WDemand part-time 4-Wheel Drive with electronically controlled 2-speed transfer case (high/low ranges)
 - Air Intake: Twin-scroll turbocharger with wastegate valve control and air-cooled intercooler
 - Engine: i-FORCE 2.4L 4-Cyl. Turbo Engine
 - Weight Rating: 6005 lbs
- Transmission: 8-speed Electronically Controlled automatic Transmission with intelligence (ECT-i), sequential shift mode, and uphill/downhill shift logic
 - Suspension: Independent double-wishbone front suspension; leaf spring rear suspension
 - Stabilizer: Front stabilizer
 - 8-Speed Automatic Transmission

Exterior

- 17-in. styled alloy wheels
- LED headlights with Daytime Running Lights (DRL), auto on/off feature and manual leveling adjustment
- 5-ft. bed
- LED bed lighting
- Deck rail system with four adjustable tie-down cleats and fixed cargo bed tie-down points

Exterior Dimensions

- Bed depth 21.2
- Bed width 44.7
- Inside bed width (at accessory rail) 56.4
- Overall length 213
- Wheelbase 131.9
- Bed length 60.3
- Bed width (between wheelwells) 53
- Overall height 73.8
- Overall width 76.9

Interior

- Fabric-trimmed seats; 6-way manually adjustable driver and front passenger seats with 2-way manually adjustable lumbar support on driver's seat only
- 60/40 split, folding rear seat with under- and behind-seat storage
- Manual day/night rearview mirror
- Polyurethane manual tilt/telescopic steering wheel with phone, audio, display/infotainment, and Driver Assist controls
- Smart Key System on driver door with Push Button Start
- Dual USB-C ports with power delivery

Audio Multimedia

- 8-in. Toyota Audio Multimedia display with 6-speaker audio system, wireless Apple CarPlay® & Android Auto™ compatibility, SiriusXM® 3-month trial. See toyota.com/connected-services for details. S

ToyotaCare

- No cost maintenance \$0 (No Cost)
- 24-hour Roadside Assistance \$0 (No Cost)

Safety & Convenience

- Class-IV towing hitch receiver and wiring harness with 7-pin/4-pin connector
- Backup Guide Monitor
- Electric Power Steering (EPS) and power-assisted rack-and-pinion with an Electronic Parking Brake (EPB)
- Lightweight "TACOMA" stamped tailgate
- Toyota Safety Sense™ 3.0 — Pre-Collision System with Pedestrian Detection , Proactive Driving Assist , Lane Departure Alert with Steering Assist , Automatic High Beams , Road Sign Assist , and Full-Speed Range Dynamic Radar Cruise Control

Connected Services

- Wi-Fi Connect — includes AT&T Wi-Fi hotspot and Integrated Streaming (Apple Music® and Amazon Music) compatibility. Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription
 - Service Connect — receive personalized maintenance updates and vehicle health reports. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
 - Safety Connect® — includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification and Stolen Vehicle Locator. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
 - Drive Connect — includes Cloud Navigation with Google Points of Interest (POI) data, Intelligent Assistant with Hey, Toyota, and Destination Assist. Subscription required after trial. 4G network dependent. Capable, subscription required
 - Remote Connect — remotely interact with your vehicle through the Toyota app via your smartwatch. Depending on grade, allows you to lock/unlock doors, start and stop the vehicle, locate your last parked location, check vehicle status and monitor guest drivers. Subscription required after trial. 4G network dependent. 1-year trial subscription
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2025 TOYOTA Tacoma SR

* Base MSRP excludes manufacturer, distributor and dealer options, taxes, title and license and dealer fees and charges. Also excludes the Delivery, Processing and Handling of \$1,135 for Cars (Corolla, Corolla HV, Corolla HB, GR Corolla, Camry, Camry HV, Prius, Prius Prime, Toyota Crown, Mirai, GR86, GR Supra), \$1,350 for Entry SUV (Corolla Cross, Corolla Cross HV), \$1,395 for Small SUV (RAV4, RAV4 HV, RAV4 Prime, bZ4X), \$1,450 for Mid SUV/Van (4Runner, Venza, Highlander, Highlander HV, Grand Highlander, Grand Highlander HV, Sienna, Land Cruiser, Toyota Crown Signia), \$1,495 for Small Pickup (Tacoma), \$1,945 for Large Pickup/Large SUV (Tundra, Tundra HV, Sequoia). (Historically, vehicle manufacturers and distributors have charged a separate fee for processing, handling and delivering vehicles to dealerships. Toyota's charge for these services is called the "Delivery, Processing and Handling" and is based on the value of the processing, handling and delivery services Toyota provides as well as Toyota's overall pricing structure and may be subject to change at any time. Toyota may make a profit on the Delivery, Processing and Handling.) The Delivery, Processing and Handling in AL, AR, FL, GA, LA, MS, NC, OK, SC and TX may vary. The published prices do not apply to Puerto Rico and the U.S. Virgin Islands. Dealer price will vary.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is not meant to replace or substitute the actual window sticker on the vehicle. Toyota Motor Sales, U.S.A., Inc. is not responsible and disclaims any liability for inaccuracies. Please contact your dealer with any questions or if you require additional information.



Date: 3/18/2025
Salesperson: BLAKE BOSTIC
Manager: BLAKE BOSTIC

FOR INTERNAL USE ONLY

CUSTOMER Chris Stipo Home Phone : (423) 325-6055

Address : _____ Work Phone : _____

E-Mail : cstipo@flytri.com Cell Phone : (423) 325-6055

VEHICLE

Stock # : _____ New / Used : **New** VIN : _____ Mileage: _____

Vehicle : **2025 TOYOTA TACOMA** Color : _____

Type : **7594A SR 5' BED**

Market Value Selling Price	39,259.00
Discount	2,059.00
Adjusted Price	37,200.00
Doc Fee	599.00
Non Tax Fees	79.50
Balance	37,878.50

Customer Approval: _____ Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

THIS IS INCLUDING A, 3RD KEY REMOTE, THE VEHICLE WILL COME STANDARD WITH 2, WE WILL HAVE TO ORDER AND PROGRAM THE THIRD AT NO ADDITIONAL COST.

CONSIDER:

**Airline Services Pushback Purchase
Award Legacy GSE**

Summary:

The Airline Services Department handles the ground handling for Allegiant, Sun Country, and additional charters as needed. Airline Services is currently conducting training and acquiring equipment to transition into becoming future airport FBO staff. A pushback specializes in towing aircraft and was identified as a crucial piece of equipment that would support current and future airlines, future FBO operations, and support the MLB teams participating in the Speedway Classic at Bristol Motor Speedway. Quotes were gathered for a new pushback with estimates being around \$200,000. Due to the cost, limited available funds, and the immediate need, a used pushback was deemed to be preferable over a new model. A bid process was conducted with preference being given to max towable weight, model year, equipment hours, lead time, and availability of parts. A 2004 JBT FMC B400 Low Profile Pushback from Legacy GSE, LLC was determined to be the lowest and preferable bid in the amount of \$68,000. To hold the pushback until the board meeting, a \$15,000 refundable deposit was placed. The pushback will be funded through future FBO funds, and the following is the funding plan:

Airline Services Pushback – Funding Plan

Miscellaneous Equipment (Estimated)	\$ 2,000
Airline Services Pushback	<u>\$68,000</u>
Estimated Total	\$70,000

Recommendation:

Authorize the Director of Operations to issue a purchase order to Legacy GSE, LLC for the Pushback in the amount of \$68,000.

Submitted By: Chris Stipo
Director of Operations



BID TAB SHEET
Airline Services - Pushback
Bid Date: March 12, 2025

FIRM NAME & ADDRESS	GROSS VEHICLE WEIGHT (lbs)	VEHICLE TYPE	EQUIPMENT HOURS	TOTAL BID
Legacy GSE, LLC 2013 Olde Regent Way Leland, NC 28451	35,000	2004 JBT FMC B400 Low Profile	1,121	\$68,000
Legacy GSE, LLC 2013 Olde Regent Way Leland, NC 28451	19,000	2005 NMC 200MB4V	1,747	\$49,650
GSE International 200 Meadow Dr Lexington, NC 27295	28,000	GTI1628	N/A	\$59,000
Global GSE 2036 Stout Field West Dr Indianapolis, Indiana 46241	6,970	NMC-Wollard Model 60	N/A	\$36,000



2013 Olde Regent Way
Suite 150-110
Leland, NC 28451

INVOICE

NO. R 411607

Sold To: Tri-Cities Airport Authority
Chris Stipo (423) 325-6055
cstipo@flytri.com
2525 Highway 75 Suite 301 Blountville TN 37617

DELIVERY	PURCHASE ORDER	FREIGHT	TERMS	DATE
In Stock	To Follow	FOB ILM	Prepayment	03/12/2025

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1 ea.	Aircraft Pushback Tractor, Used Mfg: FMC JBT Model: B4000 Factory Tag: 35,000 GVW. Full Factory Cab with Doors Deutz Diesel Funk Transmission (4 Speed forward / 3 Reverse) Planetary Axle Front & Rear Exterior Refinish Fleet White Included Condition Per photos & Video & Onsite Inspection Serial Number: B40DZ04011 Year: 2004 Tach Hour Reading : 1,551 Sales Tax Exemption Certificate on File *Includes Loading, Delivery & Offload JMH Landoll	\$68,000.00	\$68,000.00

All Transactions Subject to the Laws of the State of North Carolina
No Warranty, Express or Implied, As-Is Where Is per photos
Delivery times are subject to labor, parts and transport
Carrier insurance responsible for shipping related damage

Sub Total

Shipping

Tax Rate

\$68,000.00

JMH

Exempt

\$15,000 REFUNDABLE DEPOSIT Hold thru 04/24/2025 TOTAL

\$68,000.00

CONSIDER:

**Airline Services General Aviation (GA) Towbar Kit Purchase
Award Aero Specialties**

Summary:

The Airline Services Department handles the ground handling for Allegiant, Sun Country, and additional charters as needed. Airline Services is currently conducting training and acquiring equipment to transition into becoming future airport FBO staff. Towbars are the piece of equipment that connects a pushback to an aircraft to allow for towing. Typically, towbars are not universal and each type of aircraft requires its own at a cost ranging from \$1,000 to \$8,000. To minimize cost, a cheaper alternative consisting of a universal towbar capable of supporting switchable towbar heads was solicited. A bid process was conducted for a universal towbar kit made up of nineteen towbar heads capable of moving aircraft weighing up to 125,000 pounds. A Towbar & Head Trolley System from Aero Specialties was determined to be the lowest and most responsive bid in the amount of \$29,565.83. The towbar kit will be funded through future FBO funds, and the following is the funding plan:

Airline Services GA Towbar Kit – Funding Plan

Airline Services GA Towbar Kit	<u>\$29,565.83</u>
Estimated Total	\$29,565.83

Recommendation:

Authorize the Director of Operations to issue a purchase order to Aero Specialties for the GA Towbar Kit in the amount of \$29,565.83.

Submitted By: Chris Stipo
Director of Operations



BID TAB SHEET
General Aviation Tow Bar Kit
Bid Date: April 17, 2025

FIRM NAME & ADDRESS	TOTAL BID
Aero Specialties 11175 W. Emerald Street Boise, ID 83713	\$29,565.83
Pilot John International 1905 Turnbury Drive Greenville, NC 27858	\$43,441.32



11175 W. Emerald Street
Boise, ID 83713
United States of America
+1 208-378-9888
+1 208 378-9889
sales@aerospecialties.com
www.aerospecialties.com



Quote Number: AS1Q29875

Date of Quote: 04-17-2025

Quote Valid Through: May 17, 2025

Sold To:	Ship To:	Your Sales Rep:
Tri-Cities Airport Authority	Tri-Cities Airport Authority	Jared Marshall
Jonathan Thacker	Jonathan Thacker	GSE Sales Manager
2525 Highway 75 Ste 301	2525 Highway 75 Ste 301	Phone: +1 208-378-9888
Blountville, TN 37617	Blountville, TN 37617	Email: jared.marshall@aerospecialties.com
USA	USA	

Ship Via	Incoterms	Payment Terms	Reference
Pending	TBD	N30 Days	

Thank you for your interest in AERO Specialties. Attached is the quote along with additional information requested. We appreciate the opportunity to earn your business. If you have any questions please let me know.

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
2007420	USE 2001284 TOWBAR TROLLEY FOR GA-CORPORAT	16 Weeks ARO	1	\$29,565.83	\$29,565.83

Totals**FOR UNITED STATES CUSTOMERS ONLY:**

Due to laws concerning sales tax collection in the USA's various states, AERO Specialties will now collect sales tax from all customers that are not tax-exempt. The state/county's sales tax will be charged at the time of invoicing. Please provide your exemption documentation or relevant information during order placement if you are a reseller or a tax-exempt customer.

Subtotal	\$29,565.83
Estimated Tax	\$0.00
Estimated Shipping	\$0.00
Grand Total	\$29,565.83

Lead times are quoted in business days and subject to change.

Deposit Required **\$0.00**

BEWARE OF CYBER FRAUD!

Before wiring any funds, call the AERO Specialties representative at a number you know is valid to confirm the instructions and be wary of any request to change wire instructions you have already received.

We greatly appreciate and value your business and want to ensure transparency in all aspects of our customer relations. Starting on January 1, 2025, we will be implementing a small card processing fee for all credit card transactions on orders valued at \$5,000.00 USD and above. This fee is necessary due to the rising costs associated with card processing.

Quotation Notes and Acceptance

To accept and purchase the equipment on this quotation, sign below and return:

Acceptance Date: _____

Print Name: _____

Signature: _____



About AERO

AERO Specialties provides complete aircraft and airport ground support equipment (GSE) solutions to corporate, FBO, MRO, military, airline, and general aviation customers worldwide. AERO manufactures and distributes industrial-grade, high-quality new, used, and refurbished aircraft GSE.

AERO OEM aircraft Towbars & Heads, Oxygen & Nitrogen Service Systems, Lavatory & Potable Water Service Carts, Maintenance Stands, Hydraulic Power Units and JetGo Ground Power Units utilize technologically advanced parts, and materials designed to protect aircraft and customers' equipment investments. As an authorized distributor for TLD, and many others, AERO can meet most equipment requirements.

With over 30 years of experience and over 21,000 active customers, we are one of the premier suppliers of aircraft GSE to aviation markets across the globe. The diversity of our catalog and our expertise makes us the preferred GSE supplier to many organizations such as Signature Flight Support, ASIG, Jet Aviation, ExecuJet, Atlantic Aviation, Landmark Aviation, Air Canada, JetBlue, Southwest Airlines, Delta Airlines, Alaska/Horizon Airlines, Embraer, Bombardier, Gulfstream, Lockheed Martin Co, Raytheon, Leonardo, General Atomics, Boeing and Airbus Military, USAF, and the US NAVY (to name only a few).

AERO's dedication to customer service and industry experience is unmatched. AERO Specialties sales and support staff understand aircraft handling and maintenance and are ready to assist and advise on the proper equipment needed for your specific application. Combine this with our team of professionally certified mechanics and engineers, revered customer service, and an online parts store, and you have the best aircraft GSE supplier in the business. Regardless of your type of operation or global location, AERO Specialties will provide the perfect solution to your ground support equipment and aircraft servicing needs.

STANDARD TERMS AND CONDITIONS OF SALE

of AERO Specialties, Inc.

ARTICLE 1 - SALES CONTRACTS- AERO Specialties, Inc. (herein called the "Seller") sells all products and services only upon these standard terms and conditions, which, unless otherwise agreed by the Seller in writing, shall be a part of the contract therefore and shall supersede any inconsistent terms on customers purchase order, notwithstanding any contrary terms that may appear therein. An order placed with the Seller must be in the form of a written purchase order. The issuance of a purchase order, confirmation or acknowledgment by customer shall be deemed to evidence and authenticate the customer's acceptance of these standard terms and conditions.

All proposals, quotations, bids or other similar communications from the Seller will be considered invitations to customer to submit an offer to contract in the form of a written purchase order. A binding sales contract will result when the Seller accepts the customer's order by mailing a letter of acceptance, or an acknowledgment copy of an entered order, to the customer. All such sales contracts shall be governed by the laws of the State of Idaho, U.S.A., but not its conflicts of laws provisions. Upon receipt of customer's order, the Seller, at its sole discretion shall evaluate customer's then current performance of payment to the Seller, other suppliers and creditors, the Seller's acceptance of customer's order is subject to the Seller's satisfaction with such payment performance.

ARTICLE 2- TERMS OF PAYMENT-

Terms are net 30 days (upon written credit approval authorization by Seller) from EXW date unless otherwise provided in the Seller's proposal or invoice. When an account becomes past due according to its terms, interest will be charged at a rate of 1 ½% per month on all balances until paid in full. If an account is turned over for collection, the customer will be responsible for Seller's costs and expenses of collection, including reasonable attorneys' fees.

If delivery in installments is quoted by the Seller or required by customer's order, failure of customer to make any payment when due as provided for in the sales contract shall give the Seller the right to suspend work or delivery until such payment is made. In the event that any such default by customer continues for more than 15 days after the date due, the Seller may at any time thereafter cancel the sales contract by written notice faxed, mailed or telegraphed to customer and thereupon be entitled to recover the cancellation charges set forth in Article 8. In addition, the Seller shall have the right to repossess without process any previously delivered equipment, parts or products which have not been paid for in full. In the event the Seller suspends work on customer's order due to customer's failure to make payment at the time provided for in the sales contract, any claim by customer against the Seller for delay in completion of the work shall be waived and barred.

Security Interest. You grant to Seller and Seller will retain a purchase money security interest under the Uniform Commercial Code in all goods purchased from Seller until the goods are paid in full. If you fail to pay for the goods as agreed, Seller may repossess any goods in which it retains a security interest and Seller shall have all the rights and remedies of a secured creditor under the Uniform Commercial Code. You authorize Seller to file financing statements covering the goods.

ARTICLE 3- PRICES- Unless otherwise specifically and conspicuously stated in a written quotation, order acknowledgement, or other document signed by the Seller, the price of any equipment, parts or products shall be the price for such equipment, parts or product in effect at the time of shipment.

ARTICLE 4- SHIPPING; DELIVERY-

Shipping dates are subject to review at the time customer's order is accepted and will be determined at that time on the basis of the Seller's then current shipping commitments. Shipping dates are quoted in good faith, the Seller, however, will not be liable for loss or damage due to delay or failure to make delivery when such delay or failure is caused by fire, strike, civil or military authority, war, hostilities, governmental action, failure of suppliers to make delivery as scheduled, or any other cause beyond the Seller's reasonable control, including delay or interruption in manufacture, shipment or installation caused by customer.

Unless otherwise stated, all sales are EXW (Ex Works) (Incoterms 2010). Risk of loss or damage to products shall remain with Seller until delivery of the goods in accordance with the applicable Incoterm.

Any unit not shipped after 90 days from EXW (Ex Works- factory location) (Incoterms 2010) (Green Tag) date will generate a cost of 0.5% of the Selling price of the Unit that will be invoiced by the Seller to the customer

ARTICLE 5 - WARRANTY- Unless otherwise provided, the only warranty, which the Seller makes in connection with its equipment, parts and products, is the published AERO SPECIALTIES general warranty conditions. Receipt of information from the customer and delivery by the Seller of equipment, parts or products specified in customer's order does not imply a warranty by the Seller that the equipment, parts or products so delivered will be suitable for the purposes disclosed. IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXCLUDED.

ARTICLE 6 - LIMITATION OF LIABILITY- IN NO EVENT SHALL THE SELLER BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, including loss of profits, in connection with its acceptance of customer's order or in connection with the manufacture, delivery or installation of the equipment, parts or products so ordered, whether customer's claim for such damages be based upon failure or delay of delivery, breach of guaranty or warranty or otherwise.

ARTICLE 7 - RETURNS- Any equipment, part or product, which is returned under warranty, may be so returned only with the prior written approval of the Seller's home office, which approval will not be unreasonably withheld. Equipment, parts or products for which return is authorized must be shipped prepaid to the Seller's warehouse or a AERO SPECIALTIES Factory as advised in the written approval. A re-stock fee of up to 15% may be applied to the return depending upon condition of product and circumstance of return.

ARTICLE 8 - CANCELLATION CHARGES-

In case of any contract cancellation by the customer:

A 20% penalty of the total contract amount will be levied if cancellation occurs during the 60 days prior to the original expected date of shipment.

A 50% penalty of the total contract amount will be levied if cancellation occurs after the original expected date of shipment

In the event customer causes delays, or otherwise materially hampers or interrupts the Seller's manufacture, shipment or installation or equipment, parts or products, the Seller may terminate the sales contract and customer shall pay the Seller the applicable cancellation charges set forth above.

ARTICLE 9 - DESIGN PROTECTION- No rights in designs, trade names, trademarks, and copyrights of merchandise delivered hereunder shall pass to customer and customer agrees not to reproduce or simulate or cause or knowingly allow to be used, reproduced or simulated, either directly or indirectly, such designs, trade names, trademarks and copyrights.

ARTICLE 10 - SERVICES- The provisions of these Standard Terms and Conditions relating to sales contracts, terms of payment price, and limitation of liability are applicable to any services sold by the Seller whether separately or in conjunction with an equipment order.

CONSIDER:

Long-Term Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion
Award Kimley-Horn Construction Administration Services Agreement

Summary:

The airport's long term passenger parking lot asphalt pavement requires rehabilitation along with replacing the existing passenger exit plaza and expanding the cell phone waiting lot. Kimley-Horn and Associates completed the design/bid services, and the project was advertised with the airport receiving one bid on April 9th. Kimley-Horn prepared a project construction administration services agreement which includes pre-construction and progress meetings, material submittal review/approval, on-site quality control inspections, coordination with staff and tenants, field surveying, FAA/ALP updates and project close out documents for \$189,048.00. The proposed project will be funded using State TEF funds.

Estimated Project Construction Administration Cost Summary Plan

Administration (Misc./Legal)	\$	15,000
Engineering Design/Bid Services	\$	201,594
Engineering Construction Administration Services (Includes Specialty Professional Services)	\$	189,048
Construction (Bid Amount)	\$	3,047,200
Construction Contingency (5%)	\$	152,360
Total Estimated Project	\$	3,605,202

Proposed Project State TEF Funding Plan

State TEF Funds	95%	\$	3,424,942
Airport Funds	5%	\$	180,260
Total Estimated Project		\$	3,605,202

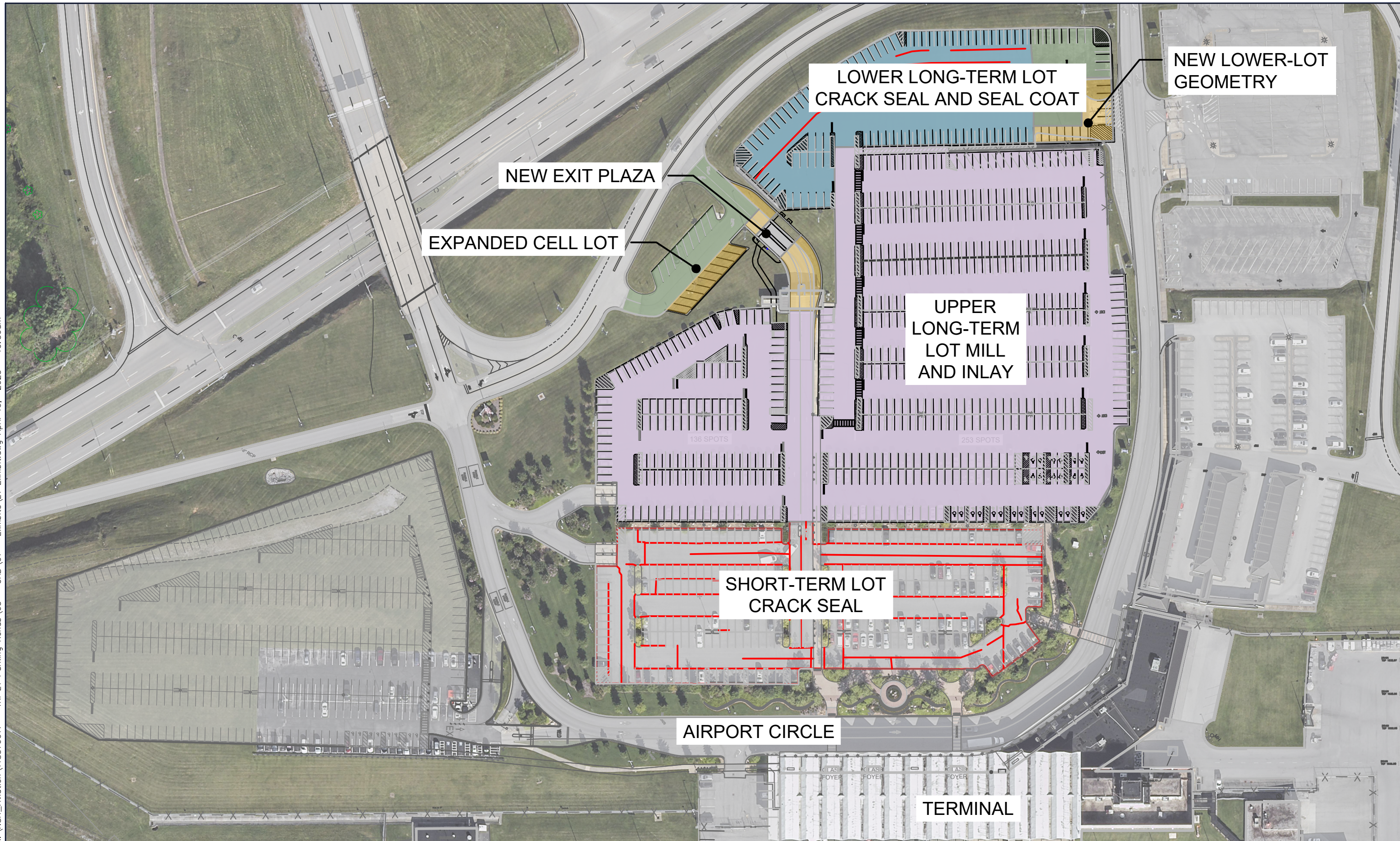
The Tri-Cities Airport Authority's Legal Counsel will review the Kimley-Horn contract prior to execution.

Recommendation:

Authorize the Chairman to execute a Kimley-Horn construction administration services contract agreement in the amount of for \$189,048.00 for the Long-Term Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion Project, pending State grant funding approval.

Submitted By: David W. Jones
Chief Operating Officer

K:\NSH_Aviation\118579017 - TRI LT Parking Rehab\05 - CAD\01 - Exhibits\LT Exhibit.dwg April 16, 2025 - 10:56am



**PROJECT SPECIFIC CONTRACT
BETWEEN TRI-CITIES AIRPORT AUTHORITY
AND ENGINEER OR CONSULTANT**

TCAA Project No.	_____
AIP Project No.	_____
Project No.	_____
Project Title:	<u>Long-Term Parking Rehabilitation and Exit Plaza Replacement – Construction</u>
	<u>Phase Services</u>

THIS PROJECT SPECIFIC CONTRACT (“Contract”) made and entered into effective the 24th day of April, 2025 by and between **TRI-CITIES AIRPORT AUTHORITY**, and **KIMLEY-HORN AND ASSOCIATES, INC.**, whose address is 10 Lea Avenue, Suite 400, Nashville, TN 37210, its successors, affiliates, and related entities (herein referred to as “Engineer” or “Consultant”).

RECITALS

WHEREAS, the Tri-Cities Airport Authority (herein, “Owner”) is the owner and operator of Tri-Cities Airport, TN/VA (herein, “Airport”) and is empowered, pursuant to the law of the State of Tennessee and its Charter, to enter into contracts which impact the Airport; and

WHEREAS, Engineer or Consultant was chosen to provide services on a non-exclusive basis for a term and pursuant to the terms and conditions of a STANDARD FORM CONTRACT BETWEEN TRI-CITIES AIRPORT AUTHORITY AND ENGINEER OR CONSULTANT FOR PROFESSIONAL SERVICES (2023 EDITION), (“Contract”) which was effective the 26th day of October, 2023, and which is incorporated herein by reference as if reproduced verbatim and whose terms and conditions shall govern and control this Contract unless stated herein; and

WHEREAS, the Contract contemplates and requires that Owner and Engineer or Consultant enter into separate contracts for each project on which Owner chooses to utilize the services of Engineer or Consultant;

NOW THEREFORE, in consideration of the mutual covenants contained both in the Contract and herein, and for other good and valuable consideration, same being deemed wholly adequate by the parties hereto, Owner and Engineer or Consultant agree and have agreed as follows:

ARTICLE 1. PROJECT DESCRIPTION (See, EXHIBIT “1” hereto).

ARTICLE 2. PROJECT SCOPE OF SERVICES (See EXHIBIT “2” hereto).

ARTICLE 3. PROJECT SCHEDULE. (See EXHIBIT “3” hereto).

3.01 The following tasks shall be scheduled for completion relative to the project:

Preliminary Design, Design, Construction Documents, Bid & Award, Construction Administration, Project Representation, Close Out & Warranty.

3.02 See, EXHIBIT 3-A – Engineer’s or Consultant’s Submittal Schedule

Preliminary Design, Design, Construction Documents, Project Drawings, Owner/Tenant Meetings

3.03 See, EXHIBIT 3-B – Project Construction Schedule

Engineer’s or Consultant’s Estimated Construction Schedule

ARTICLE 4. PROJECT SPECIFIC CONTRACT COMPENSATION.

Engineer or Consultant shall be compensated for its work on the project pursuant to as follows:

(See, EXHIBIT “4” hereto).

ARTICLE 5. OWNER’S BUDGET SUMMARY

The following Budget Summary encompasses all known project costs, including, but not limited to the following: Engineer’s or Consultant’s Total Fixed Consultant Fees, Engineer’s or Consultant’s Estimated Construction Costs, Owner’s Budget including Owner’s Administration Costs, Owner’s Representative, and Contingency Costs. (See EXHIBIT “5” hereto).

~~ARTICLE 6. ADDITIONAL SPECIAL PROVISIONS~~

~~——— State of Tennessee; Local or Other Provisions (See, EXHIBIT 6).~~

~~ARTICLE 7. CONDITIONS (See, EXHIBIT 7)~~

~~——— Owner and Engineer or Consultant acknowledge and agree that each project may have associated with it certain General Conditions, Special Conditions and/or Technical Specifications which may be contained in the contract(s) between Owner and general contractor or subcontractors. Further, said General Conditions, Special Conditions and/or Technical Specifications may place additional duties and/or responsibilities upon Owner and/or Engineer or Consultant and those additional duties and/or responsibilities are incorporated herein and made a part of this Contract by reference as if reproduced verbatim.~~

~~ARTICLE 8. ADDITIONAL TERMS~~

~~——— The following terms, in addition to those imposed on Engineer or Consultant herein, or as contained in the Contract, and/or General Conditions/Special Conditions/Technical Specifications referenced in Article 6, Exhibit above, will be applicable to this Contract:~~

(See, EXHIBIT 8).

**ARTICLE 9. DOCUMENTS, ITEMS INCORPORATED INTO PROJECT SPECIFIC
CONTRACT.**

~~———— In addition to the Contract and the various Exhibits hereto mentioned above, the following documents, items and things are incorporated into this Project Specific Contract by reference and made a part hereof as if they were reproduced verbatim:~~

~~(See, EXHIBIT 9).~~

ARTICLE 10. TOTAL CONTRACT: AMENDMENTS

This Project Specific Contract, whose form is incorporated in and is an Exhibit to the Standard Form Contract Between Tri-Cities Airport Authority and Engineer or Consultant for Professional Services (2023 Edition), together with all Exhibits and attachments to both the Project Specific Contract and said Standard Form Contract, constitute the entire agreement between Owner and Engineer or Consultant and supersedes all prior written or oral understandings. This Project Specific Contract may only be amended, supplemented, modified or cancelled by written instrument executed by the duly authorized representatives of Owner and Engineer or Consultant. There shall be no presumption of authorship.

ARTICLE 11. INSURANCE (See, EXHIBIT 11).

IN WITNESS WHEREOF, the duly-authorized official of Owner, by authority vested in him/her, has hereunto subscribed his/her name on behalf of Owner and said Engineer or Consultant, _____, has caused this Contract to be executed by a duly authorized representative, effective the date first above written.

TRI-CITIES AIRPORT AUTHORITY

By: _____

Title: _____

ENGINEER OR CONSULTANT:

By: _____

Title: _____

Approved as to Form: _____
Attorney for Tri-Cities Airport Authority

LONG-TERM PARKING REHABILITATION AND EXIT PLAZA REPLACEMENT

Construction Phase Services Scope of Work

Tri-Cities Airport

Blountville, TN

April 1, 2025

Prepared by:

Kimley»»Horn

EXHIBIT 1

Project Description

The Tri-Cities Airport Authority (TRI, Client, or Owner), managing the Tri-Cities Airport (TRI) has selected Kimley-Horn and Associates, Inc (Kimley-Horn or Consultant) to provide construction phase services associated with the Long-Term Parking Rehabilitation and Exit Plaza Replacement project that will be bid on April 9, 2025. The services under this contract shall include providing professional services for the construction contract administration and Resident Project Representation (RPR), and Quality Assurance Testing.

The construction for this project is anticipated to last approximately 180 calendar days and is estimated to start in early June 2025 and will run through November 2025. RPR services are anticipated to last for the entire project duration plus two weeks prior to the construction start and run up to one week after completion for a total of 29 weeks.

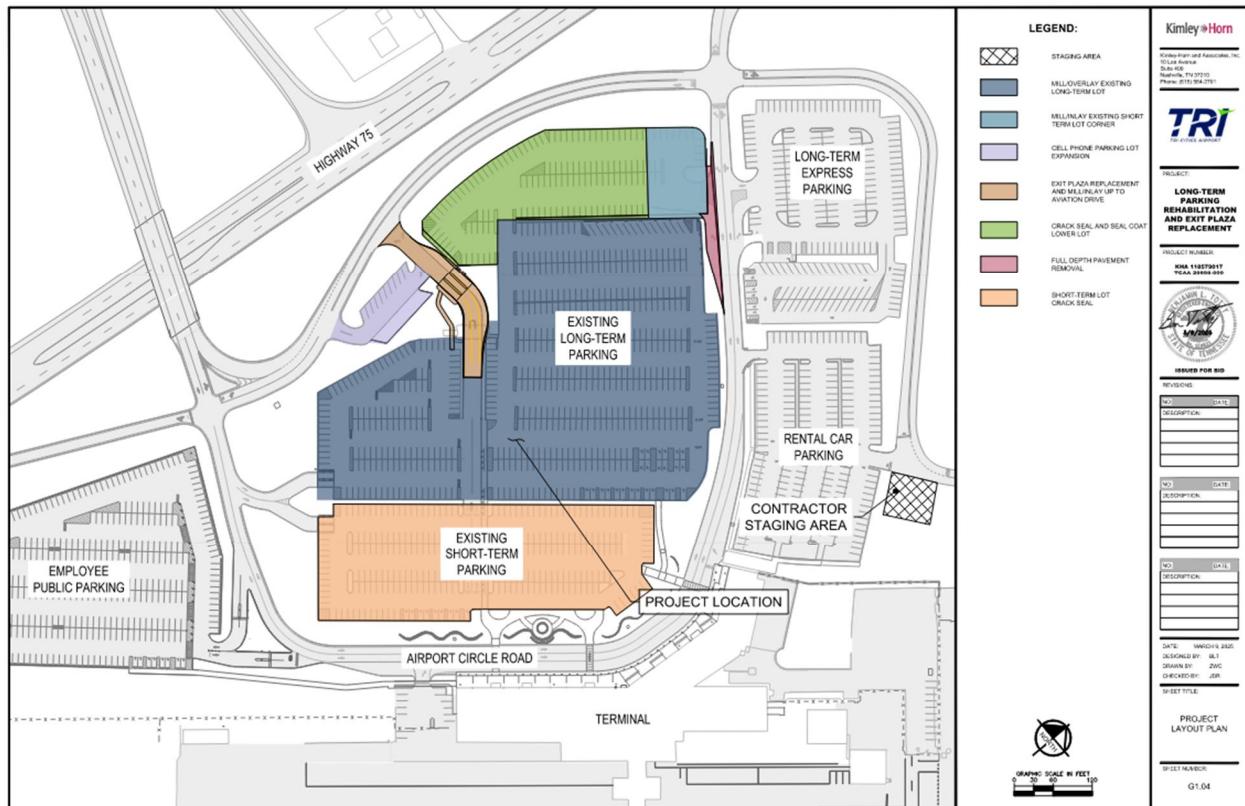


Figure 1 – Project Elements

EXHIBIT 2

Project Scope of Services

TASK 1 CONSTRUCTION ADMINISTRATION

The Construction Administration Task consists of those services that are necessary to facilitate the construction of the Project. Specific tasks consist of the following:

Task 1.1 Grant Assistance

The Consultant will assist the Owner with the preparation of Application documents for the procurement of project funding.

Task 1.2 Coordinate and Administer Subconsultant Services

The Consultant will secure the services for Resident Project Representation (RPR) and Quality Assurance Materials Testing for the Project. The Consultant will review subconsultant schedules and coordinate their activities on behalf of the Owner.

Task 1.3 Notice of Award

The Consultant will prepare the Project Notice of Award and distribute conformed documents to the Contractor and Owner.

Task 1.4 Pre-Construction Meeting

The Consultant's Sr. Project Manager and Professional Engineer will coordinate and attend one (1) pre-construction meeting at TRI with the Contractor and Owner to develop lines of communication, present the construction schedule, coordinate construction activities, testing and safety requirements. The Consultant will prepare and distribute meeting minutes.

Task 1.5 Bi-Weekly Construction Progress Meetings

The Consultant's Sr. Project Manager or Professional Engineer will coordinate and attend periodic construction progress meetings via teleconference throughout the project. Meetings are anticipated to start in June 2025 and run through November 2025. The meetings will review project status, contract days expended, outstanding submittals and RFI's, the project schedule, safety and security, and a detailed look at upcoming work to be accomplished over the next two week period. The Consultant will prepare and distribute meeting minutes. It is assumed that there could be up to fifteen (15) weekly construction progress meetings.

Task 1.6 Periodic Site Visits

The Consultant's Sr. Project Manager or Professional Engineer will make up to six (6) periodic construction site visits for the duration of the project construction. The site visits will include observations of construction progress and quality of work, observations of construction operations, and discussions of outstanding

issues. The Consultant will document the visit and provide written reports of observations made during the site visit.

Task 1.7 Schedule Review

The Consultant will review the Contractor's construction schedule and verify that it is consistent with the requirements of the contract for construction. The Consultant will also review the construction schedule during progress meetings to determine if the Contractor is on schedule to complete the project within the contract time allotted, to review critical path items, identify long lead items, and to document when variances exist and schedule updates are needed.

Task 1.8 Submittal Review

The Consultant will review and comment on the shop drawings, samples, and other data which the Contractor is required to submit. The Consultant will log and track all submittals and will document submittal date, the action taken, and the date returned. It is anticipated that there will be approximately 50 submittals reviewed and responded to by the Consultant during the execution of the project. The Consultant's review of all shop drawings, samples and submittals will be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review will not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies, or omissions.

Task 1.9 Change Orders

The Consultant will prepare routine changes orders when the Contractor notifies the Consultant of subsurface or physical conditions at the site which conflict with construction as shown in the contract. The Consultant will advise the Owner as to the appropriate action(s) and will assist the Owner in responding to the Contractor. It is anticipated that there could be up to three change orders issued during the construction of this project. Significant changes that may be required due to conditions beyond the control of the Consultant may be considered an Additional Service.

Task 1.10 Requests for Information

The Consultant will review and respond to Requests for Information (RFI's) and maintain a log of RFI's and their responses. It is assumed that the Consultant will log, review and respond to approximately ten (10) RFI's during the execution of the project.

Task 1.11 Coordinate Testing and Review Results

The Consultant will coordinate when quality assurance testing is needed in accordance with project specifications. The Consultant will also review test results to determine if they are in conformance with the material requirements and will take appropriate action when results are not in compliance.

Task 1.12 Correspondence and Communications

The Consultant will coordinate written communication among the Contractor, Consultant and Owner as needed during construction. The Consultant will initiate communication regarding matters important to the

Owner including items that could have an impact on project costs, contract time, or require changes to the contract documents.

Task 1.13 Contractor Pay Request

The Consultant will receive and review the Contractor's requests for payment and shall determine whether the amount requested reflects the progress of the Contractor's work and is in accordance with the contract for construction. The Consultant will provide recommendations to the Owner as to the acceptability of the requests and will advise the Owner as to the status of the total amounts requested, paid, and remaining to be paid under the terms of the contract for construction. It is assumed that the Consultant will review and assist in the preparation of up to seven (7) contractor pay applications during the execution of the project.

Task 1.14 Project Management

The Consultant will provide project management including scheduling, resource allocation, project monitoring, and control for the contract administration services. The Consultant will also provide the Owner with regular updates on the Project's status.

TASK 2 PROJECT CLOSEOUT

The Project Closeout will consist of the following tasks:

Task 2.1 Substantial Completion Inspection

The Consultant's Sr. Project Manager and Professional Engineer will perform, together with the Owner's authorized representatives, an inspection of the project after the Contractor has substantially completed work on the project, and prior to the acceptance of work. The Consultant will provide written documentation of any items of work found to be out of compliance with the contract documents or incomplete in the form of a punch-list.

Task 2.2 Final Inspection

The Consultant's Sr. Project Manager and Professional Engineer will perform, together with the Owner's authorized representatives, a final inspection of the project after the Contractor has completed the punch-list to determine and document that all punch-list items have been completed.

Task 2.3 Record Drawings

The Consultant will revise the Issued for Construction drawings to reflect available record information provided by the Contractor and equipment suppliers to show significant changes made in the work during the construction of the project. The Consultant will submit an electronic copy of these 'as-built' documents to the Owner.

Task 2.4 ALP Pen and Ink Update

The Consultant will prepare revisions to the ALP and submit to the FAA for review and approval.

Task 2.5 Airport Diagram and 5010 Update

The Consultant will prepare and submit revisions to the Airport Diagram and 5010 form.

Task 2.6 Project Closeout Manual

The Consultant will prepare a Project Closeout Manual to provide adequate project documentation and to assist with grant closeout. The manual will include record drawings, material warranties, a record of approved material submittals, a record of RFI's, material testing results, copies of approved change orders, copies of approved pay applications, inspection reports, and required project completion forms.

TASK 3 SPECIAL SERVICES

The Special Services will consist of the following tasks:

Task 3.1 Resident Project Representative (RPR)

The Consultant's RPR will provide part-time RPR to observe and monitor project construction. It is anticipated to last for the entire project duration plus two weeks prior to the construction start and run up to one week after completion. The scope of work includes the following RPR staffing assumptions:

- Part-time RPR for remaining 29 weeks.

The RPR will photograph the work in progress by the Contractor at regular intervals. These photographs will be made available to the Owner. Some of the photos will be provided in the Project Closeout Manual.

The RPR's observation of the work is not an exhaustive observation of all work performed by the Contractor. The RPR's observations will not relieve the Contractor from responsibility for performing the work in accordance with the contract for construction, and Consultant will not assume liability in any respect for the construction of the project. The Consultant will obtain written plans from the Contractor for quality control of its work and will monitor the Contractor's compliance with its plan. The Consultant will not be responsible for the Contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor will the Consultant be responsible for the Contractor's failure to perform in accordance with the contract documents. The Consultant neither guarantees the performance of the Contractor, nor assumes responsibility for any Contractor's failure to perform its work in accordance with the Contract Documents.

Should the RPR discover or believe that any work by the Contractor is not in accordance with the contract for construction, or is otherwise defective, or not conforming to requirements of the contract or applicable rules and regulations, the Consultant will bring this to the attention of the Contractor and the Owner. The Consultant will thereupon monitor the Contractor's corrective actions and will advise the Owner as to the acceptability of the corrective actions.

Task 3.2 Quality Assurance Testing

The Consultant will employ a subconsultant to provide acceptance testing and prepare a QA Test Summary Report conforming to industry standards. The Consultant will review test reports and other information prepared by the subconsultant for conformance to the construction documents. The Consultant will assist

with coordinating the subconsultant schedules and the transmittal of reports, findings or other information to the Contractor and Owner as needed.

EXHIBIT 3

Project Schedule

The Consultant will provide the services listed above as expeditiously as practicable to meet a mutually agreed upon schedule. The dates listed below are only an estimate of project duration and a detailed schedule will be prepared and submitted for review by the Contractor upon receipt of a fully executed construction contract. Any changes to the scope of work identified herein may require revision of the approved schedule.

- 6/1/25 Notice to Proceed
- 11/30/25 Construction Completion
- 4/1/26 Project Closeout

Assumptions:

- Kimley-Horn and Associates, Inc. has no control over the schedule of the contractor or other parties.

EXHIBIT 4**Contract Compensation**

The Consultant will perform the scope of services in the tasks noted as “LS” in the table below for the total lump sum fee. The tasks noted as “CPM” in the table below will be billed on cost plus max basis. Individual task amounts are informational only. See Attachment A for a breakdown of costs.

For the services set forth above, Client shall pay Consultant the following compensation:

Task Summary - Phase 1		Labor Fee	Fee Type
Task 1	Construction Administration	\$ 85,619.00	LS
Task 2	Project Closeout	\$ 18,261.00	LS
Task 3	Special Services (RPR and QA Testing)	\$ 85,168.00	CPM
	Total Contract Fee	\$ 189,048.00	LS/CPM

LS: Lump Sum Fee

CPM: Cost Plus Max

EXHIBIT 5**Owner's Budget**

The Owner's Budget is an estimate of probable construction and project costs based on relevant, local bid results. The Consultant has no control over the actual cost of labor, materials and equipment, or over competitive bidding and market conditions.

Opinion of Probable Construction Costs (NIC)	\$2,868,000.00
Airport Administration (NIC)	\$15,000.00
Design Phase Services (NIC)	\$201,594.00
Construction Phase Services	\$189,048.00
Total Project Costs	\$3,273,642.00

ATTACHMENT A
Breakdown of Costs - Construction Phase Services

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep	Clerical	TOTAL
Task 1 Construction Administration									
	Task 1.1 Grant Assistance		4						4
	Task 1.2 Coordinate and Administer Subconsultant Services		8						8
	Task 1.3 Notice of Award		2						2
	Task 1.4 Pre-Construction Meeting		12	12					24
	Task 1.5 Weekly Construction Progress Meetings		15	15				16	46
	Task 1.6 Periodic Site Visits		36	36					72
	Task 1.7 Schedule Review		2	4					6
	Task 1.8 Submittal Review		4	20	20			8	52
	Task 1.9 Change Orders		8	24		48		8	88
	Task 1.10 Requests for Information		4	12		12		8	36
	Task 1.11 Coordinate Testing and Review Results		4	8					12
	Task 1.12 Correspondence and Communications		8	12				16	36
	Task 1.13 Contractor Pay Request		8	8				8	24
	Task 1.14 Project Management		40						40
									0
TOTAL HOURS		0	155	151	20	60	0	64	450
BURDENED RATE		\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR		\$0	\$38,750	\$24,160	\$2,800	\$7,200	\$0	\$5,760	\$78,670
OTHER DIRECT NON-SALARY COSTS									
SPECIALTY SUBCONSULTANTS									
CRW CA Services									\$2,400
TOTAL SPECIALTY SUBCONSULTANTS (w/ 10% markup)									\$2,640
TRAVEL									
		#People	#Days	Car @	Flight @	Lodging @	650 Miles @	Per Diem @	
	Pre-Con, Site Visits (6)	1	7	\$80	\$600	\$120	\$0.67	\$60	\$4,309
		Total							\$4,309
TOTAL ODC's									\$6,949
Total Proposed Lump Sum Fee for:		Task 1 Construction Administration							\$85,619

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep.	Clerical	TOTAL
Task 2 Project Closeout									
	Task 2.1 Substantial Completion Inspection			12					12
	Task 2.2 Final Inspection		12						12
	Task 2.3 Record Drawings		4	8		16			28
	Task 2.4 ALP Pen and Ink Update		2	4		8			14
	Task 2.5 Airport Diagram and 5010 Update		1	2		8			11
	Task 2.6 Project Closeout Manual		4	16				8	28
TOTAL HOURS		0	23	42	0	32	0	8	105
BURDENED RATE		\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR \$		\$0	\$5,750	\$6,720	\$0	\$3,840	\$0	\$720	\$17,030
OTHER DIRECT NON-SALARY COSTS									
SPECIALTY SUBCONSULTANTS									
TOTAL SPECIALTY SUBCONSULTANTS									\$0
TRAVEL									
		#People	#Days	Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
				\$80	\$600	\$120	\$0.67	\$60	
Substial Inspection, Final Inspection		1	2			\$240	\$871	\$120	\$1,231
									\$0
									Total
									\$1,231
TOTAL ODC's									\$1,231
Total Proposed Lump Sum Fee for:		Task 2 Project Closeout							\$18,261



SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep	Clerical	TOTAL
Task 3 Special Services									
	Task 3.1 RPR								0
	Task 3.2 QA Testing								0
									0
TOTAL HOURS		0	0	0	0	0	0	0	0
BURDENED RATE		\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPECIALTY SUBCONSULTANTS									
Task 3.1 Armstrong Aviation - RPR									\$67,425
Task 3.2 Foundation Systems Engineer - QA Testing									\$10,000
TOTAL SPECIALTY SUBCONSULTANTS (w/ 10% markup)									\$85,168
TRAVEL									
		#People	#Days	Car @ \$80	Airfare @ \$600	Lodging @ \$120	650 Miles @ \$0.67	Per Diem @ \$60	
		0	0	\$0	\$600	\$0	\$0	\$0	\$0
									\$0
		Total							\$0
TOTAL ODC's									\$85,168
Total Proposed Lump Sum Fee for:		Task 3 Special Services							\$85,168

CONSIDER:

Long-Term Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion
Award Summers and Taylor, Inc. Construction Contract

Summary:

The airport's long term passenger parking lot asphalt pavement requires rehabilitation along with replacing the existing passenger exit plaza and expanding the cell phone waiting lot. Kimley-Horn and Associates completed the design/bid services. The project was advertised with the airport receiving one bid on April 9th from Summers and Taylor Inc, in the amount of \$3,047,200.00.

The project scope includes asphalt milling/paving, new pavement markings, new parking stops, removal and reconstruction of the long-term lot lower entrance, removal and replacement of the existing exit plaza, asphalt sealing and crack sealing, concrete island reconfigurations, expansion of the passenger cell phone waiting lot, construction safety barricades, signage and close out documents.

The proposed project will be funded using State TEF funds.

Estimated Project Construction Administration Cost Summary Plan

Administration (Misc./Legal)	\$	15,000
Engineering Design/Bid Services	\$	201,594
Engineering Construction Administration Services (Includes Specialty Professional Services)	\$	189,048
Construction (Bid Amount)	\$	3,047,200
Construction Contingency (5%)	\$	<u>152,360</u>
Total Estimated Project	\$	3,605,202

Proposed Project State TEF Funding Plan

State TEF Funds	95%	\$	3,424,942
Airport Funds	5%	\$	<u>180,260</u>
Total Estimated Project		\$	3,605,202

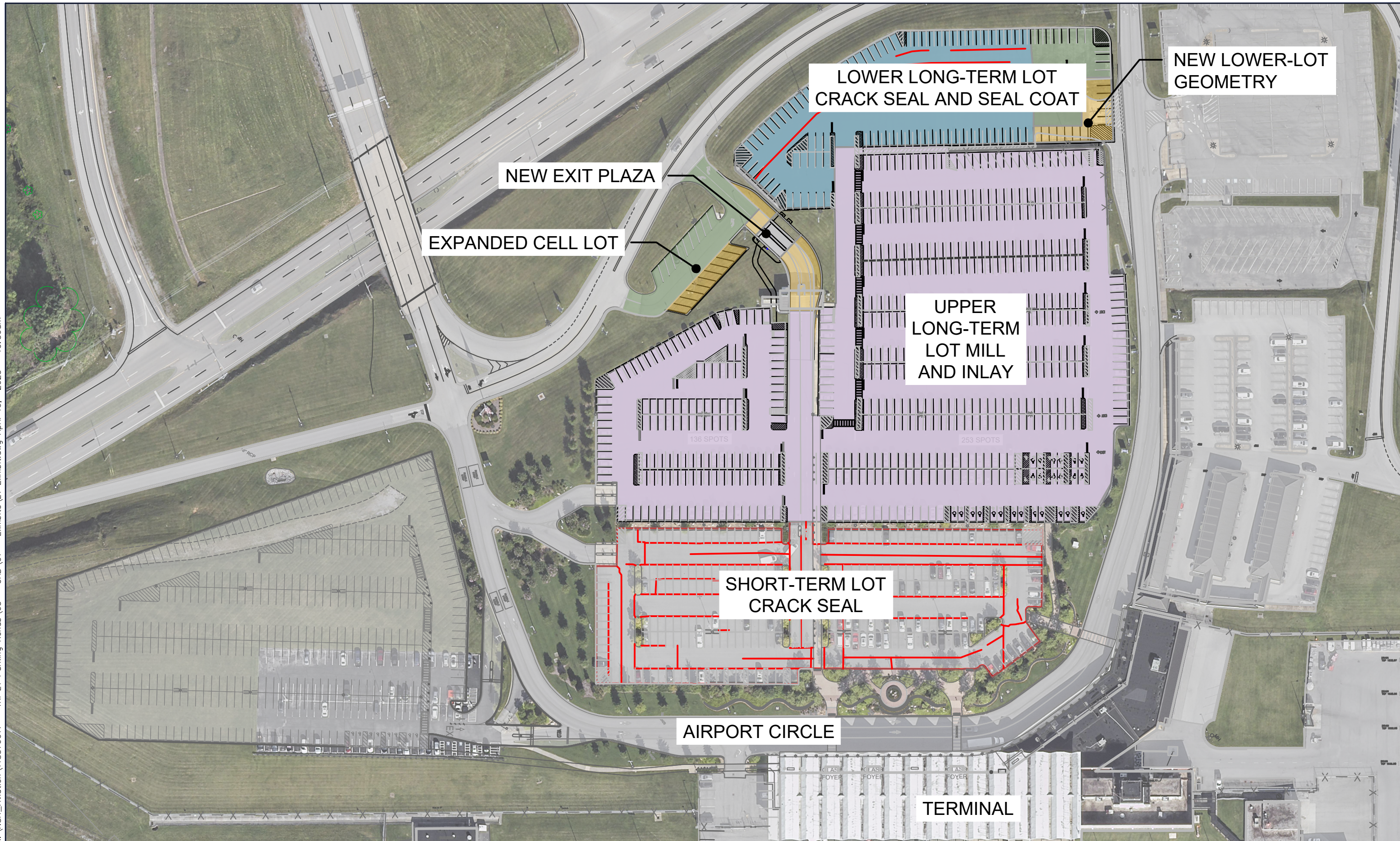
The Tri-Cities Airport Authority's Legal Counsel will review the Summers and Taylor, Inc. construction contract prior to execution.

Recommendation:

Authorize the Chairman to execute a Summers and Taylor, Inc. construction contract in the amount of for \$3,047,200 for the Long-Term Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion Project, pending State grant funding approval.

Submitted By: David W. Jones
Chief Operating Officer

K:\NSH_Aviation\118579017 - TRI LT Parking Rehab\05 - CAD\01 - Exhibits\LT Exhibit.dwg April 16, 2025 - 10:56am





April 11, 2025

Mr. David Jones
Deputy Executive Director
Tri-Cities Airport Authority
2525 Highway 75, Suite 305
Blountville, TN 37617

RE: *Long Term Parking Rehabilitation and Exit Plaza Replacement*

Dear Mr. Jones,

The above referenced project was advertised in the local paper, three online plan rooms, and project documents were requested by three contractors. Of those, we received one bid. Attached is the certified bid tabulation for the one (1) bid received, which was publicly opened and read aloud on April 9, 2025, at 2:00 pm. The following is Kimley-Horn's evaluation of the submitted bid and recommendation of contract award:

Bid Evaluation

Summers-Taylor, Inc.

Upon review of the Bid, no irregularities were found.

The following is a summary of the submitted of the bids received.

	Engineer's Estimate	Summers-Taylor
Addenda #1, #2, and #3		x
Bid Bond		5%
Drug Free Affidavit		x
Bid Plan and Experience		x
TOTAL PROJECT BID RESULTS		
	\$2,926,550	\$3,047,200

The low bidder for the project is Summers-Taylor, Inc. Their total bid amount was 4% above the Engineer's Estimate of Probable Cost. Review of the bids indicate the majority of the difference between the Engineer's Estimate of Probable Cost and the low bid amount was due to the toll plaza and earthwork. The unit price of the earthwork was high due to the limited quantity and site constraints that limit the ability of the contractor to use larger more efficient equipment.

Summers-Taylor, Inc. is very familiar with working at TRI having successfully completed dozens of projects through the years. It is our opinion they fully understand the project scope and are well qualified to complete the project.

Pending TRI review and assuming all other legal and bonding requirements are met, we recommend the project be awarded to Summers-Taylor, Inc. in the amount of \$3,047,200.00. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Totty", with a stylized flourish extending from the end.

Benjamin Totty, P.E.

Bid Tabulation
LT Parking Rehab

					Engineers Estimate		Summers-Taylor	
Item No.	Spec. Item	Description	Quantity	Units	Unit Price	Total	Unit Price	Total
1	C-100-14.1	Contractors Quality Control Program (CQCP)	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 88,600.00	\$ 88,600.00
2	TN-202-1	Misc. Demolition	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 43,500.00	\$ 43,500.00
3	TN-202-2	Concrete Slab Removal	250	SY	\$ 25.00	\$ 6,250.00	\$ 32.00	\$ 8,000.00
4	TN-202-3	Full Depth Pavement Removal	1,500	SY	\$ 25.00	\$ 37,500.00	\$ 21.50	\$ 32,250.00
5	TN-203-1	Excavation to Off-Site	300	CY	\$ 25.00	\$ 7,500.00	\$ 62.50	\$ 18,750.00
6	TN-203-2	Strip and Stockpile Topsoil (4")	300	CY	\$ 20.00	\$ 6,000.00	\$ 50.50	\$ 15,150.00
7	TN-203-3	Spreading Stockpiled Topsoil (6")	300	CY	\$ 40.00	\$ 12,000.00	\$ 73.00	\$ 21,900.00
8	TN-205-1	In Place Embankment - On-Site Materials	300	CY	\$ 25.00	\$ 7,500.00	\$ 105.00	\$ 31,500.00
9	TN-207-1	Subgrade preparation	3000	SY	\$ 5.00	\$ 15,000.00	\$ 4.55	\$ 13,650.00
10	TN-209-1	Filter Sock	750	LF	\$ 10.00	\$ 7,500.00	\$ 10.50	\$ 7,875.00
11	TN-209-1	Inlet Silt Protection	3	EA	\$ 250.00	\$ 750.00	\$ 500.00	\$ 1,500.00
12	TN-303-1	Mineral Aggregate Base, Type A, Grading D	750	TON	\$ 50.00	\$ 37,500.00	\$ 62.00	\$ 46,500.00
13	TN-307-B	Asphalt Base Course	3800	TON	\$ 180.00	\$ 684,000.00	\$ 156.00	\$ 592,800.00
14	TN-310-1	Conditioning of Existing Mineral Aggregate Base	25000	SY	\$ 5.00	\$ 125,000.00	\$ 2.80	\$ 70,000.00
15	TN-402-1	Bituminous Prime Coat	7200	GAL	\$ 6.00	\$ 43,200.00	\$ 10.00	\$ 72,000.00
16	TN-403-1	Bitumious Tack Coat	3,000	GAL	\$ 6.00	\$ 18,000.00	\$ 4.85	\$ 14,550.00
17	TN-405-1	Bitumious Seal Coat	5,000	SY	\$ 5.00	\$ 25,000.00	\$ 2.80	\$ 14,000.00
18	TN-411-E	Asphalt Surface Course	2400	TON	\$ 190.00	\$ 456,000.00	\$ 189.00	\$ 453,600.00
19	TN-415-1	Cold Milling 1.5" Depth	2000	SY	\$ 10.00	\$ 20,000.00	\$ 14.00	\$ 28,000.00
20	TN-415-2	Asphalt Removal	25000	SY	\$ 12.00	\$ 300,000.00	\$ 11.50	\$ 287,500.00
21	TN-602-1	Concrete Island and Toll Plaza	1	LS	\$ 500,000.00	\$ 500,000.00	\$ 703,600.00	\$ 703,600.00
22	TN-610-1	6" PVC Pipe Installed in Trench	200	LF	\$ 50.00	\$ 10,000.00	\$ 76.00	\$ 15,200.00
23	TN-611-1	Storm Structure Elevation Adjustment with New Frame and Manhole Lid	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 3,930.00	\$ 7,860.00
24	TN-701-1	5" Concrete Sidewalk	500	SF	\$ 12.00	\$ 6,000.00	\$ 15.00	\$ 7,500.00
25	TN-702-1	Extruded Curb	1,000	LF	\$ 15.00	\$ 15,000.00	\$ 23.50	\$ 23,500.00
26	TN-702-2	24" Curb and Gutter	300	LF	\$ 30.00	\$ 9,000.00	\$ 51.00	\$ 15,300.00
27	TN-702-3	Concrete Wheel Stops	300	EA	\$ 120.00	\$ 36,000.00	\$ 119.00	\$ 35,700.00
28	TN-707-1	Concrete Filled Pipe Bollard	24	EA	\$ 1,400.00	\$ 33,600.00	\$ 1,590.00	\$ 38,160.00
29	TN-712-1	Maintenance of Traffic and Temporary Construction Items	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 98,100.00	\$ 98,100.00
30	TN-713-1	Remove and Reinstall ADA Sign, Including New Post	25	EA	\$ 500.00	\$ 12,500.00	\$ 1,070.00	\$ 26,750.00
31	TN-713-2	Relocated Signs on New Post	6	EA	\$ 500.00	\$ 3,000.00	\$ 625.00	\$ 3,750.00
32	TN-713-3	Pedestrian Way Finding Signs on New Post	4	EA	\$ 500.00	\$ 2,000.00	\$ 4,460.00	\$ 17,840.00
33	TN-714-1	Light Pole w/ LED Fixtures and Ob. Light on New Foundation, Double Head	1	EA	\$ 8,500.00	\$ 8,500.00	\$ 10,900.00	\$ 10,900.00
34	TN-714-2	2-way, 2" Schedule 40 PVC Ductbank - In Pavement	100	LF	\$ 70.00	\$ 7,000.00	\$ 71.50	\$ 7,150.00
35	TN-714-3	2-way, 2" Schedule 40 PVC Ductbank - In Turf	200	LF	\$ 50.00	\$ 10,000.00	\$ 36.50	\$ 7,300.00
36	TN-714-4	Pull Box, Heavy Duty, 17"x30"	6	EA	\$ 1,500.00	\$ 9,000.00	\$ 1,390.00	\$ 8,340.00
37	TN-714-5	Electrical Service Modification	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 6,600.00	\$ 6,600.00
38	TN-714-6	Lighting Cable, Installed in Conduit #6AWG	250	LF	\$ 5.00	\$ 1,250.00	\$ 9.70	\$ 2,425.00
39	TN-716-1	Pavement Striping	15,000	SF	\$ 3.00	\$ 45,000.00	\$ 2.30	\$ 34,500.00
40	TN-717-1	Mobilization	1	LS	\$ 140,000.00	\$ 140,000.00	\$ 70,100.00	\$ 70,100.00
41	TN-803-1	Sodding	2500	SY	\$ 12.00	\$ 30,000.00	\$ 13.00	\$ 32,500.00
42	TN-905-1	Crack Seal	10,000	LF	\$ 5.00	\$ 50,000.00	\$ 1.25	\$ 12,500.00
Total Bid Amount:						\$ 2,926,550.00		\$ 3,047,200.00

Stated Bid Amount:

\$3,047,200.00

Difference:

\$0.00

CONSIDER:

Airport Twy RI Corporate Hangar Expansion Project
Award Kimley-Horn Construction Administration Services Agreement

Summary:

The airport's approved CIP and ALP plan includes the extension of Twy R1 for the expansion of corporate hangar development area to accommodate future general aviation aircraft storage capacity. Kimley-Horn completed the design/bid services. The project was advertised with the airport receiving one bid on April 9th from Summers and Taylor Inc.

Kimley-Horn prepared a project construction administration services agreement which includes pre-construction and progress meetings, material submittal review/approval, on-site quality control inspections, field surveying, FAA/ALP updates and project close out documents for \$128,963.00. The proposed project will be funded using State TEF funds.

Estimated Project Construction Administration Cost Summary Plan

Administration (Misc./Legal)	\$	10,000
Engineering Design/Bid Services	\$	209,828
Engineering Construction Administration Services (Includes Specialty Professional Services)	\$	128,963
Construction (Bid Amount)	\$	4,229,542
Construction Contingency (5%)	\$	<u>211,477</u>
Total Estimated Project	\$	4,789,810

Proposed Project State TEF Funding Plan

State TEF Funds	95%	\$	4,550,320
Airport Funds	5%	\$	<u>239,490</u>
Total Estimated Project		\$	4,789,810

The Tri-Cities Airport Authority's Legal Counsel will review the Kimley-Horn contract prior to execution.

Recommendation:

Authorize the Chairman to execute a Kimley-Horn construction administration services contract agreement in the amount of for \$128,963 for the Airport Twy RI Corporate Hangar Expansion Project, pending State grant funding approval.

Submitted By: David W. Jones
Chief Operating Officer

K:\NSH_Aviation\118579014 - TRI Taxiway R1 Corporate Hangar\03 - CAD\01 - Exhibits\TRI TWY R1 Ext - Exhibit 1.dwg April 16, 2025 - 10:09am



**PROJECT SPECIFIC CONTRACT
BETWEEN TRI-CITIES AIRPORT AUTHORITY
AND ENGINEER OR CONSULTANT**

TCAA Project No. _____
AIP Project No. _____
Project No. _____
Project Title: Taxiway R1 Corporate Hangar Expansion – Construction Phase Services

THIS PROJECT SPECIFIC CONTRACT (“Contract”) made and entered into effective the 24th day of April, 2025 by and between **TRI-CITIES AIRPORT AUTHORITY**, and **KIMLEY-HORN AND ASSOCIATES, INC.**, whose address is 10 Lea Avenue, Suite 400, Nashville, TN 37210, its successors, affiliates, and related entities (herein referred to as “Engineer” or “Consultant”).

RECITALS

WHEREAS, the Tri-Cities Airport Authority (herein, “Owner”) is the owner and operator of Tri-Cities Airport, TN/VA (herein, “Airport”) and is empowered, pursuant to the law of the State of Tennessee and its Charter, to enter into contracts which impact the Airport; and

WHEREAS, Engineer or Consultant was chosen to provide services on a non-exclusive basis for a term and pursuant to the terms and conditions of a STANDARD FORM CONTRACT BETWEEN TRI-CITIES AIRPORT AUTHORITY AND ENGINEER OR CONSULTANT FOR PROFESSIONAL SERVICES (2023 EDITION), (“Contract”) which was effective the 26th day of October, 2023, and which is incorporated herein by reference as if reproduced verbatim and whose terms and conditions shall govern and control this Contract unless stated herein; and

WHEREAS, the Contract contemplates and requires that Owner and Engineer or Consultant enter into separate contracts for each project on which Owner chooses to utilize the services of Engineer or Consultant;

NOW THEREFORE, in consideration of the mutual covenants contained both in the Contract and herein, and for other good and valuable consideration, same being deemed wholly adequate by the parties hereto, Owner and Engineer or Consultant agree and have agreed as follows:

ARTICLE 1. PROJECT DESCRIPTION (See, EXHIBIT “1” hereto).

ARTICLE 2. PROJECT SCOPE OF SERVICES (See EXHIBIT “2” hereto).

ARTICLE 3. PROJECT SCHEDULE. (See EXHIBIT “3” hereto).

3.01 The following tasks shall be scheduled for completion relative to the project:

Preliminary Design, Design, Construction Documents, Bid & Award, Construction Administration, Project Representation, Close Out & Warranty.

3.02 See, EXHIBIT 3-A – Engineer’s or Consultant’s Submittal Schedule

Preliminary Design, Design, Construction Documents, Project Drawings, Owner/Tenant Meetings

3.03 See, EXHIBIT 3-B – Project Construction Schedule

Engineer’s or Consultant’s Estimated Construction Schedule

ARTICLE 4. PROJECT SPECIFIC CONTRACT COMPENSATION.

Engineer or Consultant shall be compensated for its work on the project pursuant to as follows:

(See, EXHIBIT “4” hereto).

ARTICLE 5. OWNER’S BUDGET SUMMARY

The following Budget Summary encompasses all known project costs, including, but not limited to the following: Engineer’s or Consultant’s Total Fixed Consultant Fees, Engineer’s or Consultant’s Estimated Construction Costs, Owner’s Budget including Owner’s Administration Costs, Owner’s Representative, and Contingency Costs. (See EXHIBIT “5” hereto).

~~ARTICLE 6. ADDITIONAL SPECIAL PROVISIONS~~

~~——— State of Tennessee; Local or Other Provisions (See, EXHIBIT 6).~~

~~ARTICLE 7. CONDITIONS (See, EXHIBIT 7)~~

~~——— Owner and Engineer or Consultant acknowledge and agree that each project may have associated with it certain General Conditions, Special Conditions and/or Technical Specifications which may be contained in the contract(s) between Owner and general contractor or subcontractors. Further, said General Conditions, Special Conditions and/or Technical Specifications may place additional duties and/or responsibilities upon Owner and/or Engineer or Consultant and those additional duties and/or responsibilities are incorporated herein and made a part of this Contract by reference as if reproduced verbatim.~~

~~ARTICLE 8. ADDITIONAL TERMS~~

~~——— The following terms, in addition to those imposed on Engineer or Consultant herein, or as contained in the Contract, and/or General Conditions/Special Conditions/Technical Specifications referenced in Article 6, Exhibit above, will be applicable to this Contract:~~

(See, EXHIBIT 8).

**ARTICLE 9. DOCUMENTS, ITEMS INCORPORATED INTO PROJECT SPECIFIC
CONTRACT.**

~~— In addition to the Contract and the various Exhibits hereto mentioned above, the following documents, items and things are incorporated into this Project Specific Contract by reference and made a part hereof as if they were reproduced verbatim:~~

~~(See, EXHIBIT 9).~~

ARTICLE 10. TOTAL CONTRACT: AMENDMENTS

This Project Specific Contract, whose form is incorporated in and is an Exhibit to the Standard Form Contract Between Tri-Cities Airport Authority and Engineer or Consultant for Professional Services (2023 Edition), together with all Exhibits and attachments to both the Project Specific Contract and said Standard Form Contract, constitute the entire agreement between Owner and Engineer or Consultant and supersedes all prior written or oral understandings. This Project Specific Contract may only be amended, supplemented, modified or cancelled by written instrument executed by the duly authorized representatives of Owner and Engineer or Consultant. There shall be no presumption of authorship.

ARTICLE 11. INSURANCE (See, EXHIBIT 11).

IN WITNESS WHEREOF, the duly-authorized official of Owner, by authority vested in him/her, has hereunto subscribed his/her name on behalf of Owner and said Engineer or Consultant, _____, has caused this Contract to be executed by a duly authorized representative, effective the date first above written.

TRI-CITIES AIRPORT AUTHORITY

By: _____

Title: _____

ENGINEER OR CONSULTANT:

By: _____

Title: _____

Approved as to Form: _____
Attorney for Tri-Cities Airport Authority

TAXIWAY R1 CORPORATE HANGAR EXPANSION

Construction Phase Services Scope of Work

Tri-Cities Airport
Blountville, TN
April 2, 2025

Prepared by:

Kimley»»Horn

EXHIBIT 1

Project Description

The Tri-Cities Airport Authority (TRI, Client, or Owner), managing the Tri-Cities Airport (TRI) has selected Kimley-Horn and Associates, Inc (Kimley-Horn or Consultant) to provide construction phase services associated with the Taxiway R1 Corporate Hangar Expansion project that will be bid on April 9, 2025. The services under this contract shall include providing professional services for the construction contract administration and Resident Project Representation (RPR), and Quality Assurance Testing.

The construction for this project is anticipated to last approximately 90 calendar days and is estimated to start in late July 2025 and will run through late October 2025. RPR services are anticipated to last for the entire project duration plus two weeks prior to the construction start and run up to one week after completion for a total of 16 weeks.

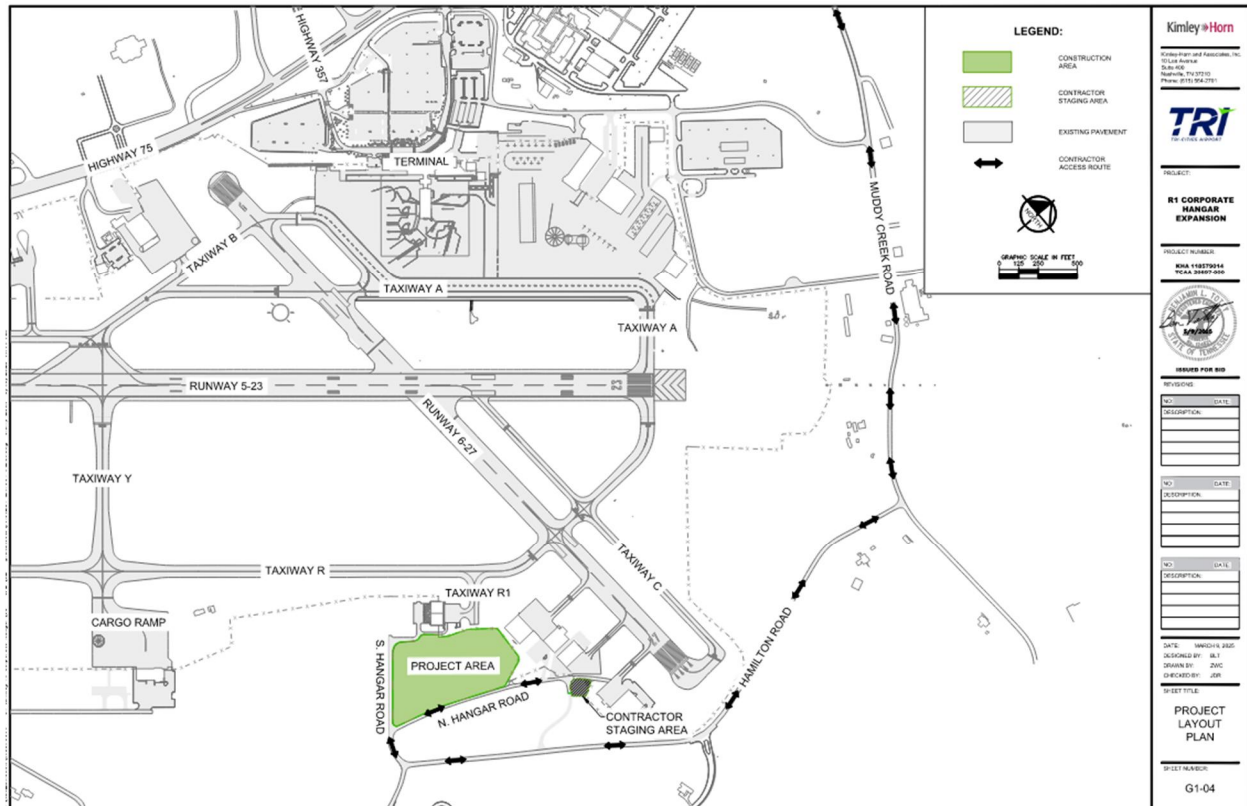


Figure 1 – Project Elements

EXHIBIT 2

Project Scope of Services

TASK 1 CONSTRUCTION ADMINISTRATION

The Construction Administration Task consists of those services that are necessary to facilitate the construction of the Project. Specific tasks consist of the following:

Task 1.1 Grant Assistance

The Consultant will assist the Owner with the preparation of Application documents for the procurement of project funding.

Task 1.2 Coordinate and Administer Subconsultant Services

The Consultant will secure the services for Resident Project Representation (RPR) and Quality Assurance Materials Testing for the Project. The Consultant will review subconsultant schedules and coordinate their activities on behalf of the Owner.

Task 1.3 Notice of Award

The Consultant will prepare the Project Notice of Award and distribute conformed documents to the Contractor and Owner.

Task 1.4 Pre-Construction Meeting

The Consultant's Sr. Project Manager and Professional Engineer will coordinate and attend one (1) pre-construction meeting at TRI with the Contractor and Owner to develop lines of communication, present the construction schedule, coordinate construction activities, testing and safety requirements. The Consultant will prepare and distribute meeting minutes.

Task 1.5 Bi-Weekly Construction Progress Meetings

The Consultant's Sr. Project Manager or Professional Engineer will coordinate and attend periodic construction progress meetings via teleconference throughout the project. Meetings are anticipated to start in July 2025 and run through October 2025. The meetings will review project status, contract days expended, outstanding submittals and RFI's, the project schedule, safety and security, and a detailed look at upcoming work to be accomplished over the next two week period. The Consultant will prepare and distribute meeting minutes. It is assumed that there could be up to fifteen (8) weekly construction progress meetings.

Task 1.6 Periodic Site Visits

The Consultant's Sr. Project Manager or Professional Engineer will make up to three (3) periodic construction site visits for the duration of the project construction. The site visits will include observations of construction progress and quality of work, observations of construction operations, and discussions of outstanding issues. The Consultant will document the visit and provide written reports of observations made during the site visit.

Task 1.7 Schedule Review

The Consultant will review the Contractor's construction schedule and verify that it is consistent with the requirements of the contract for construction. The Consultant will also review the construction schedule during progress meetings to determine if the Contractor is on schedule to complete the project within the contract time allotted, to review critical path items, identify long lead items, and to document when variances exist and schedule updates are needed.

Task 1.8 Submittal Review

The Consultant will review and comment on the shop drawings, samples, and other data which the Contractor is required to submit. The Consultant will log and track all submittals and will document submittal date, the action taken, and the date returned. It is anticipated that there will be approximately 20 submittals reviewed and responded to by the Consultant during the execution of the project. The Consultant's review of all shop drawings, samples and submittals will be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review will not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies, or omissions.

Task 1.9 Change Orders

The Consultant will prepare routine changes orders when the Contractor notifies the Consultant of subsurface or physical conditions at the site which conflict with construction as shown in the contract. The Consultant will advise the Owner as to the appropriate action(s) and will assist the Owner in responding to the Contractor. It is anticipated that there could be up to three change orders issued during the construction of this project. Significant changes that may be required due to conditions beyond the control of the Consultant may be considered an Additional Service.

Task 1.10 Requests for Information

The Consultant will review and respond to Requests for Information (RFI's) and maintain a log of RFI's and their responses. It is assumed that the Consultant will log, review and respond to approximately five (5) RFI's during the execution of the project.

Task 1.11 Coordinate Testing and Review Results

The Consultant will coordinate when quality assurance testing is needed in accordance with project specifications. The Consultant will also review test results to determine if they are in conformance with the material requirements and will take appropriate action when results are not in compliance.

Task 1.12 Correspondence and Communications

The Consultant will coordinate written communication among the Contractor, Consultant and Owner as needed during construction. The Consultant will initiate communication regarding matters important to the Owner including items that could have an impact on project costs, contract time, or require changes to the contract documents.

Task 1.13 Contractor Pay Request

The Consultant will receive and review the Contractor's requests for payment and shall determine whether the amount requested reflects the progress of the Contractor's work and is in accordance with the contract for construction. The Consultant will provide recommendations to the Owner as to the acceptability of the requests and will advise the Owner as to the status of the total amounts requested, paid, and remaining to be paid under the terms of the contract for construction. It is assumed that the Consultant will review and assist in the preparation of up to four (4) contractor pay applications during the execution of the project.

Task 1.14 Project Management

The Consultant will provide project management including scheduling, resource allocation, project monitoring, and control for the contract administration services. The Consultant will also provide the Owner with regular updates on the Project's status.

TASK 2 PROJECT CLOSEOUT

The Project Closeout will consist of the following tasks:

Task 2.1 Substantial Completion Inspection

The Consultant's Sr. Project Manager and Professional Engineer will perform, together with the Owner's authorized representatives, an inspection of the project after the Contractor has substantially completed work on the project, and prior to the acceptance of work. The Consultant will provide written documentation of any items of work found to be out of compliance with the contract documents or incomplete in the form of a punch-list.

Task 2.2 Final Inspection

The Consultant's Sr. Project Manager and Professional Engineer will perform, together with the Owner's authorized representatives, a final inspection of the project after the Contractor has completed the punch-list to determine and document that all punch-list items have been completed.

Task 2.3 Record Drawings

The Consultant will revise the Issued for Construction drawings to reflect available record information provided by the Contractor and equipment suppliers to show significant changes made in the work during the construction of the project. The Consultant will submit an electronic copy of these 'as-built' documents to the Owner.

Task 2.4 ALP Pen and Ink Update

The Consultant will prepare revisions to the ALP and submit to the FAA for review and approval.

Task 2.5 Airport Diagram and 5010 Update

The Consultant will prepare and submit revisions to the Airport Diagram and 5010 form.

Task 2.6 Project Closeout Manual

The Consultant will prepare a Project Closeout Manual to provide adequate project documentation and to assist with grant closeout. The manual will include record drawings, material warranties, a record of approved material submittals, a record of RFI's, material testing results, copies of approved change orders, copies of approved pay applications, inspection reports, and required project completion forms.

TASK 3 SPECIAL SERVICES

The Special Services will consist of the following tasks:

Task 3.1 Resident Project Representative (RPR)

The Consultant's RPR will provide part-time RPR to observe and monitor project construction. It is anticipated to last for the entire project duration plus two weeks prior to the construction start and run up to one week after completion. The scope of work includes the following RPR staffing assumptions:

- Part-time RPR for 16 weeks.

The RPR will photograph the work in progress by the Contractor at regular intervals. These photographs will be made available to the Owner. Some of the photos will be provided in the Project Closeout Manual.

The RPR's observation of the work is not an exhaustive observation of all work performed by the Contractor. The RPR's observations will not relieve the Contractor from responsibility for performing the work in accordance with the contract for construction, and Consultant will not assume liability in any respect for the construction of the project. The Consultant will obtain written plans from the Contractor for quality control of its work and will monitor the Contractor's compliance with its plan. The Consultant will not be responsible for the Contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor will the Consultant be responsible for the Contractor's failure to perform in accordance with the contract documents. The Consultant neither guarantees the performance of the Contractor, nor assumes responsibility for any Contractor's failure to perform its work in accordance with the Contract Documents.

Should the RPR discover or believe that any work by the Contractor is not in accordance with the contract for construction, or is otherwise defective, or not conforming to requirements of the contract or applicable rules and regulations, the Consultant will bring this to the attention of the Contractor and the Owner. The Consultant will thereupon monitor the Contractor's corrective actions and will advise the Owner as to the acceptability of the corrective actions.

Task 3.2 Quality Assurance Testing

The Consultant will employ a subconsultant to provide acceptance testing and prepare a QA Test Summary Report conforming to industry standards. The Consultant will review test reports and other information prepared by the subconsultant for conformance to the construction documents. The Consultant will assist with coordinating the subconsultant schedules and the transmittal of reports, findings or other information to the Contractor and Owner as needed.

EXHIBIT 3

Project Schedule

The Consultant will provide the services listed above as expeditiously as practicable to meet a mutually agreed upon schedule. The dates listed below are only an estimate of project duration and a detailed schedule will be prepared and submitted for review by the Contractor upon receipt of a fully executed construction contract. Any changes to the scope of work identified herein may require revision of the approved schedule.

- 7/15/25 Notice to Proceed
- 10/15/25 Construction Completion
- 4/1/26 Project Closeout

Assumptions:

- Kimley-Horn and Associates, Inc. has no control over the schedule of the contractor or other parties.

EXHIBIT 4**Contract Compensation**

The Consultant will perform the scope of services in the tasks noted as “LS” in the table below for the total lump sum fee. The tasks noted as “CPM” in the table below will be billed on cost plus max basis. Individual task amounts are informational only. See Attachment A for a breakdown of costs.

For the services set forth above, Client shall pay Consultant the following compensation:

Task Summary - Phase 1		Labor Fee	Fee Type
Task 1	Construction Administration	\$ 59,602.00	LS
Task 2	Project Closeout	\$ 17,441.00	LS
Task 3	Special Services (RPR and QA Testing)	\$ 51,920.00	CPM
	Total Contract Fee	\$ 128,963.00	LS/CPM

LS: Lump Sum Fee

CPM: Cost Plus Max

EXHIBIT 5**Owner's Budget**

The Owner's Budget is an estimate of probable construction and project costs based on relevant, local bid results. The Consultant has no control over the actual cost of labor, materials and equipment, or over competitive bidding and market conditions.

Opinion of Probable Construction Costs (NIC)	\$3,451,880.00
Airport Administration (NIC)	\$15,000.00
Design Phase Services (NIC)	\$209,828.00
Construction Phase Services	\$128,963.00
Total Project Costs	\$3,805,671.00

ATTACHMENT A
Breakdown of Costs - Construction Phase Services

SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep	Clerical	TOTAL
Task 1 Construction Administration								
Task 1.1 Grant Assistance		4						4
Task 1.2 Coordinate and Administer Subconsultant Services		8						8
Task 1.3 Notice of Award		2						2
Task 1.4 Pre-Construction Meeting		12	12					24
Task 1.5 Weekly Construction Progress Meetings		8	8				8	24
Task 1.6 Periodic Site Visits		18	18					36
Task 1.7 Schedule Review		2	4					6
Task 1.8 Submittal Review		4	10	10			8	32
Task 1.9 Change Orders		8	12		24		8	52
Task 1.10 Requests for Information		4	8		8		8	28
Task 1.11 Coordinate Testing and Review Results		4	8					12
Task 1.12 Correspondence and Communications		8	12				16	36
Task 1.13 Contractor Pay Request		4	4				8	16
Task 1.14 Project Management		40						40
								0
TOTAL HOURS	0	126	96	10	32	0	56	320
BURDENED RATE	\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR	\$0	\$31,500	\$15,360	\$1,400	\$3,840	\$0	\$5,040	\$57,140
OTHER DIRECT NON-SALARY COSTS								
SPECIALTY SUBCONSULTANTS								
N/A								
TOTAL SPECIALTY SUBCONSULTANTS (w/ 10% markup)								
TRAVEL								
			Car @	Flight @	Lodging @	650 Miles @	Per Diem @	
	#People	#Days	\$80	\$600	\$120	\$0.67	\$60	
Pre-Con, Site Visits (3)	1	4			\$480	\$1,742	\$240	\$2,462
							Total	\$2,462
TOTAL ODC's								\$2,462
Total Proposed Lump Sum Fee for: Task 1 Construction Administration								
\$59,602								

SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep	Clerical	TOTAL
Task 2 Project Closeout								
Task 2.1 Substantial Completion Inspection			12					12
Task 2.2 Final Inspection		12						12
Task 2.3 Record Drawings		2	6		16			24
Task 2.4 ALP Pen and Ink Update		2	4		8			14
Task 2.5 Airport Diagram and 5010 Update		1	2		8			11
Task 2.6 Project Closeout Manual		4	16				8	28
TOTAL HOURS	0	21	40	0	32	0	8	101
BURDENED RATE	\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR \$	\$0	\$5,250	\$6,400	\$0	\$3,840	\$0	\$720	\$16,210
OTHER DIRECT NON-SALARY COSTS								
SPECIALTY SUBCONSULTANTS								
TOTAL SPECIALTY SUBCONSULTANTS								
TRAVEL	Car @ Airfare @ Lodging @ 650 Miles @ Per Diem @							
Substial Inspection, Final Inspection	#People	#Days	\$80	\$600	\$120	\$0.67	\$60	
	1	2			\$240	\$871	\$120	\$1,231
								\$0
	Total							\$1,231
TOTAL ODC's								\$1,231
Total Proposed Lump Sum Fee for: Task 2 Project Closeout								
\$17,441								

ATTACHMENT A

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Professional Engineer	Staff Engineer	Engineering Tech II	Senior Field Construction Rep	Clerical	TOTAL
Task 3 Special Services									
	Task 3.1 RPR								0
	Task 3.2 QA Testing								0
									0
TOTAL HOURS		0	0	0	0	0	0	0	0
BURDENED RATE		\$ 280.00	\$ 250.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 160.00	\$ 90.00	
TOTAL BURDENED LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPECIALTY SUBCONSULTANTS									
Task 3.1 Armstrong Aviation - RPR									\$37,200
Task 3.2 Foundation Systems Engineer - QA Testing									\$10,000
TOTAL SPECIALTY SUBCONSULTANTS (w/ 10% markup)									\$51,920
TRAVEL									
		#People	#Days	Car @ \$80	Airfare @ \$600	Lodging @ \$120	650 Miles @ \$0.67	Per Diem @ \$60	
		0	0	\$0	\$600	\$120	\$0	\$0	\$0
									\$0
		Total							\$0
TOTAL ODC's									\$51,920
Total Proposed Lump Sum Fee for:		Task 3 Special Services							\$51,920

CONSIDER:

Airport Twy RI Corporate Hangar Expansion Project
Award Summers and Taylor, Inc, Construction Contract

Summary:

The airport's approved CIP and ALP plan includes the extension of Twy R1 for the expansion of a corporate hangar development area for future aircraft storage capacity. Kimley-Horn and Associates completed the design/bid services. The project was advertised and bid with the airport receiving one bid on April 9th from Summers and Taylor Inc, in the original amount of \$4,385,426.00. The project bid was negotiated by Kimley-Horn, with new storm sewer options and recommend Summers and Taylor for a revised amount of \$4,229,542.00.

The project work scope includes delivery of fill material and engineered compaction, storm sewer installation, quality control, erosion controls, seed and mulch, field surveying, and project close out documents. The proposed project will be funded using State TEF funds.

Estimated Project Cost Summary Plan

Administration (Misc./Legal)	\$	10,000
Engineering Design/Bid Services	\$	209,828
Engineering Construction Administration Services (Includes Specialty Professional Services)	\$	128,963
Construction (Bid)	\$	4,229,542
Construction Contingency (5%)	\$	211,477
Total Estimated Project	\$	4,789,810

Proposed Project State TEF Funding Plan

State TEF Funds	95%	\$	4,550,320
Airport Funds	5%	\$	239,490
Total Estimated Project		\$	4,789,963

The Tri-Cities Airport Authority's Legal Counsel will review the Summers and Taylor, Inc. contracts prior to execution.

Recommendation:

Authorize the Chairman to execute a Summers and Taylor, Inc. construction contract for the revised amount of for \$4,229,542.00 for the Airport Twy RI Corporate Hangar Expansion Project, pending State grant funding approval.

Submitted By: David W. Jones
Chief Operating Officer

K:\NSH_Aviation\118579014 - TRI Taxiway R1 Corporate Hangar\03 - CAD\01 - Exhibits\TRI TWY R1 Ext - Exhibit 1.dwg April 16, 2025 - 10:09am





April 16, 2025

Mr. David Jones
Deputy Executive Director
Tri-Cities Airport Authority
2525 Highway 75, Suite 305
Blountville, TN 37617

RE: Taxiway R1 Corporate Hangar Expansion

Dear Mr. Jones,

The above referenced project was advertised in the local paper, three online plan rooms, and project documents were requested by six contractors. Of those, we received one bid. Attached is the certified bid tabulation for the one (1) bid received, which was publicly opened and read aloud on April 9, 2025, at 2:30 pm. The following is Kimley-Horn's evaluation of the submitted bid and recommendation of contract award:

Bid Evaluation

Summers-Taylor, Inc.

Upon review of the Bid, no irregularities were identified.

The following is a summary of the submitted of the bids received.

	Engineer's Estimate	Summers-Taylor Original Bid	Summers-Taylor Revised Bid
Addenda #1 and #2		x	x
Bid Bond		5%	5%
Drug Free Affidavit		x	x
Bid Plan and Experience		x	x
TOTAL PROJECT BID RESULTS			
	\$3,644,200.00	\$4,388,466.00	\$4,229,542.00

The low bidder for the project is Summers-Taylor, Inc. Their total bid amount was 18% above the Engineer's Estimate of Probable Cost. Review of the bid indicates the majority of the difference between the Engineer's Estimate of Probable Cost and the low bid amount was due to the Embankment from Offsite and the storm drainage items. The unit price of the Embankment from Offsite was slightly higher than the estimated amount, but due to the large quantity it had a significant impact on the total bid amount. The unit prices for Embankment from Offsite material can vary

significantly based on the sources of materials and haul distances from those sources. The storm drainage line items were all high compared to the estimate. In conversations with the contractor this was determined to be the result of drainage infrastructure depth, current cost of Class V RCP, and the potential to encounter rock during excavations. Kimley-Horn engaged Summers-Taylor to discuss options to reduce the costs associated with the storm drainage items. Modifications were made to the storm drainage layout to reduce the amount of storm drainage infrastructure and limit the potential for encountering rock during excavations. The net result of these modifications and negotiations was a reduction in the bid amount by \$158,924.00 for a total bid amount of \$4,229,542.00

Summers-Taylor, Inc. is very familiar with working at TRI having successfully completed dozens of projects through the years. It is our opinion they fully understand the project scope and are well qualified to complete the project.

Pending TRI review and assuming all other legal and bonding requirements are met, we recommend the project be awarded to Summers-Taylor, Inc. in the amount of \$4,229,542.00. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Totty", with a stylized flourish at the end.

Benjamin Totty, P.E.

Bid Tabulation
Taxiway R1 Corporate Hangar Extension

Item No.	Spec. Item	Description	Estimated Quantity	Units	Engineers Estimate		Summers-Taylor	
					Unit Price	Total	Unit Price	Total
1	C-100-14.1	Constructors Quality Control Program (CQCP)	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 94,000.00	\$ 94,000.00
2	C-102-5.1a	Installation and Removal of Silt Fence	2,000	LF	\$ 10.00	\$ 20,000.00	\$ 11.50	\$ 23,000.00
3	C-102-5.1b	Sediment Basin Modifications	1	LS	\$ 40,000.00	\$ 40,000.00	\$ 55,400.00	\$ 55,400.00
4	C-102-5.1c	Construction Exit	1	EA	\$ 25,000.00	\$ 25,000.00	\$ 32,500.00	\$ 32,500.00
5	C-105-11.1	Mobilization	1	LS	\$ 350,000.00	\$ 350,000.00	\$ 325,000.00	\$ 325,000.00
6	P-101-5.1	Misc. Demolition	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 11,200.00	\$ 11,200.00
7	P-152-4.1	In Place Embankment - On-Site Materials	7,000	CY	\$ 18.00	\$ 126,000.00	\$ 38.00	\$ 266,000.00
8	P-152-4.2	Embankment from offsite	90,000	CY	\$ 25.00	\$ 2,250,000.00	\$ 29.75	\$ 2,677,500.00
9	P-152-4.3	Unsuitable Excavation	500	CY	\$ 25.00	\$ 12,500.00	\$ 67.00	\$ 33,500.00
10	P-610-5.1	Concrete Collar	40	SY	\$ 75.00	\$ 3,000.00	\$ 220.00	\$ 8,800.00
11	D-701-5.1	18" RCP. Class V including Granular Backfill	16	LF	\$ 200.00	\$ 3,200.00	\$ 352.00	\$ 5,632.00
12	D-701-5.2	24" RCP. Class V including Granular Backfill	550	LF	\$ 250.00	\$ 137,500.00	\$ 265.00	\$ 145,750.00
13	D-701-5.3	30" RCP. Class V including Granular Backfill	340	LF	\$ 300.00	\$ 102,000.00	\$ 388.00	\$ 131,920.00
14	D-701-5.4	15" CMP including Granular Backfill	60	LF	\$ 150.00	\$ 9,000.00	\$ 261.00	\$ 15,660.00
15	D-701-5.5	18" HDPE including Granular Backfill	20	LF	\$ 150.00	\$ 3,000.00	\$ 137.00	\$ 2,740.00
16	D-701-5.6	15" HDPE including Granular Backfill	75	LF	\$ 140.00	\$ 10,500.00	\$ 238.00	\$ 17,850.00
17	D-701-5.7	8" PVC including Granular Backfill	60	LF	\$ 100.00	\$ 6,000.00	\$ 229.00	\$ 13,740.00
18	D-701-5.8	6" PVC including Granular Backfill	20	LF	\$ 100.00	\$ 2,000.00	\$ 176.00	\$ 3,520.00
19	D-751-5.1	Drainage Structure Adjustment with New Frame, New Grate	2	EA	\$ 15,000.00	\$ 30,000.00	\$ 9,490.00	\$ 18,980.00
20	D-751-5.2	Catch Basin with Frame and Grate	6	EA	\$ 10,000.00	\$ 60,000.00	\$ 15,800.00	\$ 94,800.00
21	T-901-5.1	Seed disturbed Area	9	ACRE	\$ 1,000.00	\$ 9,000.00	\$ 1,050.00	\$ 9,450.00
22	T-905-5.1	Strip and Stockpile Topsoil (4")	4,500	CY	\$ 20.00	\$ 90,000.00	\$ 11.50	\$ 51,750.00
23	T-905-5.2	Spreading Stockpiled Topsoil (4")	4,500	CY	\$ 40.00	\$ 180,000.00	\$ 20.50	\$ 92,250.00
24	T-909-5.1	High Performace Hydraulic Mulch	40,000	SY	\$ 1.50	\$ 60,000.00	\$ 1.75	\$ 70,000.00
25	TDOT-303	Crusher Run	500	TON	\$ 40.00	\$ 20,000.00	\$ 42.00	\$ 21,000.00
26	TDOT-740	Turf Reinforcement Matting	1,000	SY	\$ 20.00	\$ 20,000.00	\$ 7.60	\$ 7,600.00
Total Bid Amount:					\$	3,588,700.00		\$ 4,229,542.00

Stated Bid Amount: \$ 4,229,542.00
Difference: \$ -

CONSIDER:

Authorization of Officials for Financial Transactions

Summary:

The proposed resolution updates titles and adds thresholds limits to resolutions previously passed by Tri-Cities Airport Authority (TCAA). This resolution clarifies the officials authorized to sign checks, purchase and redeem certificates of deposits, and execute documents with TCAA's depository financial institutions. Copies of this resolution are normally requested by financial institutions when TCAA establishes accounts. The resolution designates authorized TCAA officials by position and allows the TCAA Secretary/Treasurer to provide the names of the individuals currently holding these positions. The proposed resolution has been updated to include a threshold limit for checks over \$5,000 requiring one of the two signatures must be provided by the President / CEO or designated Commissioner. By adding this threshold, all checks less than \$5,000 can be signed by any two of the authorized check signers. This practice will be more effective and efficient in conducting daily operations than requiring that all checks have one of the two signatures being provided by the President / CEO or designated Commissioner.

Recommendation:

Recommend approval of attached resolution.

TRI-CITIES AIRPORT AUTHORITY

BOARD OF COMMISSIONERS

A RESOLUTION DESIGNATING OFFICIALS BY TITLE AUTHORIZED AS SIGNATORIES FOR FINANCIAL TRANSACTIONS WITH DEPOSITORY FINANCIAL INSTITUTIONS

WHEREAS, the Tri-Cities Airport Authority has been created effective September 25, 2012, by action of the Secretary of State of the State of Tennessee; and

WHEREAS, it is necessary to use the services of financial institutions as depository for the Tri-Cities Airport Authority, to empower officials to execute such resolutions and other documents as may be required by said financial institution, and to designate the officials empowered to sign checks for said Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Tri-Cities Airport Authority (TCAA) that the individuals currently holding the following positions for the Tri-Cities Airport Authority are authorized and empowered to provide signatures related to financial transactions with depository financial institutions serving the Tri-Cities Airport Authority:

Chair (TCAA Board of Commissioners)
Vice-Chair (TCAA Board of Commissioners)
Secretary-Treasurer (TCAA Board of Commissioners)
Assistant Secretary-Treasurer (TCAA Board of Commissioners)
President / CEO (TCAA Staff)
Chief Operating Officer (TCAA Staff)
Director of Marketing and Air Service Development (TCAA Staff)

The individuals holding the above positions are authorized, empowered, and directed to execute such forms of resolutions and other documents as said financial institution may require prior to serving as a depository of the Tri-Cities Airport Authority.

BE IT ALSO RESOLVED that the individuals holding the above referenced position are authorized and empowered to execute signatures on checks issued for payments made by the Tri-Cities Airport Authority. Each check requiring the signatures of at least two of the above referenced positions. For any check greater than \$5,000, one of the two signatures must be provided by the President / CEO or one of the above referenced TCAA Board of Commissioners positions.

BE IT ALSO RESOLVED that the individuals holding these position are also authorized and empowered to execute signatures for the purchase and redemption of Certificates of Deposit with financial institutions serving the Tri-Cities Airport Authority. Any such purchase or redemption requiring the signatures from two of the above referenced positions. At least one of the two signatures must be provided by the President / CEO or one of the above referenced TCAA Board of Commissioners positions.

BE IT ALSO RESLOVED that the Secretary/Treasurer for the Tri-Cities Airport Authority is authorized to provide certifications indicating the specific names of individuals currently holding the above referenced positions. Such certification would be provided in conjunction with this resolution, as needed, to financial institutions providing services to the Tri-Cities Airport Authority.

WHEREUPON, the Chair declared this Resolution adopted, affixed a signature and the date hereto, and directed that same be entered into the official records of the Tri-Cities Airport Authority.

Resolution No.: _____

Approved this the 24th day of April, 2025.

J. Parker Smith, Chair

Date: _____

Randall Eads, Secretary-Treasurer

CONSIDER:

Selection of Independent Certified Public Accountants to Perform Professional Audit Services

The Airport Authority Board of Commissioners approved a request for proposal for the selection of independent certified public accountants to perform professional auditing services in FY 2021. The contract of providing audit services to the Authority for three years (FY 2021, FY 2022 and FY 2023) was awarded to Blackburn, Childers and Steagall, PLC by the Commission.

Over the three fiscal year period provided by the request for proposal, the audit process has run smoothly and timely. The RFP document provided that the Authority could renew the contract, on a year-to-year basis, after the initial three-year period of the award. The engagement letter provided by Blackburn, Childers and Steagall, PLC states that the fee for FY2025 auditing services will be at standard hourly rates plus expenses but will not exceed \$57,500, which was not increased from the contract of FY2024 audit services.

Recommendation:

Staff recommend that Blackburn, Childers and Steagall, PLC be retained as independent certified public accountants to perform professional auditing services for fiscal year 2025.

Submitted by: Rachel C. Squibb
Director of Finance

CONSIDER:

Consent Agenda

- A. Project: GA Box Hangar – Phase 2 – JA Street - Change Order # 4**
- B. Airport: Annual Items Sold on GovDeals**
- C. Project: Public Parking Lot Expansion – Summers and Taylor - Change Order # 1**
- D. Project: Twy A Extension, Twy C Removal West of Rwy 23 and Rwy 5 RSA Improvements – Summers and Taylor, Inc. - Change Order # 2 & 3**
- E. Project: Air Carrier Apron Access Control System Replacement – Tele Optics – Change Order # 1**

Staff recommend the Airport Authority Board ratify the above-listed project consent items.

Submitted by: David W. Jones
Chief Operating Officer

CONSIDER:

Consent Agenda

A. Project: (State)

Contractor: JA Street and Associates (Construction)

Original Agreement Sum:	\$ 2,497,855.20
Previous Request	
Change Order 1	\$ 7,617.48
Corrective Change Order	\$ (0)
Change Order 2	\$ (6,237.00)
Change Order 3	\$ 34,833.76
Current Request	
Change Order 4	<u>\$ 18,791.00</u>
Total Revised Contract to Date	\$ 2,552,860.44

<u>Project State Grant Funding</u>		
State	95%	\$ 2,738,526
Airport	5%	<u>\$ 144,133</u>
Total Project		\$ 2,882,659

<u>Project Estimated Costs</u>	
Administration	\$ 15,000
Engineering/Architectural Services (Design/Bid)	\$ 145,411
Engineering/Architectural Services (CA)	\$ 128,800
Construction (JA Street)	\$ 2,552,860
Construction Contingency (Remaining)	<u>\$ 40,588</u>
Total Project	\$ 2,882,659

Previous Request: Change Order 1, 2, 3, Corrective: Add 8" sanitary sewer line, add 8" sanitary sewer line testing, add aircraft rated manhole lids, deduct 6" sanitary sewer line, add sanitary sewer line testing. Add Builder's Risk insurance, Deduct JCWS fire and domestic water taps; Correcting Original Bid and Contract amount. Modify access road drainage impacted by hangar construction, Add hangar floor concrete saw joint sealant.
Current Request: Change Order 3: Deduct painting exterior, add parging exterior concrete wall, add asphalt paving for sanitary sewer line installation, add storm sewer yard inlets.

Submitted By: David W. Jones
Chief Operating Officer

B. Airport: Annual Items Sold on Gov Deals

Per the Airport's Surplus Property Sales policy, unused surplus items sold on GovDeals.com will be periodically presented for the Board's review and consent. Included in this annual update is a list of airport surplus items sold on GovDeals, between April 1, 2024 to March 31, 2025, with a list of possible unused surplus items to be sold in the upcoming year.

<u>Sold Items</u>	<u>Sold Amount</u>	<u>Net Amount</u>
Large Terminal Indoor Flowerpots	\$ 92.17	\$ 75.00
2015 Ford Explorer (Public Safety)	\$ 1,996.87	\$ 1,775.00
4 Large Trash Cans – Swing Top	\$ 61.45	\$ 50.00
1997 Scissor Lift	\$ 3,685.75	\$ 3,000.00
Diesel Mower 61" Deck	\$ 4,656.66	\$ 3,802.00
1997 Ford 4X4 F250 W/Snowplow	\$ 4,500.00	\$ 4,000.00
John Deere 8ft Mower Deck	\$ 2,119.50	\$ 1,884.00
Total	\$ 17,112.40	\$ 14,586.00

Potential items for sale in the upcoming year:

GSE Tug – Estimated Value	\$3-4,500
Southwest Microwave Heads	\$500

Submitted By: David W. Jones
Chief Operating Officer

C. Project: (USDA)

Contractor: Summers and Taylor, Inc. (Construction)

Original Agreement Sum:	\$ 2,684,006.50
Current Request	
Change Order 1	<u>\$ 862.00</u>
Total Revised Contract to Date	\$ 2,684,868.50

<u>Project USDA Loan Funding</u>	
USDA	100%
	<u>\$ 2,997,548</u>
Total Project	\$ 2,997,548

<u>Project Estimated Costs</u>	
Administration	\$ 7,500
Engineering/Architectural Services (Design/Bid)	\$ 115,524
Engineering/Architectural Services (CA)	\$ 189,655
Construction (S&T)	<u>\$ 2,684,687</u>
Total Project	\$ 2,997,548

Current Request: Change Order 1: Deduct in-place embankment, 2-way 2" sch. 40 pvc duct bank, add HD pull box, directional bore and brushed aluminum pligh pole.

Submitted By: David W. Jones
Chief Operating Officer

D. Project: (Federal AIP 84/BIL 85)

Contractor: Summers and Taylor, Inc. (Construction)

Original Agreement Sum:	\$ 7,375,279.00
Change Order 1	\$ 74,324.56
Current Request	
Change Order 2	\$ (74,324.56)
Change Order 2	\$ 56,650.00
Total Revised Contract to Date	\$ 7,431,929.00

Project Federal AIP 84/BIL 85 Grant Funding

Federal AIP/BIL	90%	\$ 7,617,929
PFC	10%	\$ 846,436
Total Project		\$ 8,464,365

Project Estimated Costs

Administration	\$ 10,000
Admin. Misc. (IFE/Legal/Advertising)	\$ 12,943
Environmental Services	\$ 41,400
Engineering/Architectural Services (Design/Bid)	\$ 394,095
Engineering/Architectural Services (CA)	\$ 457,640
Reimbursable Agreement	\$ 98,683
Construction (S&T)	\$ 7,431,929
Total Project	\$ 8,446,690

Current Request: Change Order 2: Deduct CO# 1: Excavate, pre and refill stabilizing materials for Twy R sinkhole rehabilitation, CO#3: Add TDEC required storm water modifications to the existing detention pond, Class A-2 Rip-Rap, skimmer, clearing and grubbing

Previous Request: Change Order 1: Excavate, pre and refill stabilizing materials for Twy R sinkhole rehabilitation

Submitted By: David W. Jones
Chief Operating Officer

E. Project: Passenger Facility Charge (PFC)

Contractor: Tele Optics, Inc. (Construction)

Original Agreement Sum:	\$ 122,083.41
Current Request	
Change Order 1	<u>\$ 19,867.60</u>
Total Revised Contract to Date	\$ 141,951.01

<u>Project Passenger Facility Charge # 11 Funding</u>	
Passenger Facility Charge (PFC) 100%	<u>\$ 141,951</u>
Total Project	\$ 141,951

Current Request: Change Order 1: Add two cameras, mounting hardware, labor and testing, per TSA 1542 regulations for air carrier apron security gap coverage

Submitted By: David W. Jones
Chief Operating Officer



245 Birch Street P. O. Box 725 Blountville, TN 37617
Phone (423) 323-8017 Fax (423) 323-1065

TCA – Airport - Box Hangar Ph. 2

Work Change Request 004

March 5th, 2025

Hangar Foundation Wall, Extra Paving, and Yard Drains

1. Deduct for painting exterior curb/foundation wall	\$(1,100.00)
2. Add for Parging exterior curb/foundation wall	\$5,500.00
3. Add for 400sf of Pavement Reconstruction Cut out pavement and dispose off airport property Remove 12" of existing aggregate base stone and sub-grade Install 11" of new crushed aggregate base stone Cap with 4" asphalt surface course Per revised dwg C1-01 dated 1/21/25.	\$3,330.00
4. Add for 900+/-sf of 3" mill and overlay on existing base stone Per revised dwg C1-01 dated 1/21/25.	\$4,950.00
5. Add for addition of 1'x1' Yard Drain inlets Per revised dwg C2-01 dated 2/28/25	\$4,500.00
6. Camera Line through existing Hangar	\$300.00
Sub-total	\$17,480.00
Overhead and Profit (7.5%)	<u>\$1,311.00</u>
Total:	\$18,791.00

CONTRACT CHANGE ORDER NO. 4

Tri-Cities Airport Authority
Blountville, TN

Date: March 20, 2025

Project: TCA – Box Hangar - Phase 2

To: J.A. Street & Associates
245 Birch Street
Blountville, TN 37617

Terms: The following described changes to the above project being completed for the Tri-Cities Airport Authority are hereby authorized. This Change Order constitutes a formal amendment to the Contract entered into between parties on the 12th day of August, 2024 upon execution by duly authorized representatives of each party in the spaces below.

Change: This lump sum based change order shall provide all labor, equipment, material, and incidentals for construction of the items listed below to address those items omitted from the work and to address field conditions that were different from that which was anticipated on the plans.

Change Item No.	Description	Unit	Quantity	Unit Price	Sub-Total Cost
1	Parge Foundation Wall instead of Paint	L.S.	1	\$4,730.00	\$4,730.00
2	Rework existing paving at low / ponding spot near access road	L.F.	1	\$3,579.75	\$3,579.75
3	Asphalt paving repairs at area of alligating	L.F.	1	\$5,321.25	\$5,321.25
4	Add 12"x12" inlet drain and piping in area between the two hangars	L.S.	1	\$4,837.50	\$4,837.50
5	Camera unidentified sewer line	L.S.	1	\$322.50	\$322.50

TOTAL**\$18,791.00****Justification and Need:**

Item #1-Parking the exposed concrete would give a better appearance and be less maintenance. Items #2&3- Owner wants to address other areas near / adjacent to the reworked access road for better drainage and added life to the asphalt in these area.

Item #4- To address a low spot between the hangars that could not be graded due to existing transformer and oil separator.

Item #5- During the Sanitary work and unidentified sanitary pipe was found and it was scoped to determine the source of this line.

Total Additions or Reduction to Contract Price:**\$18,791.00****(Note: Numbers in parentheses are deductions).**

ORIGINAL BID AMOUNT (See Noted CO#1)

\$ 2,495,000.00

Net Total of Previous Supplemental Agreement/Change Orders

\$ 39,069.44

Previous Revised Contract Price

\$ 2,534,069.44

This Change Order No. 4 ☒ Add ☐ Deduct

\$ 18,791.00

Revised Contract Price this Date

\$ 2,552,860.44

Extension of Time Resulting from this Change Order - Hangar 0 (Indicate number of calendar days).

Additional time beyond Hangar Contract Completion for this work 0 (Indicate number of calendar days).

This Contract Modification constitutes full and mutual accord and satisfaction for all time and all cost related to this change. By acceptance of this Contract Modification, the Contractor hereby agrees that the modification represents an equitable adjustment to the Contract, and further, agrees to waive all right to file any further claims or changes arising out of or as a result of this change, or the accumulation of executed Contract Modifications on this Contract.

The Contractor and Owner(s) hereby agree to the terms of this Change Order as contained herein.

Consent of Surety:**Contractor:**Western Surety CompanyJA Street & Associates

(Company)

By: Christie Swinney Date: 3/20/25By: [Signature] Date: 3-24-25

Christie Swinney, Attorney-in-fact

Owner:

Architect:

CainRashWest ArchitectsTri-Cities Airport AuthorityBy: [Signature] Date: 3/20/25

By: _____ Date: _____

Kevin Pugsley

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Aaron R Jensen, Christie Swinney, Individually

of Kingsport, TN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 1st day of July, 2021.



WESTERN SURETY COMPANY

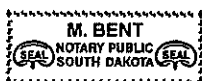
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 1st day of July, 2021, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 20th day of March, 2025.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

Sold Asset Report

Tri-Cities Airport Authority, TN

Date Range: 01 Apr 2024 - 31 Mar 2025

Inventory ID	Description	Sold Amount	Net Results
162	Large Flowerpots. Large indoor Flowerpots used in Airport Terminal	\$92.17	\$75.00
163	2015 Ford Explorer	\$1,996.87	\$1,775.00
164	4 Large Swing Top Trash Cans - 30-gal swing top trash cans, Good Conditions. Used at Airport Terminal,	\$61.45	\$50.00
165	Scissor Lift - 1997	\$3,685.75	\$3,000.00
166	61" Mower Deck, Diesel Mower	\$4,656.66	\$3,802.00
167	1997 Ford F-250 4x4 Truck w/snowplow	\$4,500.00	\$4,000.00
168	John Deere Flail Mower 8ft	\$2,119.50	\$1,884.00
TOTAL:		\$17,112.40	\$14,586.00

CONTRACT CHANGE ORDER NO. 1

Tri-Cities Airport Authority
Blountville, TN

DATE: 3/20/2025

PROJECT: Public Parking Expansion

TO: Summers-Taylor, Inc.
600 Sevier Ave.
Johnson City, TN 37604

TCAA PROJECT NO. 19810-000
KIMLEY-HORN PROJECT NO. 118579012

TERMS: The following described changes to the above project being completed for the Tri-Cities Airport Authority are hereby authorized. This Change Order constitutes a formal amendment to the Contract entered into between parties on the 4th day of September, 2024 upon execution by duly authorized representatives of each party in the spaces below.

CHANGE: This change order shall provide all labor, equipment, material, and incidentals for the completion of the items listed below.

Item No.	Description	Unit	Bid Quant.	Revised Quant.	Change	Unit Price	Sub-Total Cost
14	In-Place Embankment - On-Site Materials	CY	6000	5700	-300	\$26.50	(\$7,950.00)
47	2-way, 2" Schedule 40 PVC Ductbank - In Turf	LF	660	400	-260	\$47.00	(\$12,220.00)
51	Pull Box, Heavy Duty, 17"x30"	EA	33	34	1	\$1,430.00	\$1,430.00
52	Directional Bore	LF	150	200	50	\$102.00	\$5,100.00
CO1-1	Brushed Aluminum Light Pole Price Difference	LS	0	1	1	\$14,502.00	\$14,502.00

TOTAL: \$862.00

JUSTIFICATION AND NEED: This change order reflects electrical modifications required to sync-up this project with the PARCS project and the price difference for matching the light poles to the existing poles in other parking lots.

TOTAL ADDITIONS OR REDUCTION TO CONTRACT PRICE

(Note: Numbers in parentheses are deductions).

ORIGINAL CONTRACT PRICE	\$2,684,006.50
NET TOTAL OF PREVIOUS CHANGE ORDERS	\$0.00
PREVIOUS REVISED PRICE	\$2,684,006.50
THIS CHANGE ORDER NO. 1	\$862.00
REVISED CONTRACT PRICE THIS DATE	<u><u>\$2,684,868.50</u></u>

EXTENSION OF TIME RESULTING FROM THIS CHANGE ORDER - 0 CALENDAR DAYS

This Contract Modification constitutes full and mutual accord and satisfaction for all time and all cost related to this change. By acceptance of this Contract Modification, the Contractor hereby agrees that the modification represents an equitable adjustment to the Contract, and further, agrees to waive all right to file any further claims or changes arising out of or as a result of this change, or the accumulation of executed Contract Modifications on this Contract.

The Contractor and Owner(s) hereby agree to the terms of this Change Order as contained herein.

CONSENT OF SURETY:

Fidelity and Deposit Company of Maryland

By: Christie Swinney 3/24/25
Christie Swinney, Attorney-in-fact Date

ENGINEER

Kimley-Horn

By: Ben Taffy 3/20/2025
Date

CONTRACTOR:

SUMMERS-TAYLOR, INC.

By: [Signature] 03/25/2025
Date

OWNER:

TRI-CITIES AIRPORT AUTHORITY

By: _____
Date

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Jason E. TALLENT, Aaron JENSEN, Alexander C. SHAFER, Christie SWINNEY, Hannah REECE **all of Knoxville, Tennessee**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 01st day of August, A.D. 2023.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

A handwritten signature in black ink, appearing to read 'Robert D. Murray', is written over a horizontal line.

By: *Robert D. Murray*
Vice President

A handwritten signature in black ink, appearing to read 'Dawn E. Brown', is written over a horizontal line.

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 1st day of August, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

A handwritten signature in black ink, appearing to read 'Iva Betha', is written over a horizontal line.

Iva Betha
Notary Public
My Commission Expires September 30, 2023



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 24th day of March, 2025.



MJ Pethick

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

CONTRACT CHANGE ORDER NO. 2

Tri-Cities Airport Authority
Blountville, TN

DATE: 3/18/2025

PROJECT: Taxiway A Extension,
Taxiway C Removal, and
Runway 5 Safety Area
Improvements

TO: Summers-Taylor, Inc.
600 Sevier Ave.
Johnson City, TN 37604

TCAA PROJECT NO. 18888-000
KIMLEY-HORN PROJECT NO. 118579011

TERMS: The following described changes to the above project being completed for the Tri-Cities Airport Authority are hereby authorized. This Change Order constitutes a formal amendment to the Contract entered into between parties on the 4th day of September, 2024 upon execution by duly authorized representatives of each party in the spaces below.

CHANGE: This change order shall provide all labor, equipment, material, and incidentals for the completion of the items listed below.

Item No.	Description	Unit	Quant.	Unit Price	Sub-Total Cost
CO2	Sinkhole Repair - Removal From Contract	LS	1	(\$74,324.56)	(\$74,324.56)

TOTAL: (\$74,324.56)

JUSTIFICATION AND NEED: This change order reflects change required to remove emergency sinkhole repair along Taxiway R from this contract as it is being paid for under a separate grant.

TOTAL ADDITIONS OR REDUCTION TO CONTRACT PRICE

(Note: Numbers in parentheses are deductions).

ORIGINAL CONTRACT PRICE	\$7,375,279.00
NET TOTAL OF PREVIOUS CHANGE ORDERS	\$74,324.56
PREVIOUS REVISED PRICE	\$7,449,603.56
THIS CHANGE ORDER NO. 2	-\$74,324.56
REVISED CONTRACT PRICE THIS DATE	\$7,375,279.00

EXTENSION OF TIME RESULTING FROM THIS CHANGE ORDER - 0 CALENDAR DAYS

This Contract Modification constitutes full and mutual accord and satisfaction for all time and all cost related to this change. By acceptance of this Contract Modification, the Contractor hereby agrees that the modification represents an equitable adjustment to the Contract, and further, agrees to waive all right to file any further claims or changes arising out of or as a result of this change, or the accumulation of executed Contract Modifications on this Contract.

The Contractor and Owner(s) hereby agree to the terms of this Change Order as contained herein.

CONSENT OF SURETY:

Fidelity and Deposit Company of Maryland

By: Christie Swinney 3/24/25
Christie Swinney, Attorney-in-fact Date

ENGINEER

Kimley-Horn

By: Ben Taffy 3/18/2025
Date

CONTRACTOR:

SUMMERS-TAYLOR, INC.

By: [Signature] 3/25/2025
Date

OWNER:

TRI-CITIES AIRPORT AUTHORITY

By: _____
Date

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Jason E. TALLENT, Aaron JENSEN, Alexander C. SHAFER, Christie SWINNEY, Hannah REECE **all of Knoxville, Tennessee**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 01st day of August, A.D. 2023.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

A handwritten signature of Robert D. Murray in black ink.

By: *Robert D. Murray*
Vice President

A handwritten signature of Dawn E. Brown in black ink.

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 1st day of August, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

A handwritten signature of Iva Betha in black ink.

Iva Betha
Notary Public
My Commission Expires September 30, 2023



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 24th day of March, 2025.



MJ Pethick

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

CONTRACT CHANGE ORDER NO. 3

Tri-Cities Airport Authority
Blountville, TN

DATE: 4/8/2025

PROJECT: Taxiway A Extension,
Taxiway C Removal, and
Runway 5 Safety Area
Improvements

TO: Summers-Taylor, Inc.
600 Sevier Ave.
Johnson City, TN 37604

TCAA PROJECT NO. 18888-000
KIMLEY-HORN PROJECT NO. 118579011

TERMS: The following described changes to the above project being completed for the Tri-Cities Airport Authority are hereby authorized. This Change Order constitutes a formal amendment to the Contract entered into between parties on the 4th day of September, 2024 upon execution by duly authorized representatives of each party in the spaces below.

CHANGE: This change order shall provide all labor, equipment, material, and incidentals for the completion of the items listed below.

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Quant.</i>	<i>Unit Price</i>	<i>Sub-Total Cost</i>
CO3-1	TDOT CLASS A-2 RIP-RAP	CY	220	\$145.00	\$31,900.00
CO3-2	6" FAIRCLOTH SKIMMER WITH 5" HEAD - INCLUDING INSTALLATION AND RISER STRUCTURE MODIFICATIONS	LS	1	\$17,500.00	\$17,500.00
CO3-3	CLEARING AND GRUBBING	AC	0.5	\$14,500.00	\$7,250.00

TOTAL: \$56,650.00

JUSTIFICATION AND NEED:

This change order reflects changes required to the existing detention pond to convert it to a sediment pond for the duration of the project.

TOTAL ADDITIONS OR REDUCTION TO CONTRACT PRICE

(Note: Numbers in parentheses are deductions).

ORIGINAL CONTRACT PRICE	<u>\$7,375,279.00</u>
NET TOTAL OF PREVIOUS CHANGE ORDERS	<u>\$0.00</u>
PREVIOUS REVISED PRICE	<u>\$7,375,279.00</u>
THIS CHANGE ORDER NO. 3	<u>\$56,650.00</u>
REVISED CONTRACT PRICE THIS DATE	<u>\$7,431,929.00</u>

EXTENSION OF TIME RESULTING FROM THIS CHANGE ORDER - 4 CALENDAR DAYS

This Contract Modification constitutes full and mutual accord and satisfaction for all time and all cost related to this change. By acceptance of this Contract Modification, the Contractor hereby agrees that the modification represents an equitable adjustment to the Contract, and further, agrees to waive all right to file any further claims or changes arising out of or as a result of this change, or the accumulation of executed Contract Modifications on this Contract.

The Contractor and Owner(s) hereby agree to the terms of this Change Order as contained herein.

CONSENT OF SURETY:

Fidelity and Deposit Company of Maryland

By: Christie Swinney 4/10/2025
Christie Swinney, Attorney-in-fact Date

ENGINEER

Kimley-Horn

By: Ben Talty 4/8/2025
Date

CONTRACTOR:

SUMMERS-TAYLOR, INC.

By: [Signature] 4/10/2025
Date

OWNER:

TRI-CITIES AIRPORT AUTHORITY

By: _____
Date

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Jason E. TALLENT, Aaron JENSEN, Alexander C. SHAFER, Christie SWINNEY, Hannah REECE **all of Knoxville, Tennessee**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 01st day of August, A.D. 2023.



ATTEST:
**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

A handwritten signature in black ink, appearing to read 'Robert D. Murray', is written over a horizontal line.

By: *Robert D. Murray*
Vice President

A handwritten signature in black ink, appearing to read 'Dawn E. Brown', is written over a horizontal line.

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 1st day of August, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

A handwritten signature in black ink, appearing to read 'Iva Bethea', is written over a horizontal line.

Iva Bethea
Notary Public
My Commission Expires September 30, 2023



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

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This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 10th. day of April, 2025.



MJ Pethick

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790



Mr. Jones,

During the certification of the analytical camera intrusion system by TSA, it was found that there was another camera needed to complete the effectiveness of the system on the commercial ramp. Per our Airport Security Plan, and under DHS 1542, the ramp that holds commercial airlines must have a type of intrusion system that will notify the proper authorities in the event of an unauthorized person or vehicle. I am recommending that change order #1 be approved as it is warranted for the aforementioned reasons.

Respectfully,

A handwritten signature in black ink, appearing to read "Denton Hall".

Denton Hall
Chief, Public Safety



TELE-OPTICS, INC
TOTAL COMMUNICATIONS SPECIALIST
1041 TIDEWATER COURT, KINGSPORT, TN
PHONE: 423.246.5704 / FAX: 423.578.3407

Quotation

Number AAAQ44892-01

Date Apr 8, 2025

Sold To

Tri-Cities Regional Airport
Denton Hall
2525 Highway 75
Blountville, TN 37617

Phone 423-325-6340

Fax

Terms

P.O. Number

Ship Via

Email dhall@triflight.com

Your Sales Rep

Eric R. McGlothlin

423-230-8834

emcglathlin@tele-optics.com

Line	Description	Qty	Unit Price	Ext. Price
1	Change Order #1			
2	640x512; H5A Radiometric ;Bullet; 14mm f/1.0; NETD 50mK; 30Hz; Next-Generation Analytics	2	\$7,050.00	\$14,100.00
3	POLE MOUNT FOR LRGE PENDT WLMT-1001	1	\$110.19	\$110.19
4	CORNER MNT FOR LRGE PENDT WLMT-1001	1	\$110.19	\$110.19
5	ACC7 Enterprise camera channel w/ Smart Plan; 1Yr	2	\$333.61	\$667.22
6	Labor for 1st Cam on Pole Date	25	\$80.00	\$2,000.00
7	Labor to Move Cam to Corner of Power Vault	17	\$80.00	\$1,360.00
8	Labor to add 2nd Cam to Power Vault	12	\$80.00	\$960.00
9	Reprogram all alarm and Test	7	\$80.00	\$560.00

Accepted by

Date Accepted

SubTotal \$19,867.60

Tax \$0.00

Shipping \$0.00

Total **\$19,867.60**

Please contact me if I can be of further assistance.

** - Quotes are subject to Tele-Optics, Inc. Standard Terms and Conditions.

** - Any additional work not specified within this document will require a Change Order request - the scope of which will be approved by Tele-Optics, Inc. and the customer to determine any additional charges to be accrued on the part of the customer.

**Legal Counsel,
Stephen Darden**

Verbal Report

Director of Finance,

Rachel Squibb

REPORT:

February 2025 Budget Report

Summary:

Revenues for the first eight months fiscal year 2025 were greater than budgeted amounts by \$405,812 or 6.6%. The most significant positive variance revenue categories, revenues greater than budgeted, were Parking Revenues, Rental Car and Other Revenues. The significant increase in Parking Revenue was approximately 9.6% over the year-to-date budget in the amount of \$188,801. The actual increase in year to date car count from Feb 2024 to Feb 2025 was up 8.1%.

Actual expenditures for the first eight months of fiscal year 2025 were more than budgeted by \$42,094 or 0.7%. Results in the various categories of expenses are mixed. The most significant negative variance, expenses greater than budgeted, was for Terminal Area. Terminal Area cost center accounts for expenses related to the daily operations of the terminal as well as repairs and maintenance. Within the first 8 months, we have experienced numerous repairs on HVAC system in both the administrative hall and baggage claim area; roof leaks in baggage claim and terminal area; drain line repairs; and significant repairs to the jetway bridge. Another area of overbudget is Airfield Area (\$70,361) or (-36%). The overrun of budget for Airfield Area is due to a sinkhole repair cost.

To summarize, actual results yielded Net Operating Income of \$801,250 for the first eight months FY2025. This result exceeds the budgeted Net Operating Income amount by \$447,906 expected for the period. With concerns about the economy and current inflation, the positive results for the first eight months of FY 2025 are very welcomed. The overall net result appears reasonable and in line with statistics for the current year (FY 2025) versus last year (FY 2024).

Tri-Cities Airport Authority
FY 2025 Operating Budget
2/28/2025

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10:50:38 AM 4/15/2025

Current Actual	Current Budget	Dollar\$ Variance	General Ledger	Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
\$54,467	\$63,883	(\$9,416)	Airline Landing Fees	\$500,623	\$766,600	\$511,064	(\$10,441)
147,357	149,766	(2,409)	Airline Rents	1,178,123	1,797,200	1,198,128	(20,005)
201,824	213,649	(11,825)	TOTAL AIRLINE REVENUE	1,678,746	2,563,800	1,709,192	(30,446)
95,249	95,292	(43)	General Aviation	775,871	1,143,500	762,336	13,535
8,174	9,050	(876)	Air Cargo	64,326	108,600	72,400	(8,074)
244,863	243,708	1,155	Parking Revenue	2,138,465	2,924,500	1,949,664	188,801
120,882	145,307	(24,425)	Rental Car Revenue	1,337,397	1,743,700	1,162,456	174,941
12,970	20,809	(7,839)	Terminal Concessions	157,633	249,700	166,472	(8,839)
10,090	9,374	716	Terminal Space Rents	56,742	112,500	74,992	(18,250)
55,144	29,792	25,352	Other Revenues	332,480	357,500	238,336	94,144
547,372	553,332	(5,960)	TOTAL NON-AIRLINE REVENUE	4,862,914	6,640,000	4,426,656	436,258
749,196	766,981	(17,785)	TOTAL REVENUE	6,541,660	9,203,800	6,135,848	405,812
(7,443)	15,074	(22,517)	Airfield Area	265,318	245,500	194,957	70,361
7,832	2,812	5,020	Aviation Properties	62,427	59,000	51,943	10,484
2,874	84,524	(81,650)	Terminal Area	693,325	884,100	613,856	79,469
1,865	2,170	(305)	Air Cargo Center	23,682	31,000	27,685	(4,003)
10,573	10,326	247	Other Properties	86,931	114,600	88,661	(1,730)
125,638	113,626	12,012	Public Safety	1,003,429	1,542,000	1,007,590	(4,161)
72,106	71,343	763	Maintenance Dept.	605,393	908,800	613,011	(7,618)
46,667	62,700	(16,033)	Janitorial Dept.	404,522	719,200	478,802	(74,280)
5,750	13,609	(7,859)	Airport Services	47,810	184,000	118,633	(70,823)
38,093	40,939	(2,846)	Public Parking	340,597	515,900	349,458	(8,861)
13,279	13,866	(587)	Trade Development	112,818	182,500	118,291	(5,473)
63,841	90,903	(27,062)	Marketing Dept.	542,399	934,600	522,162	20,237
13,399	15,346	(1,947)	Ground Handling Services	122,038	196,600	132,825	(10,787)
8,038	33,331	(25,293)	Airport Business Dev	54,564	181,000	129,903	(75,339)
142,604	143,231	(627)	Administrative	1,375,157	1,975,600	1,334,727	40,430
545,116	713,800	(168,684)	TOTAL EXPENSES	5,740,410	8,674,400	5,782,504	(42,094)
\$204,080	\$53,181	\$150,899		\$801,250	\$529,400	\$353,344	\$447,906

REPORT:Tri-Cities Airport Authority
December 12, 2024**CASH BALANCE REPORT - February 28, 2025**

Operating Cash	\$ 10,718,569
Dedicated Funds	5,481,797
PFC Funds - Restricted	942,708
CFC Funds - Restricted	737,771
Bond Fund - Aerospace Park - Restricted	2,365,436
Total Funds	<u>\$ 20,246,281</u>

Note: Above does not include cash on deposit with the Sullivan County Trustee; in the amount of \$35,979; constituting the debt service reserve fund for the Series 2014A. Bonds

BONDED DEBT- February 28, 2025**\$2,975,000 Airport Revenue and Tax Refunding (Taxable) Bonds; Series 2014A**

Note: The Series 2014A were closed by Sullivan County with a final payment of \$371,051.42 on May 31, 2022 using TCAA escrowed funds confirmed at FYE 2021 in the amount of \$407,000.00.

\$5,905,000 Aerospace Park Bonds (Taxable), Series 2018;
(After Washington County portion defeasement on 03/09/2022)

<u>Debt Service:</u>	Principal FY 2025	Interest FY 2025
11/01/2024 (Interest Only) and 05/01/2025	\$ 290,000	\$ 175,806
Total Current Debt Service Requirements	<u>\$ 290,000</u>	<u>\$ 175,806</u>
Total Principal and Interest Due to Maturity	<u>\$ 5,110,000</u>	<u>\$ 1,418,994</u>

Note: The Series 2018 Aerospace Park Bonds are secured by the future net revenues of Aerospace Park and subject to an intergovernmental financing agreement between all Tennessee Authority members which provides guaranty agreements to cover debt service on a prorata basis until the Aerospace Park net revenue stream is sufficient to provide all or part of the debt service on the Bond issue.

Submitted by: Rachel C. Squibb
Director of Finance

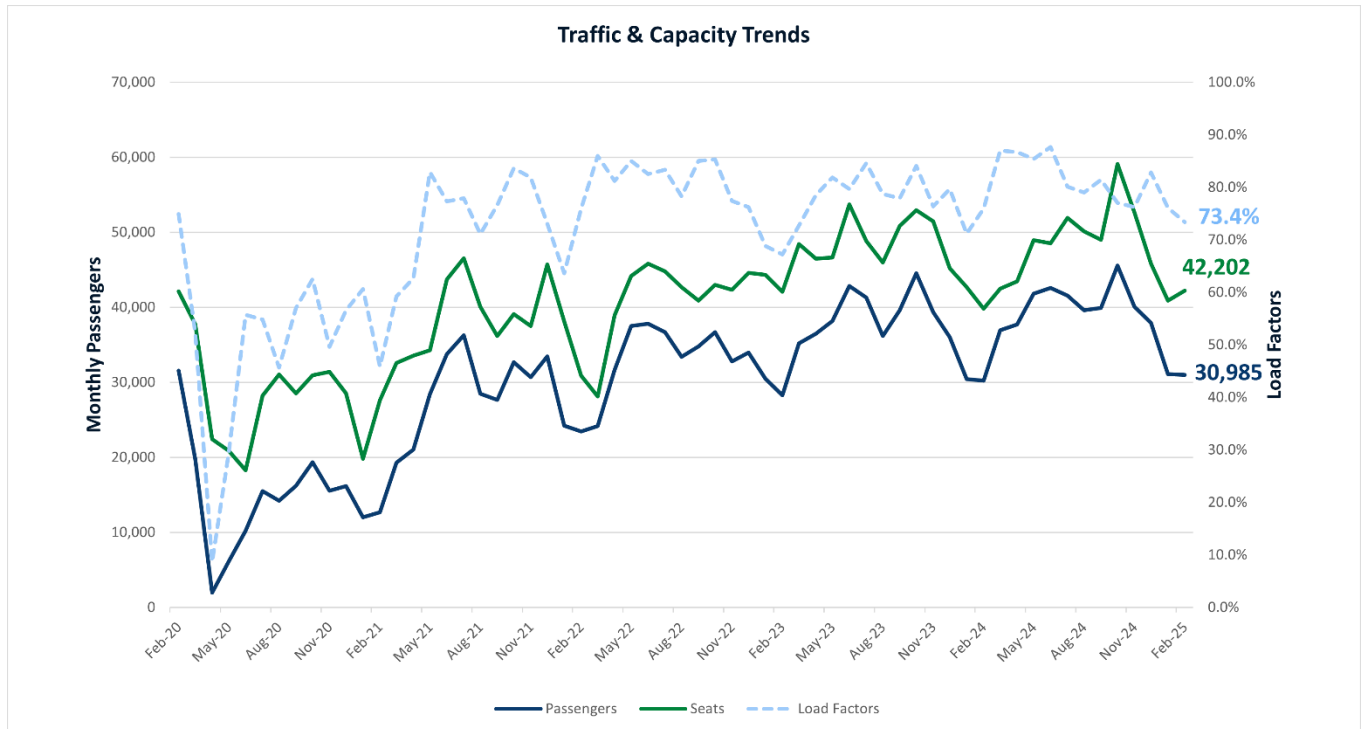
Director of Marketing and Air Service Development,

Trevor Rice

REPORT:

Air Service Development & Marketing Report

Air Service Development:



- **Passenger Trends and Capacity:**

- February passenger counts were 30,985 reflecting a 2.6% increase year-over-year.
- February seat capacity was 42,202 reflecting a 6% increase year-over-year.
- February load factors were 73.4%, reflecting a 3.3% decrease year-over-year.
- May seat capacity is projected at 27,297 - reflecting a 12% increase year-over-year.

- **Airline Schedules:**

- Allegiant Air
 - Monthly Frequency
 - April-May: avg. 4x/week
 - June-July: avg. 5x/week
 - August: avg. 4x/week
 - September: avg. 2x/week
- PIE (St. Petersburg-Clearwater): Seasonal service 2x/week through July.
- SFB (Orlando-Sanford): Year-round service 3x/week through August.

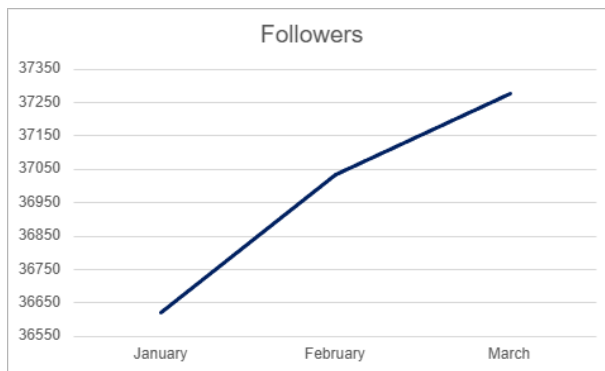
- American Airlines
 - CLT (Charlotte):
 - Average of 6 daily flights.
 - Aircraft: primarily ERJ-145s.
 - DFW (Dallas/Fort Worth):
 - April-May 1x/day, June-September 2x/day.
 - Aircraft: ERJ-175s & 170s
- Delta Air Lines
 - ATL (Atlanta):
 - Average of 6 daily flights
 - B717 returns May-September.
 - Aircraft: mix of CRJ-700s, 900s and B717

Airline Seats Per Month									
Airline	Destination	Aircraft	Seats	April	May	June	July	August	September
AA	CLT	ER4	50	8,400	9,250	8,650	8,750	9,200	10,400
	DFW	E70	65	195					
		E75	76	2,280	2,356	4,256	4,712	4,712	4,560
AA Total				10,875	11,606	12,906	13,462	13,912	14,960
DL	ATL	CR7		3,795	1,035	1,564	325		
		CR9		5,928	7,448	4,852	6,004	6,612	6,764
		717	110		3,740	6,160	6,820	6,820	6,600
DL Total				9,723	12,223	12,576	13,149	13,432	13,364
G4	PIE	A319	156	312					
		A320	183	720	720				
		737 Max 8	190	760	950	1,710	1,330	1,140	
	SFB	A319	156		468	156	936	1,560	
		A320	183	372					360
		737 Max 8	190	1,140	1,330	2,280	1,520	190	1,140
G4 Total				2,992	3,468	4,146	4,098	2,890	1,500
	Grand Total			23,590	27,297	29,628	30,709	30,234	29,824

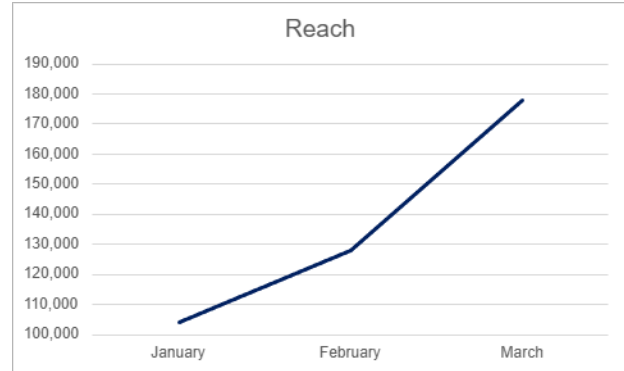
- Participated in monthly ACI-NA Air Service Committee Steering Group meeting.
- Met with regional organization that will be supporting air service development efforts through airline incentives.
- Staff attended the Mead & Hunt Air Service Development conference and met with 9 airlines. Community partners (Northeast Tennessee Tourism Association and Visit Kingsport) joined staff as part of a sponsorship allowing staff and partners to provide attendees with a presentation highlighting our region.
- Staff submitted bi-annual report for Small Community Air Service Development Program (SCASDP) grant.
- Met with Tennessee Department of Tourism to discuss air service marketing support.
- Staff provided air service data to community partners.

Advertising, Community Relations, Customer Experience:

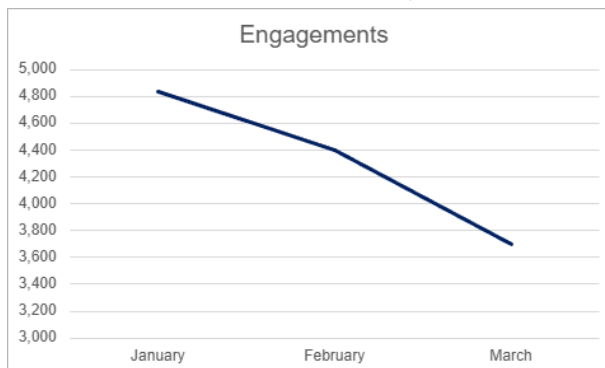
- **Q3 Social Media – Total Posts: 146**



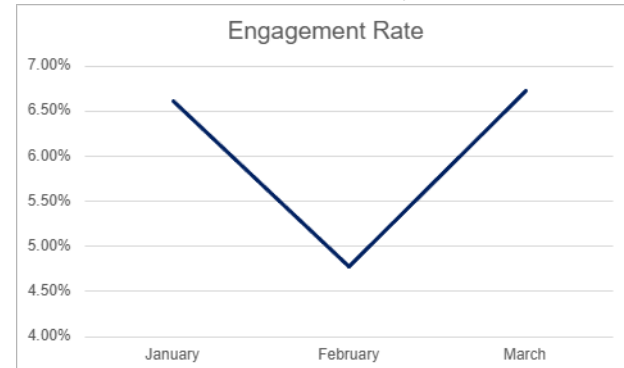
Total Followers: 37,278



Total Reach: 409,685

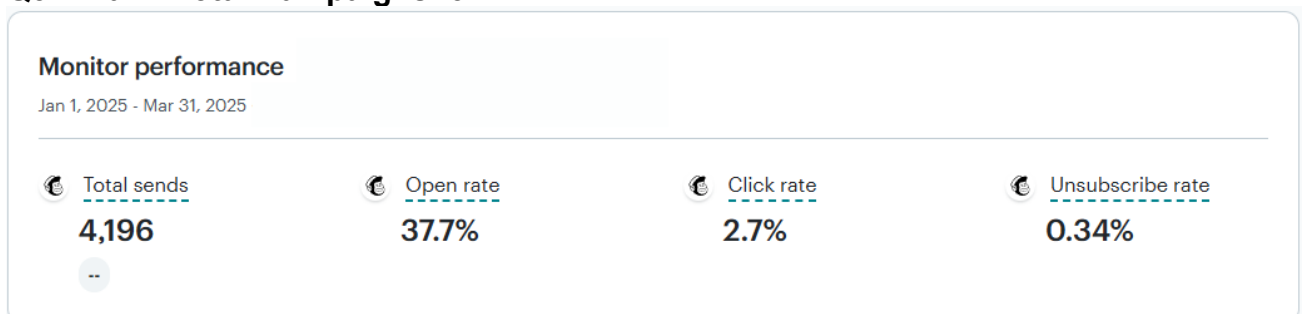


Total Engagements: 12,926



Average Engagement Rate: 6.04%

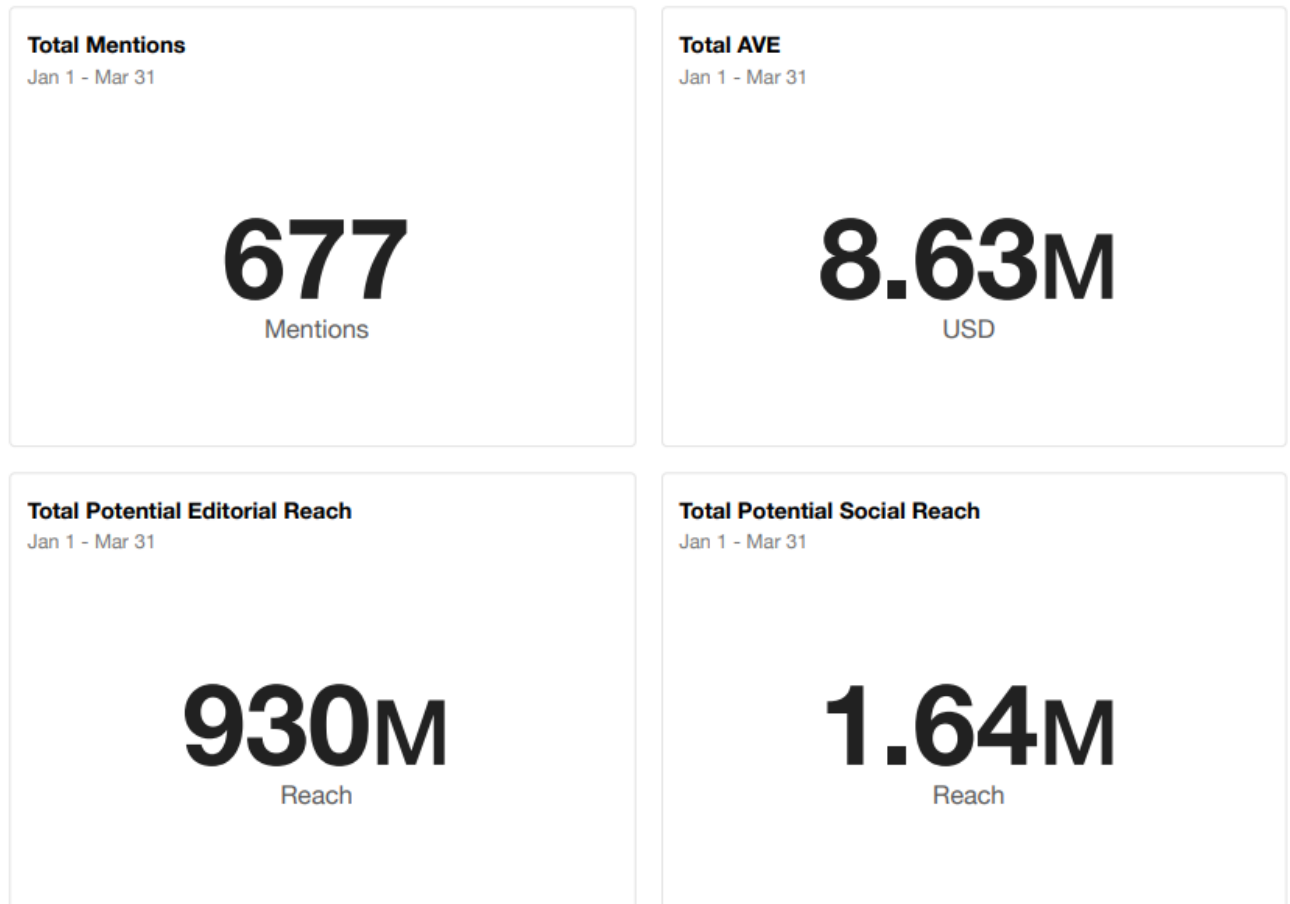
- Social media saw overall follower growth and positive trends in reach and engagement rate this quarter. Facebook had several high-performing posts with strong engagement and community feedback. On Instagram, we confirmed that more Reels lead to greater reach, and boosted campaigns continue to support follower growth. X remains unpredictable, but we're maintaining our presence, and recent posts have shown signs of increased interaction. We also experimented with LinkedIn ads; while targeting isn't strong, we gained helpful insights, and overall impressions on the platform remain steady without paid support.
- **Q3 Email - Total Campaigns: 3**



- Email performance this quarter reflected fewer sends compared to last, but we continued to test new approaches and gather insights. A more engaging Valentine's Day email prompted higher click rates, and we're learning which content categories resonate most. Quarterly newsletters continue to perform best, while holiday sends see mixed results—likely due to crowded inboxes. Other categories like news and special

events are still being explored. Since revamping our strategy, the subscriber list is stabilizing, and we're developing new ideas to grow and expand our reach.

- **Q3 Earned Media:**



- Earned media saw strong performance this quarter, with increased editorial reach and more than double the advertising value earned compared to last quarter. Coverage was driven primarily by the new air service agreement and the Air Force Two visit, along with mentions in tourism features, Fly Local campaign recognition, and other regional stories. While most earned coverage came from editorial sources rather than social mentions, this reflects strong press interest and trusted storytelling. Earned media remains an essential part of our communications strategy, helping us build credibility and expand our reach through third-party validation.
- The fly local advertising campaign continues with a mix of deployed tactics such as programmatic display, paid search, paid social, cable, OTT, billboards, mixed digital and broadcast, and radio.
- We continue to connect with our community and passengers to improve customer experience. Recent events include St. Patrick's Day & First Day of Spring photo ops, as well as Easter treat & National Pretzel Day giveaways.
- **Since the February TCAA meeting:**
 - Received 2 Addy awards – Gold Addy and Best in Class for Fly Local Campaign.
 - Staff participated in internal meetings to discuss FBO transition.

- Staff participated in meetings with potential fuel vendor to discuss FBO transition.
- Staff attended the Appalachian Highlands Economic Forum.
- Represented TRI at community events.
- Participated in internal meetings discussing various updates and possible improvements at TRI.
- Staff attended ETSU Distinguished Presidents Trust Dinner and received award.
- Staff met to plan for the upcoming FTZ Lunch & Learn.
- Hosted site visit for MLB and Cincinnati Reds to discuss logistics pertaining to the MLB Speedway Classic game happening on August 2.
- Staff met with MLB Marketing to discuss promotional opportunities at TRI for the MLB Speedway Classic.
- Staff helped with coordination and promotion of Airport Master Plan TAC, CAC, and Public Meetings.
- Met with potential in-airport advertisers.
- Provided multiple airport tours.
- Handled media inquiries and scheduled interviews.
- Staff attended the Northeast Tennessee Tourism Association Legislative Day on the Hill.
- Staff attended the ACI-NA Customer Experience Symposium.
- Marketing Team met regularly to discuss current and upcoming projects.

Submitted by: Trevor Rice
Director of Marketing & Air Service Development

Director Business Development,

Mark Canty

REPORT:

Business Development

Summary:

- On January 20, 2025, we published a Request for Qualifications (RFQ) to identify qualified developers interested in designing, financing, and constructing a large spec hangar in Aerospace Park for the purpose of attracting aviation-related industry. We received five responses from developers located both locally and nationally. Since that time, we have conducted initial interviews with each of the developers and created initial rankings of the group based on their presentations to us. For the next phase of the process, we are focused on inviting select respondents for on-site visits to continue the conversation.
- Because of the recent high volume of Foreign-Trade Zone inquiries and the rapidly changing tariff environment we are hosting an “FTZ Lunch and Learn” event on Tuesday, May 6th from 11AM until 1PM at the Ron Ramsey Regional Agriculture Center in Blountville. I will be giving a presentation on FTZ and consultant Mike Michalski will be in attendance to meet with companies to answer any highly technical questions that may arise. All Board members should have received an invitation and are encouraged to distribute it to anyone who might have interest in learning more about what FTZs are, how they work, and if they offer any relief from recent increases in tariffs.
- I attended MRO Americas along with Michael Parker of NETWORKS Sullivan Partnership and David Lotterer of JLL. We sponsored a booth at the convention center and had the opportunity to speak further with two of the developers who responded to our Aerospace Park Spec Hangar RFQ. The lack of available hangar space nationwide was a consistent theme of the conversations during the event.
- I will be attending the NAFTA Spring Seminar in Savannah, GA from May 18 through May 20. The seminar will focus on FTZ’s role in navigating the current tariff environment.
- I will be attending a TNECD appreciation event in Nashville hosted by NETWORKS Sullivan Partnership on May 22.
- We met with JA Street and Aviation New Generation, LLC to discuss construction of a new multi-tenant GA hangar across from the box hangar the Airport just completed.

Submitted by: Mark Canty
Director of Business Development

Operations Report

Chief Operating Officer, David Jones

REPORT:

Capital Project Update

FY 2023 CAPITAL PROJECTS

1. Airport Master Plan Update Project (Professional Services)

Atkins Realis - FAA will be reviewing the ALP and Exhibit A for approval. Airport Financials, final Community and Technical Committee meetings will be held with results being finalized.

Project Amount	\$ 1,432,847.00
Estimated Project Percent Completion	80%

2. Airport Terminal Public Address System Improvements Project (Design/Bid)

Meade & Hunt - The consultant is currently performing project design, cost analysis, planning and budget estimating for a construction project.

Project Amount	\$ 141,070.00
Estimated Project Percent Completion	60%

FY 2025 CAPITAL PROJECTS

1. Airport - Public Parking Lot Expansion (Construction)

Summers and Taylor, Inc. - The contractor mobilized on-site with material deliveries and erosion controls installed. Construction to begin April 2025 around the spring Bristol race weekend timeframe.

Project Amount	\$ \$ 1,538,221.00
Estimated Project Percent Completion	5%

2. Airport - Twy A Extension, Twy C Removal West of Rwy 23 and Rwy 5 RSA Improvements (Construction)

Summers and Taylor, Inc. - The contractor mobilized on-site with material deliveries and erosion controls installed. Construction to begin April 2025 after the spring Bristol race weekend timeframe.

Project Amount	\$ \$ 7,375,279.00
Estimated Project Percent Completion	5%

3. Airport – General Aviation Box Hangar – Phase 2 (Construction)

JA Street and Associates - The contractor completed the project to substantial completion in March 2025. Final project punch-list items and close out documentation is in progress.

Project Amount	\$ \$ 2,497,855.00
Estimated Project Percent Completion	98%

4. Airport – Parking and Revenue Control System (PARCS) (Construction)

Amano McGann, Inc. - The contractor is currently preparing product material submittals and work schedule to consultants and staff for review/approval.

Project Amount	\$ 806,792.00
Estimated Project Percent Completion	5%

Submitted by: David W. Jones
Chief Operating Officer

**President/CEO,
Gene Cossey**

Verbal Report