Tri-Cities Airport Authority Board Meeting
February 26, 2026, at 10:00 a.m.
Held in the TCAA Boardroom

Board Members	**Staff**	**Others**
Mr. Mark Ireson	Gene Cossey	Stephen Darden - HS&D Attorney
Mr. Chris McCartt	Mark Canty	Clay Walker - NETWORKS
Mr. Ken Huffine	Chris Stipo	John Rose – BRIDGE
Mr. Todd Hensley	Rachel Squibb	Allison Winters – Six Rivers Media
Mr. Jeff Bedard	Rebecca O'Quinn	Pam Phillips – Tri-City Aviation
Mr. John Hunter	Rachel Squibb	Mike Lloyd – Tri-City Aviation
Mr. Zane Vanover	Jennifer Solorio	Elise Taylor – BP&H
Ms. Cathy Ball	Dan Martin	Rush Powers – BP&H
	Erick Lanier	Andrew Powers – BP&H
	Tyler Baker	Tim Haskell – Hanson
	Gabe Sherrill	Melissa Vasher – Hanson

With a quorum present, the meeting was called to order at 10:00 a.m., by TCAA Chair Parker Smith.

The board members not in attendance was Mr. Paker Smith, Mr. Lewis Wexler, and Ms. Kelli Bourgeois.

INTRODUCTIONS:

Mr. Gene Cossey started by introducing Dan Martin, Erick Lanier, and Tyler Baker. Mr. Chris Stipo introduced them to the board and explained their positions. Dan Martin and his team from Metropolis have been brought in house as "Landside Operations" which are also new positions. We have hired Erick Lanier as our FBO Manager. Then Tyler Baker as our new Operations Manager.

CONSIDER: Minutes from December 11, 2025, TCAA Board Meeting

TCAA 02/26/2026 – 1 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Chris McCartt, the following was adopted: BE IT RESOLVED the Minutes from December 11, 2025, TCAA Board Meeting was approved as presented.

The motion passed unanimously.

REPORT: Committee Updates

Mr. Mark Ireson gave an update about the previous Administration and Operations Committee and the Airfield Development Committee. Neither of the meetings that were held had a quorum so only reports were given. He asked the members to please consider if you really want to be on the committee and if so, then try to attend these meetings.

REPORT: FBO name and Brand Introduction

Kylie Toler presented the name and brand for the FBO. Staff developed a name and visual identity that resonates locally while remaining distinct from the airport's primary brand. This effort resulted in a finalized name, logo, and foundational branding guidelines to support the launch of the airport-operated FBO. The new name of the FBO will be "Holston Point Aviation".

REPORT: RFQ for Modular Design Services Indutrial Aircraft Hangar Concepts

The Authority is preparing to issue an RFQ to pre-qualify professional design firms to develop modular industrial aircraft hangar concepts supporting future Aerospace Park tenants. A few key points of the concepts are modular, scalable hangar concepts, accelerate development timelines, improve cost certainty and delivery efficiency, and enhance aerospace park competitiveness. Mark Canty then gave the anticipated schedule for the RFQ.

CONSIDER: Continuation of JLL Contract to Market Aerospace Park

The prior agreement with JLL for Aerospace Park marketing expired in December 2025, JLL has proposed a one-year extension amendment to ensure continuity of marketing and brokerage services. To ensure continuity of marketing and brokerage services and to formally authorize the contractual relationship going forward, Board approval is requested. Some key points mentioned are the rates form the prior agreement will remain unchanged, the agreement will have a one-year term commencing upon execution, and all other material terms and conditions will remain unchanged. Mr. Chris McCartt suggested us to invite JLL to the next board meeting to give a presentation and a report about the progress that they have made. It was recommended that we only renew their contract on a month-to-month basis until the April board meeting.

TCAA 02/26/2026– 2 Upon the motion made by Mr. Chris McCartt, and seconded by Ms. Cathy Ball, the following was adopted: BE IT RESOLVED the TCAA approved JLL Contract to Market Aerospace Park on a month-to-month basis until the April Board Meeting.

The motion passed unanimously.

CONSIDER: Nomination and Election of Secretary Treasurer

Due to the vacancy of the Secretary/Treasurer the Board is accepting nominations for the position. Since Mr. Parker Smith was not in attendance, he was asked for his recommendation before. His recommendation was to nominate Mr. Chris McCartt to be the new Secretary/Treasurer of the TCAA Board. No other members had nominations.

TCAA 02/26/2026 – 3 Upon the motion made by Ms. Cathy Ball, and seconded by Mr. Kenneth Huffine, the following was adopted: BE IT RESOLVED the TCAA approved the nomination of the Secretary/Treasurer.

The motion passed unanimously.

CONSIDER: Airport Liability Insurance Renewal

Ms. Elise Powers from Burkes, Powers, and Harty presented the Airport Liability insurance Renewal. The Cincinnati policy is in the middle of a multi-year term. The difference in premium is due to any auto changes and additions to adding equipment. The bond is also on a multi-year term and the premium has remained the same. Chubb is offering a two-year term at the same premium; the premium is paid annually but will remain the same for the two years. The change in Cyber premium is due to increased revenues reported.

TCAA 02/26/2026 – 4 Upon the motion made by Ms. Cathy Ball, and seconded by Mr. Zane Vanover, the following was adopted: BE IT RESOLVED the TCAA approved the proposed limits of liability and associated premiums for the term of 04/01/2026 - 03/31/2027.

The motion passed unanimously.

CONSIDER: Extension of Auditing Contract to BCS for FY2026

Ms. Rachel Squibb presented that the Airport Authority Board of Commissioners is requested to consider approval of a renewal audit engagement with Blackburn, Childers and Steagall, PLC to provide professional auditing services in FY 2026. Per the engagement letter, fees for FY 2026 auditing services will be at standard hourly rates plus out-of-pocket expenses, with a total amount not to exceed $59,500. This represents a modest increase of $2,000 compared to the prior two fiscal years, during which the audit fee remained unchanged at $57,500.

TCAA 02/26/2026 – 5 Upon a motion made by Ms. Cathy Ball and seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the TCAA approved Blackburn, Childers and Steagall, PLC to be retained as independent certified public accountants to perform professional auditing services for fiscal year 2026.

The motion passed unanimously.

CONSIDER: Parking Rate Adjustments

Ms. Rachel Squibb proposed new parking rate adjustments. At the beginning of fiscal year 2025, the parking lot rates were $16.00 a day for Short-term and $10.00 a day for Long-term. Due to operational issues with the short-term lot gate during Spring of 2025, the Commission adopted one rate for all gates, of $13.00 max per day. This change was implemented as of July 1, 2025, with the understanding that rates would be re-evaluated upon completion of the entrance gate. Once the system becomes fully functional the recommended rate adjustments, and name changes are $18.00 a day for Premium Lot (formerly Short-term), $15.00 Standard Lot 1 (formerly Long-Term), $12.00 a day for Economy Lot 1 (formerly Employee lot), and $12.00 a day for Economy Lot 2 (formerly Credit card lot).

TCAA 02/26/2026 – 6 Upon a motion made by Mr. Kenneth Huffine, and seconded by Mr. Chris McCartt, the following was adopted: BE IT RESOLVED the TCAA approved the following changes $18.00 a day for Premium Lot, $15.00 Standard Lot 1, $12.00 a day for Economy Lot 1, and $12.00 a day for Economy Lot 2.

The motion passed unanimously.

CONSIDER: X-1FBO Software

X-1FBO is a comprehensive, cloud-based operations and management software platform built by aviation and FBO industry professionals to enhance efficiency, safety, customer service, and revenue performance for FBOs and airport ground handling organizations. Signing today would place our estimated go-live date in June–July, aligning with the arrival of our new fuel trucks already equipped with X-1 cellular modems from the factory as well as the 100LL self-serve fuel tank

TCAA 02/26/2026 – 7 Upon a motion made by Mr. Todd Hensley and seconded by Ms. Cathy Ball, the following as adopted: BE IT RESOLVED the TCAA authorized the Chair to sign and enter into agreement with X-1 in the approximate total amount of $175,757.11 over the period 5yrs.

The motion passed unanimously.

CONSIDER: Airline Improvement Projects

The airport is seeking to improve upon the current structure and implement some new changes. Some of the changes include new ramp markings in a pushback setup to allow for more aircraft to park at the concourse, renovations of airline offices to accommodate new airlines, additional passenger wayfinding, expansion of CUPPS and FIDS, and gate management software to automate the assignment of aircraft parking.

TCAA 02/26/2026 – 8 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Kenneth Huffine, the following as adopted: BE IT RESOLVED the TCAA authorized the President/CEO to sign all agreements and contracts related to the project. Items over $25,000 will come to the board for retroactive approval and a report will be given at the end of the project to outline final costs.

The motion passed unanimously.

CONSIDER: State and Federal Grant Acceptance

The TCAA receives state, federal, and other airport capital project grants at various times during the year. Receipt and execution of grants sometimes require a quick turnaround to sign and return them to the issuing agencies in a timely manner. These grants are part of prior board approved capital project funding. To expeditiously receive and execute all types of capital grant funding, it is recommended to have the grants reviewed and executed by Legal Counsel and the Chairman as those grants become available throughout the year. The Airport Legal Counsel will review all applicable grants and contracts prior to the Chair's execution.

TCAA 02/26/2026– 9 Upon a motion made by Mr. Chris McCartt and seconded by Mr. John Hunter, the following as adopted: BE IT RESOLVED TCAA approved the Chair to execute state, federal, and other airport capital improvement project grants as those grants become available throughout the calendar year.

The motion passed unanimously.

CONSIDER: Parking Garage PER – Kimley-Horn

The recent announcements of new airlines and routes will result in an increased need for parking. Surface parking options within walking distance of the terminal are limited, with future options consisting of shuttle lots or a parking garage. The PER will accomplish the following primary objectives such as updating projected parking demand and analyzing available date to better understand customer preferences and behaviors and recommending the preferred location and primary user group for a new parking structure to maximize the airport's investment and preserve long-term operational flexibility. The PER will be funded using state aeronautics grant funds in the amount of $29,770.

TCAA 02/26/2026 – 10 Upon a motion made by Ms. Cathy Ball and seconded by Mr. Todd Hensley, the following as adopted: BE IT RESOLVED the TCAA authorized the Chair to execute the Parking Garage PER contract with Kimely-Horn for $29,770.

The motion passed unanimously.

CONSIDER: ARFF Truck Lease Emergency Expenditure – Company Two Fire

Part 139.315 and 139.317 outlines the ARFF standards that the airport must follow for the airlines to operate. The airport's ARFF trucks were manufactured in 2001 and 2006 and have frequent issues. A new truck is on order but will not arrive until October 2026. Staff have been exploring the possibility of leasing a truck that is in better condition to help bridge the gap until October 2026. Company Two came back to the airport months after the initial request with a truck that is available for lease. To avoid missing out on this opportunity, an 8-month lease was signed with Company Two Fire for 1,500-gallon ARFF truck, with the option to extend it if necessary. The lease will be funded through the airport's capital improvement funds.

TCAA 02/26/2026 – 11 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Zane Vanover, the following as adopted: BE IT RESOLVED the TCAA authorized the Chair to retroactively approve the eight-month lease agreement for a 1,500 gallon ARFF truck with Company Two Fire at a total cost of $69,800.

The motion passed unanimously.

CONSIDER: Consent Agenda Items

a. Tri-City Aviation Restroom Rehabilitation – SB White and Comsa Construction
b. Tri-City Aviation Restroom Rehabilitation Change Order #1 – SB White
c. Airport and Airfield Mowing and Landscaping Services Renewal – Klean Kut
d. Terminal Concourse Connector Expansion – Change Order #1
e. Terminal Concourse Connector Expansion – Amendment #1
f. Taxiway A Bank Slide Rehabilitation – Consolidating Change Order
g. Parking Access and Revenue Control System Upgrades – Change Order #1

TCAA 02/26/2026 – 12 Upon the motion made by Mr. Todd Hensley, and seconded by Mr. Zane Vanover, 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 updates to give to the Board.

Director of Finance, Rachel Squibb – She went over the FY2026 Financial Snapshot for the period ending December 31, 2025 (Unaudited). This included revenue performance, expense management, and net results and outlook. The revenue highlight is 16% over budget, and our strongest categories were parking and rental cars. Operating expenses overall were managed in line with budget expectations. While cost results were mixed across categories, the primary negative variance occurred within the Airfield Area cost center, reflecting necessary expenditures for terminal apron markings and increase in snow/ice control activity. Snow/Ice removal costs are trending significantly higher than prior years due to severe winter conditions. The six months of the new fiscal year, FY2026, closed with results exceeding expectations. As of December 31, 2025, we are yielding net operating income of $485,993, which exceeds the budget and demonstrates growth across core revenue streams. Revenue performance, particularly within key non-aeronautical categories, has strengthened the Authority's financial position and provided flexibility as we enter a period of expansion

Director of Marketing and Air Service, Trevor Rice – He went over the traffic and capacity updates, upcoming projected seat capacity, and the airlines schedules for January thru May of this year. Kylie Toler then went over their social media performance. The months of October and November focused on seasonal travel messaging, holiday content, the TSA/FAA Donation Drive, and timely operational updates. Engagement trends improved month over month, particularly on Instagram, LinkedIn, and TikTok, where holiday storytelling and community-driven posts performed well. She then went over some media and community engagements that have happened since the December Board meeting such as the inaugural flight celebrations, new air service announcement, Pol-Air express passenger event, etc.

Director of Business Development, Mark Canty – Mr. Mark Canty spoke about how he has been collaborating with airport staff to develop a formal ground transportation policy, including stakeholder outreach and policy framework design. The final policy will include a fee-collection mechanism for rideshare operators. He is also continuing to assist Eastman with a Foreign-Trade Zone (FTZ) expansion to increase the volume of imported merchandise eligible for privileged or non-privileged foreign-status. These designations determine when U.S. Customs assesses tariffs. At the time of this report, the FTZ Board was preparing a Federal Register notice for the proposed expansion. He briefly then discussed how he is working with Becker, a company with a location in Bristol, VA, to evaluate potential FTZ benefits related to importing electronic equipment for integration into mining machinery prior to re-export. Re-exports are often a key indicator of FTZ value.

Director of Operations, Chris Stipo– He discussed the following with the Board:

CAPITAL PROJECTS

1. **Airport Master Plan Update Project (Professional Services)**
    a. Project Amount $ 1,432,847.00
    b. Estimated Project Percent Completion 90%

2. Sound System Improvements (Design/Bid)

a. Project Amount	$ 141,070.00
b. Estimated Project Percent Completion	80%

3. Airport - Public Parking Lot Expansion (Construction)

a. Project Amount	$ 2,684,006.50
b. Estimated Project Percent Completion	90%

4. Airport - TWY A Extension, TWY C Removal West of RWY 23 and RWY 5 RSA Improvements (Construction)

a. Project Amount	$ 7,375,279.00
b. Estimated Project Percent Completion	95%

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

a. Project Amount	$ 806,792.00
b. Estimated Project Percent Completion	60%

6. Airport – LT Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion (Construction)

a. Project Amount	$ 3,047,200.00
b. Estimated Project Percent Completion	10%

7. Airport – Terminal/Concourse – Passenger Check Point Improvements (Construction)

a. Project Amount	$ 9,434,600.00
b. Estimated Project Percent Completion	5%

8. Airport – TWY A Bank Slide Rehabilitation (Closeout)

a. Project Amount	$ 321,324.15
b. Estimated Project Percent Completion	95%

9. Airport – TWY R1 Corporate Hangar Expansion Project (Construction)

a. Project Amount	$ 4,229,200.00
b. Estimated Project Percent Completion	5%

10. Airport – Terminal Ramp Markings (Design/Bid)

a. Project Amount	$ 4,229,200.00
b. Estimated Project Percent Completion	5%

11. Airport – TWY R1 Corporate Hangar Expansion Project (Construction)

a. Project Amount	$ 24,862.00
b. Estimated Project Percent Completion	50%

12. Airport – Fuel Farm Expansion (Design/Bid)

a. Project Amount	$ 376,136.00
b. Estimated Project Percent Completion	20%

President/CEO, Gene Cossey – Mr. Cossey reminded everyone about the Evening with TRI event coming up on March 18th and about the Board Retreat that will occur the following day at The Bristol Hotel. He encouraged all board members to attend. He then thanked everyone for attending the meeting.

The meeting was adjourned at 11:51 p.m.

Respectfully submitted,

_____
Parker Smith, TCAA Chair

_____
Chris McCartt, 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.