Tri-Cities Airport Authority Board Meeting
June 26, 2025, at 10:00 a.m.
In the TCAA Boardroom

AGENDA
Chair J. Parker Smith

Recognition: Richard Blevins - Retirement
Richard Venable - 12 Years of Service
Ken Maness - 19 Years of Service
Dan Mahoney - 36 Years of Service

1. CONSIDER: Minutes from the April 24, 2025, TCAA Board Meeting
2. REPORT: Committee Updates
3. REPORT: Capital Improvement Plan - PowerPoint
4. REPORT: CUPPS and Airlines Services Equipment Acquisition
5. CONSIDER: Appointment of Ken Maness to M&ASD Committee
6. CONSIDER: Turtleson, LLC Foreign-Trade Zone Application
7. CONSIDER: Tobacco Use: Smoke-Free Policy
8. CONSIDER: Procurement and Contracting Policy
9. CONSIDER: FY 2026 Rates and Charges - Airlines
10. CONSIDER: Parking Rates and Adjustments
11. CONSIDER: FY 2025 Projected Operating Results
    FY 2026 Operating Budget
12. CONSIDER: TCAA Personnel Compensation Program
13. CONSIDER: CEO Evaluation and Compensation
14. CONSIDER: Hybrid FBO General Manager Contract
15. CONSIDER: Fuel Supplier Agreement
16. CONSIDER: Terminal Apron Markings Rehabilitation – Award Remac Inc.
17. CONSIDER: Weather Monitoring System Agreement – Award DTN, LLC.
18. CONSIDER: Airport Capital Improvement Program - FY25-FY29
19. CONSIDER: Airfield Pavement Management System – Award Kimley-Horn
20. CONSIDER: Terminal/Concourse Connector Expansion – Award Comsa Construction
21. CONSIDER: Terminal/Concourse Connector Checkpoint Expansion – Award Kimley-Horn
22. CONSIDER: TWY A Bank Slide Rehabilitation – Award Baker Construction
23. CONSIDER: Record Management System (RMS) – Award Watson by DataDriven
24. CONSIDER: Concourse Gate 4 Passenger Boarding Bridge – Award Kimley-Horn
25. GA Box Hanger – Phase 2 – JA Street Change Order #5
26. CONSENT
    a. GA Box Hanger - Phase 2 - JA Street - Change Order #5
    b. Public Parking Lot Expansion - Summers-Taylor - Change Order #2
    c. TWY A Extension, TWY C Removal West of TWY 23 and RWY 5 RSA Improv. - Summers-Taylor - Change Order #4
    d. TWY R Pavement Rehab – Summers-Taylor Purchase Order
    e. TWY R Pavement Rehab – Kimley-Horn Purchase Order
27. 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

Lunch will be served following the meeting.
Following lunch, a bus tour of the Airport will be available.

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

Board Members	**Staff**	**Others**
Mr. Parker Smith, Chair	Gene Cossey	Stephen Darden - HS&D Attorney
Mr. Mark Ireson	David Jones	Jeff Riley - Kimley-Horn
Mr. Lewis Wexler	Mark Canty	Dan Martin - SP Parking
Mr. Ken Maness	Rachel Squibb	Hank Somers - Aviation Initiative
Mr. Dan Mahoney	Rebecca O'Quinn	Allison Winters - Six Rivers Media Mr.
Ken Huffine	Trevor Rice	Lisa Montgomery - TSA
Mr. Todd Hensley	Chris Stipo - Operations	Tim Haskell - Hanson
Ms. Kelli Bourgeois	Gabe Sherrill	Jeff Alexandar Ms. Cathy Ball Hanson
	Meagan Harr - Accounting	Madie Poon-Galloway - Atkins
	Kylie Toler - Marketing	Gavin Fahnestock - Atkins
		Jeff Wiedeman - Atkins
		Randall Wiedemann - Atkins
		Stefan Bobot - Atkins
		Stephanie Dickerson - Unifi

We a quorum present, the meeting was called to order at 10:05 a.m., by TCAA Chair Parker Smith.

The board members not in attendance were Randall Eads, Richard Venable, and Jeff Bedard.

CONSIDER: Minutes from February 27, 2025, TCAA Board Meeting

TCAA 04/24/2025 – 1 Upon a motion made by Mr. Dan Mahoney and seconded by Ms. Lewis Wexler, the following was adopted: BE IT RESOLVED the Minutes from February 27, 2025, TCAA Board Meeting was approved as presented.

The motion passed unanimously.

Ms. Bourgeois had a previous engagement and entered the Board meeting at 10:16 and was present for the remainder of the meeting.

REPORT: Committee Updates

Mark Ireson gave an update that the Economic Development Committee will be holding their next meeting Wednesday April 30th at 11:00 a.m. The Marketing and Air Service Development Committee has not set a final date for their next Committee Meeting, but it will be coming up sometime in May. The Atkins Realis group then gave a brief PowerPoint presentation regarding our Master Plan before the Public Master Plan meeting that was held that afternoon. This covered the Master Planning Process, Proposed Concourse Expansion, Capital Improvement Plan, Business and Financial Plan, etc.

Report: Capital Improvement Plan – PowerPoint

The PowerPoint to present the Capital Improvement plan would not pull up so it was stated that it would be presented during the June Board Meeting.

Report: Capital Improvement Plan – FY2025 – FY2029

The 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.

Report: FY2025 Projected Operating Results
FY2026 Proposed Operating Budget

Rachel Squibb reported to the Board the FY 2025 Operating Results and the FY2026 Operating Budget. 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. Total Revenues for FY2026 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.

Report: Airline Services Deice Truck Service

Chris Stipo presented a Deicing Truck for Airline Services. A deice truck has a lead time of 180 days with a potential new airline needing the truck before the deice season starts in October. The Airline Services Department would operate the deice truck with the deice truck eventually transferring to the airport operated FBO. The deice truck would be purchased only if a new airline is announced before the June Board meeting and if a new airline starts service in 2025 and service overlaps with deice season. Ms. Kelli Bourgeois wanted to amend the recommendation from staff for verbiage and time frame of purchase. If necessary, based on circumstances the Airline Services Deice Truck can be purchased before the June Board meeting but if it is not needed then we will wait to purchase in the future.

TCAA 04/24/2025 – 2 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Mark Ireson, the following was adopted: BE IT RESOLVED the Airline Services Deice Truck Service was accepted with suggested caveat to purchase if needed immediately, however if it could wait TCAA staff would purchase at a later date.

The motion passed unanimously.

Consider: Ops Truck Purchase

Chris Stipo presented to the Board a new Operations Truck. The current department's vehicle is 15 years old and has reached the end of its serviceable life. Five bids were received on April 11, 2025, for a light pickup truck with Toyota of Kingsport providing the lowest and most responsive bid in the amount of $37,878.50.

TCAA 04/24/2025 – 3 Upon a motion made by Mr. Ken Maness and seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the purchase of a new Ops Truck was accepted as presented.

The motion passed unanimously.

Consider: Airline Services Pushback Purchase

Chris Stipo presented the purchase of a new Airline Services Pushback to the Board. A pushback specializes in towing aircraft. The Airline Services department will operate the pushback with the pushback eventually transferring to the airport operated FBO. This will support current and future airlines, future FBO operations, and the MLB teams participating in the Speedway Classic.

TCAA 04/24/2025 – 4 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Ken Huffine, the following was adopted: BE IT RESOLVED the Airline Services Pushback Purchase was accepted as presented.

The motion passed unanimously.

CONSIDER: Airline Services GA Towbar Kit Purchase

A towbar connects aircraft to a pushback. Chris Stipo presented to the Board that towbars are not universal and can range from $1,000 to $8,000. A cheaper option consisting of a universal towbar with 19 switchable towbar heads. This will allow for General Aviation aircraft up to 125,000 pounds to be towed.

TCAA 04/24/2025– 5 Upon the motion made by Mr. Todd Hensley, and seconded by Ken Maness, the following was adopted: BE IT RESOLVED the Airline Services GA Towbar Purchase 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: LT Parking Lot Rehab – Construction Administration – Kimley-Horn

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.

TCAA 04/24/2025 – 6 Upon a motion made by Mr. Dan Mahoney and seconded by Mr. Lewis Wexler, the following was adopted: BE IT RESOLVED the LT Parking Lot Rehab – Construction Administration – Kimley-Horn was accepted as presented.

The motion passed unanimously.

CONSIDER: LT Parking Lot Rehab – Construction Contractor – Summers Taylor

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.

TCAA 04/24/2025 – 7 Upon a motion made by Ms. Ken Huffine, and seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the LT Parking Lot Rehab – Construction Contractor – Summers Taylor was accepted as presented.

The motion passed unanimously.

CONSIDER: TWY R1 Corporate Hanger Expansion – Construction Administration – Kimley-Horn

The airport's approved CIP and ALP plan includes the extension of TWY R1 for the expansion of corporate hangar development 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.

TCAA 04/24/2025 – 8 Upon a motion made by Mr. Dan Mahoney and seconded by Mr. Mark Ireson, the following as adopted: BE IT RESOLVED the TWY R1 Corporate Hanger Expansion – Construction Administration – Kimley-Horn was accepted as presented.

The motion passed unanimously.

CONSIDER: TWY R1 Corporate Hanger Expansion – Construction Administration – Summers Taylor

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.

TCAA 04/24/2025 – 9 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Lewis Wexler, the following as adopted: BE IT RESOLVED the TWY R1 Corporate Hanger Expansion – Construction Administration – Summers Taylor was accepted as presented.

The motion passed unanimously.

CONSIDER: Authorization of Officials for Financial Transactions

Rachel Squibb presented the Authorization of Officials for Financial Transactions to the Board. 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.

TCAA 04/24/2025 – 10 Upon a motion made by Mr. Ken Maness and seconded by Mr. Lewis Wexler, the following as adopted: BE IT RESOLVED the Authorization of Officials for Financial Transactions was accepted as presented.

The motion passed unanimously.

CONSIDER: Extension of Auditing Contract to BCS for FY2025

Rachel Squibb then presented the Extension of Auditing Contract to BCS for FY 2025. 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.

TCAA 04/24/2025– 11 Upon a motion made by Mr. Ken Maness and seconded by Mr. Todd Hensley, the following as adopted: BE IT RESOLVED Extension of Auditing Contract to BCS for FY2025 was accepted as presented.

The motion passed unanimously.

CONSIDER: Consent Agenda Items

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 Taylor – Change Order #1
d. Taxiway Extension, TWY C Removal West of RWY 23 and RWY 5 RA Improvements – Summers Taylor – Change Order 2 and 3
e. Air Carrier Apron Access Control System Replacement – Tele-Optics – Change Order #1

TCAA 04/24/2025 – 12 Upon the motion made by Todd Hensley, and seconded by Mr. mark Ireson, 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 – 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. 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).

Director of Marketing and Air Service, Trevor Rice – The February passenger counts were 30,985 reflecting a 2.6% increase year-over-year. The February seat capacity was 42,202 reflecting a 6% increase year-over-year and the load factors were 73.4%, reflecting a 3.3% decrease year-over-year. Trevor then briefly discussed how he participated in the monthly ACI-NA Air Service Committee Steering Group meeting, met with regional organization that will be supporting air service development efforts through airline incentives, attended the Mead & Hunt Air Service Development conference, submitted the bi-annual report for Small Community Air Service Development Program (SCASDP) grant, etc. Then he presented that the Fly Local Campaign received two Addys which where the Gold Addy and Best in Show – Campaign Creative Awards. Kylie Toler then presented the Social Media Marketing Reports regarding the top posts one each. She then discussed the recent community engagement with the Airport Bear that has been set up in the Terminal for every Holiday for the passengers.

Director of Business Development, Mark Canty – Discussed that he attended the MRO Americas Conference recently. At the conference we sponsored a display in the convention center, and I was joined by Michael Parker of NETWORKS Sullivan Partnership as well as David Lotterer of JLL. We had the opportunity to speak to multiple developers and will continue those conversations moving forward. He then presented that we will be hosting an "FTZ Lunch and Learn" on Tuesday, May 6th at 11am. The event will take place at the Ron Ramset Center for Agriculture in Blountville and lunch will be provided. Invitations have been sent to all Board members, community partners, and as many businesses engaged in import/export as we can identify. We invite everyone to attend and to distribute the invitation to any business or individuals with interest in the subject.

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 Adress 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	50%

4. **Airport – Rental Car QTA Facility - EV Charger Installation (Construction)**

Project Amount	$ 106,841.00
Estimated Project Percent Completion	95%

President/CEO, Gene Cossey – Mr. Cossey stated that he had nothing else to further to report on. He gave a reminder that we have food trucks on site for lunch. Mr. Cossey answered the question regarding the potential new airline, and he stated that he was very thankful for the work that The BRIDGE and our communities are doing to bring everything together.

The meeting was adjourned at 12:20 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
June 26, 2025

REPORT:

Capital Improvement Plan – PowerPoint Presentation

Submitted By: Chris Stipo
Director of Operations

Tri-Cities Airport Authority
June 26, 2025

REPORT:

Common Use Passenger Processing System (CUPPS)
and Airline Services Equipment Acquisition

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 needed to transition into becoming future airport FBO staff. The local community has been gathering funds to help entice a new airline into starting service with the TCAA working towards acquiring new equipment and systems to support a new airline. The Airline Services Department may conduct ground handling for a new airline with most of the equipment needed having already been acquired in anticipation of the FBO transition. In the event of an announcement between the June and August board meetings, staff would need to acquire additional equipment and systems to support the new air service before seeking board approval.

A design/bid agreement with Mead & Hunt for CUPPS has previously been approved by the board. CUPPS helps promote a common use gate environment by giving an airline the ability to use any gate. Additionally, it simplifies the process a new airline would have to go through when starting service at the airport. Design work is completed, but there was not enough time to bid out the system before the board meeting. A new airline would be looking for CUPPS to be in place before their start date.

The TCAA has been acquiring equipment throughout the past year in anticipation of the airport assuming operations of the FBO, and the potential of new air service. If the TCAA is selected as the ground service provider for a new airline, additional equipment would be needed in the event these flights overlap with Allegiant’s. A typical airline flight requires two beltloaders, two baggage tractors, and four baggage carts for ground handling. Two flights overlapping would result in the TCAA needing to acquire an additional beltloader. An air start, Ground Power Unit (GPU), and air condition cart may also be needed depending on a new airline’s needs.

In the event of a new airline announcement, staff would acquire the equipment and systems needed to meet the airline’s needs while retroactively seeking board approval at the August meeting.

Submitted By: Chris Stipo
Director of Operations

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Approval of Ken Maness to Continue Serving on the Marketing & Air Service Development Committee as a Non-Board Member

Summary:

Ken Maness has served as the Chair of the Marketing & Air Service Development Committee since the committee's restructuring and the revision of its bylaws. Throughout his tenure, Ken has demonstrated exceptional leadership and has been instrumental in guiding the committee's initiatives. Following the bylaw changes, non-board committee members now require formal approval by the Board. As Ken will conclude his service as a board member at this meeting, board approval is necessary for him to continue serving on the committee. Ken’s longstanding commitment to the airport, deep institutional knowledge, and marketing expertise make him a valuable asset to the committee moving forward.

Recommendation:

Staff recommends the Board approve Ken Maness to continue serving as a member of the Marketing & Air Service Development Committee as a non-board committee member.

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

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Turtleson, LLC Foreign-Trade Zone Application

Summary:

Turtleson, LLC is an apparel distributor with operations in Bristol, TN. Due to lack of sufficient domestic suppliers, much of their product is imported from Asia and/or Europe. Their imported merchandise often carries high Customs duty rates and FTZ designation will allow them to reduce supply-chain costs. Because the Tri-Cities Airport Authority (TCAA) is the Grantee of FTZ No.204, approval from the full TCAA Board is required by the FTZ Board and copy of the corresponding resolution must be submitted by TCAA to the FTZ Board along with Turtleson's application to designate their facility as a usage-driven FTZ site.

Recommendation:

Staff recommends Committee approval to submit Turtleson's application to the FTZ Board for approval.

Attachment:

Letter from Turtleson, LLC to request FTZ designation

Submitted By: Mark Canty
Director of Business Development

May 28, 2025

Mark Canty, C.M., TCEcD
Director of Business Development
Tri-Cities Airport
FTZ No. 204
2525 Highway 75
Blountville, TN 37617

Dear Mr. Canty,

I am writing to request Foreign-Trade Zone (FTZ) status for our facility in Bristol, TN. We understand that, as Grantee, the Tri-Cities Airport Authority (TCAA) must approve our application and submit it on our behalf to the FTZ Board. We also understand that users of FTZ No. 204 are responsible for an annual fee of $5,000, paid to TCAA.

Lastly, we request that TCAA write a Grantee concurrence letter to Customs and Border Protection so that we can begin the activation process as soon as possible.

Please contact me with any questions.

Sincerely,

Greg Oakley
Cofounder/CEO, Turtleson

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Tobacco Use: Smoke-Free Policy

SUMMARY:

As part of our revision of our Employee Handbook, staff has reviewed the current Use of Tobacco Products Policy. TCAA has revised and expanded the current policy to include updates and expanding the policy to be in line with current industry and governmental standards. Attached is the previous policy and a finalized version of the new policy for your review.

Recommendation:

Staff recommends the approval of the updated Tobacco Use: Smoke-Free Policy.

Submitted by:
Rebecca O'Quinn
Admin & HR Manager

TRI-CITIES AIRPORT AUTHORITY

TOBACCO POLICY

USE OF TOBACCO PRODUCTS

Because we are expected to maintain the highest possible safety conditions and because we are concerned for our employees' health, you are prohibited from using cigarettes, cigars, pipes, chewing tobacco, snuff, or other tobacco products while on duty, and you are required to use restricted areas when on breaks. When you smoke in authorized areas, please be sure to extinguish your cigarettes in the proper receptacles. No smoking or use of tobacco products are allowed in Airport vehicles.

Tri-Cities Airport Authority
Administrative Policies and Procedures

Policy and Procedure Number:	Subject: **Tobacco Use: Smoke-Free**
Approved by: **TCAA**	Approval Date: **June 26. 2025**
Effective Date: **July 1, 2025**	New, Revision, Rescinds:

Purpose

The Tri-Cities Airport Authority is committed to providing a safe and healthy workplace. As such, the following policy has been adopted and applies to all employees, contractors and visitors of Tri-Cities Airport Authority.

Policy

It is the policy of the Tri-Cities Airport Authority to maintain the highest possible level of professionalism and safety conditions. Employees are prohibited from smoking, vaping, and using tobacco products on Airport property to provide a safe and healthy environment for all employees and passengers. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. Use of chewing tobacco, snuff and other tobacco products are also prohibited.

Scope

This policy applies to:

- All areas of buildings occupied by Authority employees.
- All Authority-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the Authority.
- All Authority employees.
- All visitors (customers and vendors) to Authority premises.
- All contractors and consultants and/or their employees working on Authority premises.
- All temporary employees.
- All student interns.

Smoking, vaping, and use of other tobacco products are only permitted in the designated outdoor areas. When using designated areas, please be sure to dispose of products properly. Use of tobacco/vaping products are prohibited in Airport vehicles.

Procedures

Employees who violate this policy will be subject to disciplinary action up to and including immediate termination of employment.

A process is in place to resolve complaints about the smoke-free, vape-free, and tobacco free policy:

- Complaints about the application of this policy should be brought to the attention of the human resources manager for a resolution.
- The complaint should be submitted in writing and should identify specific objections.
- Tri-Cities Airport Authority will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including termination of employment.

I understand that the Tri-Cities Airport Authority reserves the right to make changes to this policy as needed.

____
Employee Name

____ ______________________
Employee Signature Date

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Procurement and Contracting Policy

Summary:

The proposed update to the Procurement and Contracting policy addresses the purchase of aviation fuel for resale. As Tri-Cities Airport Authority (TCAA) begins Fixed Base Operations (FBO) operations, purchasing aviation fuel will become a routine and recurring expense that will exceed the President / CEO purchasing authority as established by the Procurement and Contracting Policy, approved December 16, 2021. The revised policy will identify the purchase of aviation fuel as an exception to the stated purchasing authority and set forth the following limits:

Role	Authority
FBO Manager/Director of TCAA	May initiate purchases under approved supplier contract
President / CEO	Must approve purchases exceeding $50,000
TCAA Board	Must approve multi-year contracts with fuel supplier

Recommendation:

Recommend approval of attached Policy/Procedure #510 Procurement and Contracting Policy.

Submitted by: Rachel Squibb
Director of Finance

Policy / Procedure Number 510	Title Procurement and Contracting Policy
Approved By TCAA Board	**Approval Date** June 26, 2025
Short File Name Policy510Procurment	**Version Number** 5
Author gcossey	**Version Date** June 19, 2025

Administrative Policies and Procedures

Tri-Cities Airport Authority

PROCUREMENT AND CONTRACTING POLICY

The Tri-Cities Airport Authority (TCAA) shall purchase, or otherwise obtain by contract, lease, or rental, all necessary or appropriate supplies, materials, equipment, personal property, and contractual services needed in the operation of the Authority subject to the following:

Purchasing Authority

The President/CEO is authorized to approve purchases for single items or total annual amounts within the following limits:

Category	Single Item
Routine Supplies, materials, and other consumables	$25,000
Service Contracts	$25,000
Professional Services Agreements	$25,000
Capital Purchase	$25,000

All purchases exceeding these stated limits require Board approval. Such approval may be in the form of an annual operating budget, capital budget, or specifically authorized expenditure.

Solicitation of Competitive Pricing

TCAA shall always, adhere to the laws of the State of Tennessee relative to competitive bidding requirements applicable to an airport authority. A minimum of at least three (3) written quotes or bids shall be solicited for any and all purchases in excess of $5,000, except for professional services as set forth under Professional Services Agreements below. The Authority shall solicit quotes or bids by one or a combination of the following methods:

1. Inquiring in person or by telephone, subsequently documented by a written record of such inquiry.
2. Mailing, by various means, invitations to bid or request for proposals.
3. Advertising in a newspaper of general circulation.

Exceptions

TCAA may waive the requirements for competitive pricing in the following instances:

1. When efforts to get competitive pricing are unavailable or attempts are unsuccessful, AND
2. When an urgent situation requires the immediate delivery of articles or performance of services as set forth in Emergency Purchases, OR
3. When only one sources of supply is readily available and the purchasing representative of the Authority so documents.

Emergency Purchases

Notwithstanding any provisions contained in this Section, the monetary limitations and competitive pricing requirements set forth herein may be waived by the Chair of the Board of Commissioners when an emergency requires the immediate delivery of goods, materials or services; provided the President / CEO or his duly authorized representative certifies as to the immediate need. Such purchase shall be fully documented and reported to the Board as its next regularly scheduled meeting.

Professional Services Agreements

Contracts for professional services including legal services, fiscal agent, financial advisor, management consultant services, risk management, appraisers, architects, auditors, engineers, lawyers, planners, information management services and similar services by professional persons or groups are expressly excluded from the competitive pricing requirements stated in this policy. Such services shall not be based upon price but shall be awarded on the basis of recognized competence in a specialized area of service as needed to best meet the needs of the Authority.

State and Federal Grant Procurements

When purchases of goods or services are made in association with a state or federal grant, any associated state or federal grant procurement requirements will be the controlling requirements for those purchases.

Airport Improvement Program Grant Management

As a condition of accepting Airport Improvement Program (AIP) grants from the Federal Aviation Administrator, the Authority will follow the terms and conditions of the most recent version of the *Terms and Conditions of Accepting Airport Improvement Programs Grants* (December 15, 2009, and any subsequent versions), as issued by the U.S. Department of Transportation, Federal Aviation Administration.

The Authority will use the U.S. Department of Transportation, Federal Aviation Administration, *Order 5100.38 D* (September 30, 2014, and any subsequent versions), *Airport Improvement Program Handbook* for the administration and oversight of AIP grants received by the Authority. The applicable guidance, policy, and procedures for administration of AIP grants contained in the *Airport Improvement*

Program Handbook, FAA Order: 5100, associated with AIP grants received by the Authority are hereby incorporated by reference.

Aviation Fuel for Resale

Aviation fuel (Jet A and Avgas) purchases for resale to airlines, charters and general aviation customers must be made within the following limits:

Role	Authority
TCAA FBO Manager/Director	Initiate routine purchases under an approved supplier contract.
President/CEO	Must approve purchases exceeding $50,000.
TCAA Board	Must approve multi-year contracts with fuel vendors.

General Provisions

Quality that is essential to the satisfactory performance of goods and services shall not be sacrificed to obtain a lower price, nor shall a higher price be paid to obtain quality in excess of that needed for reasonable performance.

No purchase shall be made in the name of the Authority for the private use of a Board member, an officer, employee of the Authority, or non-Board member of a Committee.
The Authority shall maintain all records of purchases which shall be available for public inspection.

Policy / Procedure Number 510	Title Procurement and Contracting Policy
Approved By TCAA Board	**Approval Date** Dec 16, 2021
Short File Name Policy510Procurment	**Version Number** 4
Author gcossey	**Version Date** Dec 9, 2021

Administrative Policies and Procedures

Tri-Cities Airport Authority

PROCUREMENT AND CONTRACTING POLICY

The Tri-Cities Airport Authority (TCAA) shall purchase, or otherwise obtain by contract, lease, or rental, all necessary or appropriate supplies, materials, equipment, personal property, and contractual services needed in the operation of the Authority subject to the following:

Purchasing Authority

The Executive Director is authorized to approve purchases for single items or total annual amounts within the following limits:

Category	Single Item
Routine Supplies, materials, and other consumables	$25,000
Service Contracts	$25,000
Professional Services Agreements	$25,000
Capital Purchase	$25,000

All purchases exceeding these stated limits require Board approval. Such approval may be in the form of an annual operating budget, capital budget, or specifically authorized expenditure.

Solicitation of Competitive Pricing

TCAA shall always, adhere to the laws of the State of Tennessee relative to competitive bidding requirements applicable to an airport authority. A minimum of at least three (3) written quotes or bids shall be solicited for any and all purchases in excess of $5,000, except for professional services as set forth under Professional Services Agreements below. The Authority shall solicit quotes or bids by one or a combination of the following methods:

1. Inquiring in person or by telephone, subsequently documented by a written record of such inquiry.
2. Mailing, by various means, invitations to bid or request for proposals.
3. Advertising in a newspaper of general circulation.

Exceptions

TCAA may waive the requirements for competitive pricing in the following instances:

1. When efforts to get competitive pricing are unavailable or attempts are unsuccessful, AND
2. When an urgent situation requires the immediate delivery of articles or performance of services as set forth in Emergency Purchases, OR
3. When only one sources of supply is readily available and the purchasing representative of the Authority so documents.

Emergency Purchases

Notwithstanding any provisions contained in this Section, the monetary limitations and competitive pricing requirements set forth herein may be waived by the Chairman of the Board of Commissioners when an emergency requires the immediate delivery of goods, materials or services; provided the Executive Director or his duly authorized representative certifies as to the immediate need. Such purchase shall be fully documented and reported to the Board as its next regularly scheduled meeting.

Professional Services Agreements

Contracts for professional services including legal services, fiscal agent, financial advisor, management consultant services, risk management, appraisers, architects, auditors, engineers, lawyers, planners, information management services and similar services by professional persons or groups are expressly excluded from the competitive pricing requirements stated in this policy. Such services shall not be based upon price but shall be awarded on the basis of recognized competence in a specialized area of service as needed to best meet the needs of the Authority.

State and Federal Grant Procurements

When purchases of goods or services are made in association with a state or federal grant, any associated state or federal grant procurement requirements will be the controlling requirements for those purchases.

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The Authority will use the U.S. Department of Transportation, Federal Aviation Administration, *Order 5100.38 D* (September 30, 2014, and any subsequent versions), *Airport Improvement Program Handbook* for the administration and oversight of AIP grants received by the Authority. The applicable guidance, policy, and procedures for administration of AIP grants contained in the *Airport Improvement Program Handbook, FAA Order: 5100,* associated with AIP grants received by the Authority are hereby incorporated by reference.

General Provisions

Quality that is essential to the satisfactory performance of goods and services shall not be sacrificed to obtain a lower price, nor shall a higher price be paid to obtain quality in excess of that needed for reasonable performance.

No purchase shall be made in the name of the Authority for the private use of a Board member, an officer, employee of the Authority, or non-Board member of a Committee.
The Authority shall maintain all records of purchases which shall be available for public inspection.

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:
FY 2026 Rates and Charges - Airlines

Summary:

The Tri-Cities Airport Authority has completed an update to the Airline Rates and Charges model for FY 2026, incorporating data and statistics available through April 2025. Analysis of the updated model indicates that key allocable cost centers, specifically the airfield, apron and terminal areas, are currently underfunded based on the most recent financial and operational data. As a result, adjustments to the existing Rates and Charges are recommended. These revised rates will be implemented for the period July 1, 2025 through June 30, 2026, and will apply to all scheduled passenger airlines, as well as non-scheduled charter and air cargo operations serving Tri-Cities Airport.

One of the contributing factors to the current underfunding of allocable cost centers, specifically the airfield, apron, and terminal areas, is the impact of the COVID-19 pandemic during Fiscal Years 2020, 2021, and 2022. During this period, the TCAA was unable to rely on the standard Airline Rates and Charges model, as the data necessary to support accurate calculations was either unavailable or significantly distorted due to the sharp decline in airport activity.

In response to the unprecedented downturn, TCAA implemented a 5.0% reduction in the FY 2021 Airline Rates and Charges compared to FY 2020 levels. This reduction was extended into FY 2022 to support airline partners during the prolonged recovery phase. In FY 2023, as operational and financial indicators showed strong signs of recovery, the Rates and Charges were restored to FY 2020 levels. These levels were maintained through FY 2024.

Despite this recovery, the long-term under-collection of revenue during the pandemic period has contributed to the underfunding now evident in key cost centers, necessitating an upward adjustment in the Rates and Charges model for FY 2026.

While a substantial escalation in Airline Rates and Charges could negatively impact air service development and airline operations, a measured and systematic approach to rate increases is necessary. This approach ensures that the TCAA can adequately account for the effects of inflation on operating costs and avoid excessive reliance on non-aviation revenues to fund aviation-related cost centers.

The attached FY 2026 Rates and Charges Summary reflects a 5.0% increase across nearly all charge categories, aligning with a steady and predictable growth strategy. The only exception is the Terminal Facility and Public Safety Fee per aircraft turn, which reflects a higher increase. This specific fee was recalculated by determining the projected public safety cost per passenger and applying that rate to the average number of passengers per aircraft. The resulting adjustment ensures the fee aligns with the actual public safety costs projected for FY 2026, rather than being constrained to the general escalation rate.

Recommendation:

Approval of the proposed FY 2026 Statement of Airline Rates and Charges.

Submitted by: Rachel Squibb
Director of Finance

Table 1
Tri-Cities Airport Authority (TRI)
Airline Rates and Charges
FY 2026
Prepared: June-2025

Summary of Airline Rates and Charges

SCHEDULED AIRLINE RATES		Current FY 2025		Proposed FY 2026
Landing Fee Per 1,000 lbs.	$	2.70	$	3.00
Terminal Building Rental Rates (per square foot)	$	38.00	$	40.00
Apron Charge Per Turn	$	10.80	$	12.00
Passenger Loading Bridge Charge Per Use	$	24.00	$	26.00
Joint Use Ticket Counter Fee Per Departure	$	44.00	$	46.00
Ground Handleing Per Turn (TCAA Crew)	$	470.00	$	495.00
CHARTER /NON-SCHEDULED RATES				
Charter/Non-Scheduled Landing Fees Per 1,000 lbs.	$	3.43	$	4.00
Joint Use Ticket Counter Fee Per Departure	$	44.00	$	46.00
Apron Fee Per Turn	$	10.80	$	12.00
Passenger Loading Bridge Fee Per Use	$	24.00	$	26.00
Terminal Facility and Public Safety Fee Per Turn				
Category 1 (0 to 9 seat aircraft)	$	31.00	$	58.00
Category 2 (10 to 19 seat aircraft)	$	90.00	$	123.00
Category 3 (20 to 30 seat aircraft)	$	150.00	$	188.00
Category 4 (30 to 75 seat aircraft)	$	320.00	$	485.00
Category 5 (76 to 169 seat aircraft)	$	550.00	$	793.00
Category 6 (170 and above seat aircraft)	$	830.00	$	1,100.00
Ground Handling Per Turn (TCAA Crew)	$	715.00	$	750.00
AIR CARGO RATES				
Scheduled Air Cargo Airline Landing Fee Per 1,000 lbs.	$	2.70	$	4.00
Non-Scheduled Air Cargo Landing Fee Per 1,000 lbs.	$	3.43	$	4.00
Air Cargo Ramp Fee Per 1,000 lbs. of Aircraft Wt. (up to 12 hrs.)	$	1.55	$	1.65
Air Cargo Overnight Ramp Fee (12 hrs.-24hrs.) per 1,000 lbs.	$	3.10	$	3.30
Air Cargo Center Facility (building) Fee Per Use	$	100.00	$	105.00
Air Cargo Center Facility (building) Fee Per Day/Bay	$	250.00	$	262.00
OTHER				
Ice Per Bag		$3.50		$3.50

In addition to the rates and charges established in this document for commercial aeronautical use of TCAA Facilities, the TCAA Board approves that the TCAA President and CEO has the authority to set rates and charges for TCAA business operations involving Fixed Base Operations, aeronautical land leases, non-aeronautical leases and operating agreements, concession fees, and other revenues though product pricing, lease negotiations, and market evaluation.

Tri-Cities Regional Airport (TRI)
Tri-Cities Airport Authority
SASO Rates and Charges

Summary of SASO Rates and Charges

SASO Operations:	Rates and Charges	
Aircraft Rentals		
Solo Student pilot use of aircraft	0%	of gross revenue
Certified pilot use of aircraft		
Initial Rate (year one)	1.5%	of gross revenue
Regular Rate (after year one)	3%	of gross revenue
Aircraft Sales		
Initial Rate (year one)	1%	of gross revenue
Regular Rate (after year one)	2%	of gross revenue
Aircraft Charter and Taxi		
Initial Rate (year one)	1.5%	of gross revenue
Regular Rate (after year one)	3%	of gross revenue
Aircraft Hangar and Storage Operator		
Initial Rate (year one)	3%	of gross revenue
Regular Rate (after year one)	3%	of gross revenue
Airframe and Powerplant Maintenance and Overhaul Operations		
Initial Rate (year one)	3%	of gross revenue
Regular Rate (after year one)	3%	of gross revenue
Flight Training		
Initial Rate (year one)	0%	of gross revenue
Regular Rate (after year one)	1.5%	of gross revenue
Specialized Commerical Flying Services		
Initial Rate (year one)	3%	of gross revenue
Regular Rate (after year one)	3%	of gross revenue
Other Specialized Commerical Aviation Operations	TBD	per special situations

In addition to the rates and charges established in this document for commercial aeronautical use of TCAA Facilities, the TCAA Board approves that the TCAA President and CEO has the authority to set rates and charges for TCAA business operations involving Fixed Base Operations, aeronautical land leases, non-aeronautical leases and operating agreements, concession fees, and other revenues though product pricing, lease negotiations, and market evaluation.

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Parking Rate Adjustments

Summary

Parking fees provide 29% of the TCAA annual revenue and represent the largest non-aeronautical source of funds for the airport. As such, parking fees represent a vital means of funding the airport operations and maintenance without increasing costs to the airlines, which could have a drastic effect on the ability to maintain and attract new air service. Current parking rates were last adjusted in July of 2024, creating an increase then of $2 per day for the short-term lot and $1 per day for long-term lots.

Due to operational issues with the short-term lot gate, all customers must enter through the long-term gate. We would like to propose a rate change to increase the long-term rate by $3, bringing the max per day rate to $13.00. We would continue this rate through the construction process and the installation of the new PARCS parking revenue collection system. We will reevaluate short-term and long-term rates after completion.

Recommendation

Staff recommends the adoption of the parking rate adjustments as described effective July 1, 2025.

Submitted by: Rachel Squibb
Director of Finance

Tri-Cities Airport Authority
June 26, 2025

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

Summary:
The Projected FY 2025 operating results are estimated using the most current actual data available currently. We began with actual operating results for the nine months ending March 31, 2025, and then forecast the last three 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 3.5% increase in the number of passengers over the same period in the previous year (July – April). Rental car trends are favorable this fiscal year as well. The number of on-airport car rentals has increased 12.7% over the same period in the prior year (July – April). Parking trends show an increase of 8.4% in the number of cars from July through March as compared to the previous year. Also, the significant increase in Parking Revenue was noted approximately 19% over the last 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 $48,986 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 9.4% over last year's budget. An increase in expenses is due to the addition of new positions and cost / pricing increases in the goods and services. The FY 2026 proposed operating budget has provided a net operating income of $240,465.

Recommendation:
Staff recommend the approval of the FY2025 Projected Operating Results and the Proposed FY 2026 Operating Budget.

Presentation Note: *The agenda items for the FY 2025 Projection and the FY 2026 Proposed Operating Budget is included in the same set of worksheets. The FY 2025 Projection is shown on the left side and the FY 2026 Proposed Operating Budget is shown on the right side*.

Submitted by: Rachel Squibb
Director of Finance

TRI-CITIES AIRPORT AUTHORITY
FY 2026 Proposed Operating Budget
Presented to Tri-Cities Airport Authority June 26, 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
$761,179	$766,600	($5,421)	-0.7%	Airline Landing Fees	$836,620	$70,020	9.1%	$75,441	9.9%
1,777,040	1,797,200	(20,160)	-1.1%	Airline Rents	1,818,600	21,400	1.2%	41,560	2.3%
$2,538,219	$2,563,800	($25,581)	-1.0%	**TOTAL AIRLINE REVENUE**	$2,655,220	$91,420	3.6%	$117,001	4.6%
$1,156,528	$1,143,500	$13,028	1.1%	General Aviation	$1,191,650	$48,150	4.2%	$35,122	3.0%
99,674	108,600	(8,926)	-8.2%	Air Cargo	107,500	(1,100)	-1.0%	7,826	7.9%
3,147,123	2,924,500	222,623	7.6%	Parking Revenue	3,170,245	245,745	8.4%	23,122	0.7%
1,993,973	1,743,700	250,273	14.4%	Rental Car Revenue	1,874,700	131,000	7.5%	(119,273)	-6.0%
249,286	249,700	(414)	-0.2%	Terminal Concessions	251,500	1,800	0.7%	2,214	0.9%
94,967	112,500	(17,533)	-15.6%	Terminal Space Rents	112,200	(300)	-0.3%	17,233	18.1%
462,692	357,500	105,192	29.4%	Other Revenues	365,800	8,300	2.3%	(96,892)	-20.9%
$7,204,243	$6,640,000	$564,243	8.5%	**TOTAL NON-AIRLINE REVENUE**	$7,073,595	$433,595	6.5%	($130,648)	-1.8%
$9,742,462	$9,203,800	$538,662	5.9%	**TOTAL REVENUE**	$9,728,815	$525,015	5.7%	($13,647)	-0.1%
$328,685	$245,500	$83,185	33.9%	Aviation Area Expenses	$279,500	$34,000	13.8%	($49,185)	-15.0%
68,646	59,000	9,646	16.3%	Aviation Properties Expense	73,000	14,000	23.7%	4,354	6.3%
969,857	884,100	85,757	9.7%	Terminal Area	929,500	45,400	5.1%	(40,357)	-4.2%
26,051	31,000	(4,949)	-16.0%	Air Cargo Center	31,000	0	0.0%	4,949	19.0%
115,766	114,600	1,166	1.0%	Other Properties	123,000	8,400	7.3%	7,234	6.2%
-	-	-	0.0%	Fixed Base Operation	277,000	277,000	0.0%	277,000	0.0%
1,521,366	1,542,000	(20,634)	-1.3%	Public Safety	1,539,500	(2,500)	-0.2%	18,134	1.2%
892,395	908,800	(16,405)	-1.8%	Maintenance Department	952,700	43,900	4.8%	60,305	6.8%
644,555	719,200	(74,645)	-10.4%	Building Services Department	760,300	41,100	5.7%	115,745	18.0%
2,013,738	1,975,600	38,138	1.9%	Administrative Department	2,158,000	182,400	9.2%	144,262	7.2%
967,838	934,600	33,238	3.6%	Marketing Department	961,300	26,700	2.9%	(6,538)	-0.7%
176,502	182,500	(5,998)	-3.3%	Trade Development	186,250	3,750	2.1%	9,748	5.5%
189,593	196,600	(7,007)	-3.6%	Ground Handling Services	330,000	133,400	67.9%	140,407	74.1%
97,722	184,000	(86,278)	-46.9%	Customer Experience	173,800	(10,200)	-5.5%	76,078	77.9%
109,309	181,000	(71,691)	-39.6%	Airport Business Development	181,000	0	0.0%	71,691	65.6%
503,391	515,900	(12,509)	-2.4%	Public Parking	532,500	16,600	3.2%	29,109	5.8%
$8,625,414	$8,674,400	($48,986)	-0.6%	**TOTAL EXPENSES**	$9,488,350	$813,950	9.4%	$862,936	10.0%
$1,117,048	$529,400	**$587,648**	-111.0%	**NET OPERATING INCOME**	$240,465	($288,935)	54.6%	($876,583)	78.5%

TRI-CITIES AIRPORT AUTHORITY
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority June 26, 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	312,942	292,600	(20,342)	-7%	352,270	59,670	20%
51025-201	Landing Fees: American Airlines	388,947	401,100	12,153	3%	417,350	16,250	4%
51040-201	Landing Fees: Allegiant Airlines	59,290	72,900	13,610	19%	67,000	(5,900)	-8%
	TOTAL AIRLINE LANDING FEES	761,179	766,600	5,421	1%	836,620	70,020	9%
51507-202	Floor Space: American Airlines	132,671	132,700	29	0%	132,700	-	0%
51515-202	Floor Space: Delta Connection	159,439	159,400	(39)	0%	159,400	-	0%
51518-202	Joint Use Space	7,331	9,800	2,469	25%	8,000	(1,800)	-18%
51519-202	Terminal Apron Charge	53,392	68,300	14,908	22%	55,000	(13,300)	-19%
51525-202	Terminal Space Area Use	583,170	591,000	7,830	1%	611,000	20,000	3%
51526-202	Ground Equipment Storage	2,683	2,800	117	4%	2,750	(50)	-2%
51530-202	Jetway Use Fee	65,289	60,300	(4,989)	-8%	60,300	-	0%
51535-202	PSO Security Reimbursement	771,000	771,000	-	0%	784,750	13,750	2%
51546-202	Janitorial & Trash Reimbursement	2,065	1,900	(165)	-9%	4,700	2,800	147%
	TOTAL AIRLINE RENTS	1,777,040	1,797,200	20,160	1%	1,818,600	21,400	1%
	TOTAL AIRLINE REVENUE	2,538,219	2,563,800	25,581	1%	2,655,220	91,420	4%

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 June 26, 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	6,972	14,000	7,028	50%	8,640	(5,360)	-38%
52007-203	Charters - Terminal Facilities Fees	7,113	13,000	5,887	45%	11,900	(1,100)	-8%
52020-203	FBO - Minimum Annual Operating Fee	346,596	348,550	1,954	1%	356,300	7,750	2%
52030-203	FBO - 3% Gross Revenue Fee	207,656	197,400	(10,256)	-5%	213,600	16,200	8%
52070-203	FBO - Fuel Flowage Fees	94,796	87,850	(6,946)	-8%	99,360	11,510	13%
52072-203	FBO - Utility Reimbursement	9,794	9,600	(194)	-2%	9,800	200	2%
52075-203	Flying Service - Rents	5,438	5,450	12	0%	5,450	-	0%
52076-203	Flying Service - Utility Reimb	2,653	2,550	(103)	-4%	2,500	(50)	-2%
52080-203	Speciality Service Operations	142,984	144,200	1,216	1%	150,600	6,400	4%
52110-203	Corporate Hangar, Land & Access	295,016	290,000	(5,016)	-2%	295,000	5,000	2%
52160-203	Corporate Fuel Fees	34,723	27,000	(7,723)	-29%	35,000	8,000	30%
52165-203	GA - Self-Fueling	2,787	3,900	1,113	29%	3,500	(400)	-10%
	TOTAL GEN. AVIATION REVENUE	1,156,528	1,143,500	(13,028)	-1%	1,191,650	48,150	4%

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 June 26, 2025

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	3,695	3,500	(195)	-6%	4,000	500	14%
52540-204	Cargo: Cargo Center - Terminal Space	85,397	88,500	3,103	4%	90,000	1,500	2%
52543-204	Cargo: Services Reimbursements	6,271	10,000	3,729	37%	7,500	(2,500)	-25%
52544-204	Cargo: Cargo Center - Utility Reimb	4,311	6,600	2,289	35%	6,000	(600)	-9%
	TOTAL AIR CARGO REVENUE	99,674	108,600	8,926	8%	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
Proposed Operating Budget for FY 2026
Presented to Tri-Cities Airport Authority June 26, 2025

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	2,461,215	**2,158,200**	(303,015)	-14%	**2,339,555**	181,355	8%
53151-205	Parking: Short-Term	660,669	**742,600**	81,931	11%	**805,000**	62,400	8%
53154-205	Parking: Other Revenue	25,239	**23,700**	(1,539)	-6%	**25,690**	1,990	8%
	TOTAL PARKING REVENUE	3,147,123	**2,924,500**	(222,623)	-8%	**3,170,245**	245,745	8%

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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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	62,813	62,200	(613)	-1%	62,200	-	0%
53610-206	RAC: Commissions	1,573,714	1,500,000	(73,714)	-5%	1,610,000	110,000	7%
53620-206	RAC: Service Facility	106,628	101,500	(5,128)	-5%	102,500	1,000	1%
53623-206	RAC: RAC - Utility Reimbursement	34,243	40,000	5,757	14%	40,000	-	0%
53627-206	RAC: Service Facility - Maint CFC Reimb	216,575	40,000	(176,575)	-441%	60,000	20,000	50%
	TOTAL RENTAL CAR REVENUE	1,993,973	1,743,700	(250,273)	-14%	1,874,700	131,000	8%

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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	63,443	**68,000**	4,557	7%	**68,000**	-	0%
54106-207	Terminal: Restaurant & Gift Shop	174,630	**169,700**	(4,930)	-3%	**172,500**	2,800	2%
54107-207	Terminal: Tailwinds - Util Reimbursement	10,716	**10,000**	(716)	-7%	**10,000**	-	0%
54125-207	Terminal: Miscellaneous Revenue	497	**2,000**	1,503	75%	**1,000**	(1,000)	-50%
	TOTAL TERMINAL CONCESSIONS	249,286	**249,700**	414	0%	**251,500**	1,800	1%
54290-208	Terminal Rents: Office Space	82,056	**100,300**	18,244	18%	**100,300**	-	0%
54360-208	Terminal Rents: Utility Reimbursement	9,915	**8,700**	(1,215)	-14%	**8,700**	-	0%
54410-208	Terminal Rents: Janitorial & Trash Reimbursement	2,278	**2,800**	522	19%	**2,500**	(300)	-11%
54520-208	Terminal Rents: PA System	718	**700**	(18)	-3%	**700**	-	0%
	TOTAL TERMINAL SPACE RENTS	94,967	**112,500**	17,533	16%	**112,200**	(300)	0%

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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	119,470	120,800	1,330	1%	114,000	(6,800)	-6%
52008-203	Charters - Ground Handling	10,238	20,800	10,562	51%	12,500	(8,300)	-40%
55210-209	Other Properties: Ground Leases-Farm Land	8,475	6,200	(2,275)	-37%	5,000	(1,200)	-19%
55300-209	Other Properties: Other Leases	36,554	34,600	(1,954)	-6%	34,700	100	0%
55302-209	Other Properties: Utility Reimb	8,014	5,400	(2,614)	-48%	6,000	600	11%
55421-209	Other: Salary Supplements	16,800	9,600	(7,200)	-75%	9,600	-	0%
55432-000	Other: FTZ Contributions	125,365	124,100	(1,265)	-1%	125,000	900	1%
55435-209	Other: Ice Revenue	10,034	9,000	(1,034)	-11%	9,000	-	0%
55440-209	Other: ID's & Fingerprinting Revenue	35,945	9,000	(26,945)	-299%	19,000	10,000	111%
55445-209	Other: Gasoline Sales	14,678	9,000	(5,678)	-63%	9,000	-	0%
55450-209	Other: Miscellaneous Billings	47,828	9,000	(38,828)	-431%	9,000	-	0%
55500-210	Aerospace Park - Ground Revenue	9,491	-	(9,491)	0%	13,000	13,000	0%
93106-000	Contributions from Tailwinds	19,800	-	(19,800)	0%	-	-	0%
	TOTAL OTHER REVENUE	462,692	357,500	(105,192)	-29%	365,800	8,300	2%

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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	11,795.00	15,000.00	3,205.00	21%	15,000.00	-	0%
60070-301	Aviation - Power Vault Diesel	7,990.00	9,000.00	1,010.00	11%	12,000.00	3,000.00	33%
60080-301	Aviation - Power Vault Repairs	572.00	2,000.00	1,428.00	71%	2,000.00	-	0%
60110-301	Aviation - Runways/Taxiways/Field	73,394.00	75,000.00	1,606.00	2%	100,000.00	25,000.00	33%
60400-301	Aviation - Ramps and Aprons	20,673.00	30,000.00	9,327.00	31%	30,000.00	-	0%
60500-301	Aviation - Fence & Gate Repair	9,225.00	5,000.00	(4,225.00)	-85%	8,000.00	3,000.00	60%
60520-301	Aviation - Electrical Maintenance	46,656.00	12,000.00	(34,656.00)	-289%	40,000.00	28,000.00	233%
60560-301	Aviation - Snow & Ice Control	101,282.00	35,000.00	(66,282.00)	-189%	33,000.00	(2,000.00)	-6%
60570-301	Aviation - Wildlife Control	7,448.00	8,000.00	552.00	7%	6,000.00	(2,000.00)	-25%
60630-301	Aviation - Equipment Rental	6,217.00	7,000.00	783.00	11%	7,000.00	-	0%
60650-301	Aviation - Fuel Farm Maintenance	7,814.00	9,500.00	1,686.00	18%	10,500.00	1,000.00	11%
60655-301	Aviation - Contract Mowing	22,613.00	24,000.00	1,387.00	6%	2,000.00	(22,000.00)	-92%
60700-301	Aviation - Environmental Compliance	4,685.00	6,000.00	1,315.00	22%	6,000.00	-	0%
60705-301	Aviation-Part 139 Field Reporting	8,321.00	8,000.00	(321.00)	-4%	8,000.00	-	0%
	TOTAL AIRFIELD AREA EXPENSE	328,685.00	245,500.00	(83,185.00)	-34%	279,500.00	34,000.00	14%
60030-301	Aviation - Domed Hangar/Offices	6,154.00	8,000.00	1,846.00	23%	8,000.00	-	0%
60040-301	Aviation - Tri-City Aviation, Inc.	46,787.00	25,000.00	(21,787.00)	-87%	45,000.00	20,000.00	80%
60045-301	Aviation - Corporate Hangar Maint	12,617.00	7,000.00	(5,617.00)	-80%	10,000.00	3,000.00	43%
60050-301	Aviation - Wysong	2,539.00	15,000.00	12,461.00	83%	10,000.00	(5,000.00)	-33%
62210-303	Other: New S. Aviation Hangar - Utilities	549.00	4,000.00	3,451.00	86%	-	(4,000.00)	-100%
	TOTAL AVIATION PROPERTIES EXPENSE	68,646.00	59,000.00	(9,646.00)	-16%	73,000.00	14,000.00	24%

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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	279,179.00	300,000.00	(20,821.00)	-7%	290,000.00	(10,000.00)	-3%
61020-302	Terminal - Heating Fuel	33,943.00	25,000.00	8,943.00	36%	25,000.00	-	0%
61030-302	Terminal - Water & Sewer	38,022.00	45,000.00	(6,978.00)	-16%	45,000.00	-	0%
61035-302	Terminal - Landscape Water	3,582.00	5,000.00	(1,418.00)	-28%	5,000.00	-	0%
61040-302	Terminal - Telephone & Internet	16,883.00	14,200.00	2,683.00	19%	18,000.00	3,800.00	27%
61050-302	Terminal - Electrical Maintenance	9,954.00	15,000.00	(5,046.00)	-34%	15,000.00	-	0%
61055-302	Terminal - HVAC Maintenance	62,907.00	30,500.00	32,407.00	106%	30,500.00	-	0%
61057-302	Terminal - Building Repairs	79,880.00	55,000.00	24,880.00	45%	55,000.00	-	0%
61060-302	Terminal - Plumbing	37,144.00	22,500.00	14,644.00	65%	22,500.00	-	0%
61065-302	Terminal - Landscape Service	64,506.00	46,000.00	18,506.00	40%	55,000.00	9,000.00	20%
61070-302	Terminal - Equipment/Furnishing Mtn	5,463.00	8,500.00	(3,037.00)	-36%	7,000.00	(1,500.00)	-18%
61075-302	Terminal - Roadway, Parking Lot	11,630.00	24,500.00	(12,870.00)	-53%	24,500.00	-	0%
61080-302	Terminal - Contract Mowing	41,856.00	38,000.00	3,856.00	10%	40,000.00	2,000.00	5%
61081-302	Terminal - Lawn Treatment	-	-	-	0%	-	-	0%
61570-302	Terminal - Contract (Elevator)	52,256.00	45,000.00	7,256.00	16%	50,000.00	5,000.00	11%
61580-302	Terminal - Contract (Trash Service)	44,159.00	35,000.00	9,159.00	26%	40,000.00	5,000.00	14%
61610-302	Terminal - Other Contracts	30,184.00	45,000.00	(14,816.00)	-33%	45,000.00	-	0%
61960-302	Terminal - Jetway Maintenance	89,688.00	78,500.00	11,188.00	14%	100,000.00	21,500.00	27%
61970-302	Terminal - IT Equipment & Services	56,867.00	36,400.00	20,467.00	56%	50,000.00	13,600.00	37%
61980-302	Terminal - FIDS System	11,754.00	15,000.00	(3,246.00)	-22%	12,000.00	(3,000.00)	-20%
61991-302	Terminal - Landscape Irrigation	-	-	-	0%	-	-	0%
	TOTAL TERMINAL AREA EXPENSE	969,857.00	884,100.00	85,757.00	10%	929,500.00	45,400.00	5%

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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	13,685.00	**12,000.00**	1,685.00	14%	**12,000.00**	-	0%
62562-303	Air Cargo Center: Heating Fuel	61.00	**1,000.00**	(939.00)	-94%	**1,000.00**	-	0%
62565-303	Air Cargo Center: HVAC Maintenance	319.00	**3,000.00**	(2,681.00)	-89%	**3,000.00**	-	0%
62566-303	Air Cargo Center: Building Repairs	11,986.00	**15,000.00**	(3,014.00)	-20%	**15,000.00**	-	0%
	TOTAL AIR CARGO EXPENSE	26,051.00	**31,000.00**	(4,949.00)	-16%	**31,000.00**	-	0%

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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	6.00	**2,000.00**	(1,994.00)	**2,000.00**	-	0%
62555-303	Other Prop: Other Buildings	2,271.00	**7,500.00**	(5,229.00)	**7,000.00**	(500.00)	-7%
62557-303	RAC Service Facility Utilities	32,330.00	**40,000.00**	(7,670.00)	**40,000.00**	-	0%
62558-303	RAC Service Facility Maint	62,606.00	**40,000.00**	22,606.00	**50,000.00**	10,000.00	25%
62010-303	Hamilton Road Garages - Utilities	6,322.00	**4,000.00**	2,322.00	**6,000.00**	2,000.00	50%
62580-303	Other Expense: Ice Expense	4,123.00	**3,100.00**	1,023.00	**5,000.00**	1,900.00	61%
62581-303	Other Expense: Airline GSE Gasoline	8,108.00	**18,000.00**	(9,892.00)	**13,000.00**	(5,000.00)	-28%
	TOTAL OTHER PROPERTIES EXP.	115,766.00	**114,600.00**	1,166.00	**123,000.00**	8,400.00	7%

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Fixed Based Operation

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
Salaries - Full-time	-	-	-	#DIV/0!	**152,000.00**	152,000.00	#DIV/0!
FBO - General Personnel	-	-	-	#DIV/0!	**2,000.00**	2,000.00	#DIV/0!
FBO - FICA	-	-	-	#DIV/0!	**12,000.00**	12,000.00	#DIV/0!
FBO - Retirement	-	-	-	#DIV/0!	**11,000.00**	11,000.00	#DIV/0!
FBO - Insurance	-	-	-	#DIV/0!	**20,000.00**	20,000.00	#DIV/0!
FBO - Supplies & Equipment	-	-	-	#DIV/0!	**80,000.00**	80,000.00	#DIV/0!
TOTAL FIXED BASED OPERATION	-	-	-	#DIV/0!	**277,000.00**	277,000.00	#DIV/0!

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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	27,600.00	12,000.00	15,600.00	130%	12,000.00	-	0%
63041-304	Safety - Fire Hall Heating Fuel	3,752.00	4,000.00	(248.00)	-6%	4,000.00	-	0%
63100-304	Safety - Equipment/Furniture/Fixtures	2,476.00	4,000.00	(1,524.00)	-38%	4,000.00	-	0%
63210-304	Safety - Equipment Maintenance	28,465.00	30,000.00	(1,535.00)	-5%	49,000.00	19,000.00	63%
63420-304	Safety - Vehicle Fuel	20,505.00	30,000.00	(9,495.00)	-32%	25,000.00	(5,000.00)	-17%
63550-304	Safety - Training	47,453.00	34,000.00	13,453.00	40%	45,000.00	11,000.00	32%
63600-304	Safety - Uniforms	13,824.00	23,000.00	(9,176.00)	-40%	19,500.00	(3,500.00)	-15%
63650-304	Safety - Dues & Subscriptions	11,247.00	8,500.00	2,747.00	32%	12,500.00	4,000.00	47%
63670-304	Safety - Office Supplies	2,820.00	5,000.00	(2,180.00)	-44%	5,000.00	-	0%
63700-304	Safety - General Expense	1,717.00	2,500.00	(783.00)	-31%	2,500.00	-	0%
63730-304	Safety - Telephone & Internet	4,101.00	2,000.00	2,101.00	105%	3,500.00	1,500.00	75%
63740-304	Safety - Radios/Communications	1,256.00	5,000.00	(3,744.00)	-75%	5,000.00	-	0%
63760-304	Safety - Medical & Psy Testing	2,001.00	2,500.00	(499.00)	-20%	2,500.00	-	0%
63800-304	Safety - Medical Supplies	1,323.00	2,500.00	(1,177.00)	-47%	2,000.00	(500.00)	-20%
63910-304	Safety - ID's & Fingerprinting	13,214.00	10,000.00	3,214.00	32%	10,000.00	-	0%
63915-304	Safety - Security Parking	200.00	800.00	(600.00)	-75%	500.00	(300.00)	-38%
63985-304	Safety - Access Control	36,787.00	30,000.00	6,787.00	23%	30,000.00	-	0%
63986-304	Safety-Worker's Comp Insurance	14,727.00	12,600.00	2,127.00	17%	15,000.00	2,400.00	19%
63988-304	Safety - Overtime	49,293.00	35,000.00	14,293.00	41%	35,000.00	-	0%
63989-304	Safety - Part-Time Salaries	39,912.00	42,100.00	(2,188.00)	-5%	39,000.00	(3,100.00)	-7%
63990-304	Safety - Full-Time Salaries	795,280.00	821,500.00	(26,220.00)	-3%	815,000.00	(6,500.00)	-1%
63991-304	Safety - FICA Expense	67,426.00	69,500.00	(2,074.00)	-3%	69,500.00	-	0%
63992-304	Safety - Retirement Expense	74,933.00	106,200.00	(31,267.00)	-29%	80,000.00	(26,200.00)	-25%
63994-304	Safety - General Personnel	27,064.00	13,400.00	13,664.00	102%	24,000.00	10,600.00	79%
63995-304	Safety - Group Insurance	233,990.00	235,900.00	(1,910.00)	-1%	230,000.00	(5,900.00)	-3%
	TOTAL PUBLIC SAFETY EXPENSE	1,521,366.00	1,542,000.00	(20,634.00)	0.67	1,539,500.00	(2,500.00)	0%

Footnote: 50% of Public Safety Budget reimbursed by Airlines 769,750.00

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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	8,405.00	**10,000.00**	1,595.00	16%	**10,000.00**	-	0%
64030-305	Maintenance - Telephone	3,062.00	**1,500.00**	(1,562.00)	-104%	**1,500.00**	-	0%
64050-305	Maintenance - Heating Fuel	3,887.00	**3,000.00**	(887.00)	-30%	**3,000.00**	-	0%
64120-305	Maintenance - Building Repair	28,490.00	**12,000.00**	(16,490.00)	-137%	**12,000.00**	-	0%
64150-305	Maintenance - Equipment Mtn	59,535.00	**60,000.00**	465.00	1%	**60,000.00**	-	0%
64610-305	Maintenance - Vehicle Fuel & Oil	23,194.00	**25,000.00**	1,806.00	7%	**25,000.00**	-	0%
64650-305	Maintenance - Tools & Hardware	17,576.00	**12,000.00**	(5,576.00)	-46%	**12,000.00**	-	0%
64700-305	Maintenance - Training	9,577.00	**8,500.00**	(1,077.00)	-13%	**8,500.00**	-	0%
64750-305	Maintenance - Uniforms	10,173.00	**10,000.00**	(173.00)	-2%	**10,000.00**	-	0%
64800-305	Maintenance - General Expense	11,602.00	**10,000.00**	(1,602.00)	-16%	**10,000.00**	-	0%
64900-305	Maintenance - Salaries	454,572.00	**465,700.00**	11,128.00	2%	**490,000.00**	24,300.00	5%
64901-305	Maintenance - FICA Expense	36,197.00	**38,300.00**	2,103.00	5%	**41,000.00**	2,700.00	7%
64902-305	Maintenance - Retirement Expense	45,673.00	**58,800.00**	13,127.00	22%	**50,000.00**	(8,800.00)	-15%
64903-305	Maintenance - Overtime	29,967.00	**30,000.00**	33.00	0%	**30,000.00**	-	0%
64904-305	Maintenance - Group Insurance	143,910.00	**158,600.00**	14,690.00	9%	**180,700.00**	22,100.00	14%
64907-305	Maintenance - General Personnel	6,575.00	**5,400.00**	(1,175.00)	-22%	**9,000.00**	3,600.00	67%
	TOTAL MAINTENANCE EXPENSE	892,395.00	**908,800.00**	16,405.00	2%	**952,700.00**	43,900.00	5%

TRI-CITIES AIRPORT AUTHORITY
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Present to Tri-Cities Airport Authority June 26, 2025

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	Building Services - Supplies	54,431.00	65,000.00	10,569.00	16%	60,000.00	(5,000.00)	-8%
65105-306	Building Services - Equipment Purchases	5,289.00	7,000.00	1,711.00	24%	7,000.00	-	0%
65110-306	Building Services - Furniture & Fixtures	423.00	1,700.00	1,277.00	75%	1,700.00	-	0%
65115-306	Building Services - Equipment Mtn	2,703.00	4,000.00	1,297.00	32%	4,000.00	-	0%
65120-306	Building Services - Uniforms	7,829.00	9,000.00	1,171.00	13%	9,000.00	-	0%
65125-306	Building Services - General Expense	2,851.00	2,500.00	(351.00)	-14%	2,500.00	-	0%
65130-306	Building Services - Snow Removal	125.00	500.00	375.00	75%	500.00	-	0%
65200-306	Building Services - Salaries	360,598.00	388,200.00	27,602.00	7%	430,000.00	41,800.00	11%
65205-306	Building Services - Overtime	16,191.00	15,000.00	(1,191.00)	-8%	15,000.00	-	0%
65210-306	Building Services - FICA Expense	28,076.00	31,100.00	3,024.00	10%	34,000.00	2,900.00	9%
65220-306	Building Services - Retirement Expense	33,388.00	44,200.00	10,812.00	24%	44,200.00	-	0%
65230-306	Building Services - Group Insurance	127,178.00	144,900.00	17,722.00	12%	144,900.00	-	0%
65237-306	Building Services - General Personnel	4,866.00	4,100.00	(766.00)	-19%	5,500.00	1,400.00	34%
65238-306	Building Services - Training	607.00	2,000.00	1,393.00	70%	2,000.00	-	0%
	TOTAL BUILDING SERVICES EXPENSE	644,555.00	719,200.00	74,645.00	10%	760,300.00	41,100.00	6%

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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	72,639.00	62,000.00	(10,639.00)	-17%	62,000.00	-	0%
66030-307	Admin - Legal	20,885.00	30,000.00	9,115.00	30%	30,000.00	-	0%
66060-307	Admin - Insurance & Bonding	302,492.00	305,700.00	3,208.00	1%	300,000.00	(5,700.00)	-2%
66210-307	Admin - Dues & Subscriptions	43,049.00	30,000.00	(13,049.00)	-43%	30,000.00	-	0%
66260-307	Admin - Consulting Services	52,638.00	36,500.00	(16,138.00)	-44%	36,000.00	(500.00)	-1%
66300-307	Admin - Engineering Services	27,677.00	15,000.00	(12,677.00)	-85%	25,000.00	10,000.00	67%
66550-307	Admin - Furniture & Fixtures	19,762.00	3,000.00	(16,762.00)	-559%	5,000.00	2,000.00	67%
66560-307	Admin - Office Equipment	10,528.00	2,000.00	(8,528.00)	-426%	5,000.00	3,000.00	150%
66570-307	Admin - Office Supplies	8,951.00	12,000.00	3,049.00	25%	10,000.00	(2,000.00)	-17%
66660-307	Admin - Telephone & Internet	26,166.00	28,700.00	2,534.00	9%	26,500.00	(2,200.00)	-8%
66750-307	Admin - Office Equipment Maintenance	7,586.00	7,000.00	(586.00)	-8%	37,000.00	30,000.00	429%
66850-307	Admin - General Administrative	29,119.00	25,000.00	(4,119.00)	-16%	30,000.00	5,000.00	20%
66861-307	Admin - Education & Training	5,395.00	4,000.00	(1,395.00)	-35%	4,000.00	-	0%
66940-307	Admin - Seminars & Conferences	37,265.00	30,000.00	(7,265.00)	-24%	30,000.00	-	0%
66970-307	Admin - Postage & Shipping	1,499.00	1,500.00	1.00	0%	1,500.00	-	0%
66990-307	Admin - Salaries	1,005,974.00	1,066,800.00	60,826.00	6%	1,150,000.00	83,200.00	8%
66991-307	Admin - FICA Expense	72,276.00	77,900.00	5,624.00	7%	94,000.00	16,100.00	21%
66992-307	Admin - Retirement Expense	101,926.00	105,900.00	3,974.00	4%	110,000.00	4,100.00	4%
66994-307	Admin - Group Insurance	133,057.00	133,600.00	543.00	0%	165,000.00	31,400.00	24%
66996-307	Admin - General Personnel	54,562.00	24,000.00	(30,562.00)	-127%	32,000.00	8,000.00	33%
67001-307	Admin - Capitalized Salaries (Projects)	(19,708.00)	(25,000.00)	(5,292.00)	21%	(25,000.00)	-	0%
	TOTAL ADMINISTRATIVE EXP.	2,013,738.00	1,975,600.00	(38,138.00)	(12.82)	2,158,000.00	182,400.00	9%

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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	7,275.00	15,000.00	7,725.00	52%	15,000.00	-	0%
67225-308	Mkt - Website, Programs & Materials	42,302.00	36,000.00	(6,302.00)	-18%	40,000.00	4,000.00	11%
67244-308	Marketing - Community Relations	24,830.00	30,000.00	5,170.00	17%	30,000.00	-	0%
	SUB-TOTAL AIRPORT & COMMUNITY RELATIONS	74,407.00	81,000.00	6,593.00	8%	85,000.00	4,000.00	5%
67291-308	Marketing - Research & Development	27,261.00	35,000.00	7,739.00	22%	30,000.00	(5,000.00)	-14%
67292-308	Marketing - Consulting Services	129,575.00	130,000.00	425.00	0%	130,000.00	-	0%
67293-308	Marketing - Airline Relations	41,420.00	38,000.00	(3,420.00)	-9%	35,000.00	(3,000.00)	-8%
67294-308	Marketing - Marketing Initiative	430,033.00	399,000.00	(31,033.00)	-8%	420,000.00	21,000.00	5%
	SUB-TOTAL AIR SERVICE DEVELOPMENT	628,289.00	602,000.00	(26,289.00)	-4%	615,000.00	13,000.00	2%
67262-308	Marketing - Travel	45,632.00	42,000.00	(3,632.00)	-9%	42,000.00	-	0%
67264-308	Marketing - Auto & Fuel	729.00	1,800.00	1,071.00	60%	1,800.00	-	0%
67272-308	Marketing - Professional Affliliations	1,683.00	2,800.00	1,117.00	40%	2,800.00	-	0%
67285-308	Marketing - Supplies & Misc	2,333.00	4,000.00	1,667.00	42%	4,000.00	-	0%
67287-308	Mkt - Phones & Data Communications	2,605.00	2,300.00	(305.00)	-13%	2,600.00	300.00	13%
67900-308	Marketing - Salaries	152,535.00	148,700.00	(3,835.00)	-3%	151,000.00	2,300.00	2%
67901-308	Marketing - FICA Expense	12,097.00	11,500.00	(597.00)	-5%	12,000.00	500.00	4%
67903-308	Marketing - Retirement Expense	12,019.00	14,700.00	2,681.00	18%	15,000.00	300.00	2%
67905-308	Marketing - Group Insurance	26,546.00	21,900.00	(4,646.00)	-21%	28,100.00	6,200.00	28%
67911-308	Marketing - General Personnel	8,963.00	1,900.00	(7,063.00)	-372%	2,000.00	100.00	5%
	SUB-TOTAL MARKETING SUPPORT	265,142.00	251,600.00	(13,542.00)	-5%	261,300.00	9,700.00	4%
	TOTAL MARKETING & AIR SERVICE	967,838.00	934,600.00	(33,238.00)	-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	57.00	200.00	143.00	72%	200.00	-	0%
69051-309	FTZ: Contract Services	575.00	2,000.00	1,425.00	71%	1,000.00	(1,000.00)	-50%
69052-309	FTZ: Marketing & Advertising	57.00	200.00	143.00	72%	200.00	-	0%
69053-309	FTZ: Professional Affiliations	1,623.00	1,300.00	(323.00)	-25%	1,000.00	(300.00)	-23%
69054-309	FTZ: Subscriptions	164.00	500.00	336.00	67%	500.00	-	0%
69055-309	FTZ: Meetings, Registration	144.00	500.00	356.00	71%	500.00	-	0%
69057-309	FTZ: Special Events	29.00	100.00	71.00	71%	100.00	-	0%
69059-309	FTZ: Legal	288.00	1,000.00	712.00	71%	1,000.00	-	0%
	TOTAL FOREIGN TRADE ZONE EXP	2,937.00	5,800.00	2,863.00	49%	4,500.00	(1,300.00)	-22%
69070-309	DEV: ADMIN - Travel & Auto	201.00	3,000.00	2,799.00	93%	2,000.00	(1,000.00)	-33%
69071-309	DEV: ADMIN - Airport Promotion	7.00	100.00	93.00	93%	100.00	-	0%
69072-309	DEV: ADMIN - Office Supplies	831.00	300.00	(531.00)	-177%	800.00	500.00	167%
69073-309	DEV: ADMIN - Furniture & Equipment	14.00	200.00	186.00	93%	200.00	-	0%
69074-309	DEV: ADMIN - Communications	884.00	1,000.00	116.00	12%	1,000.00	-	0%
69075-309	DEV: ADMIN - Postage & Courier	7.00	100.00	93.00	93%	100.00	-	0%
69076-309	DEV: ADMIN - Printing & Forms	7.00	100.00	93.00	93%	100.00	-	0%
69077-309	DEV: ADMIN - Staff Training	132.00	100.00	(32.00)	-32%	150.00	50.00	50%
	TOTAL ADMINISTRATIVE EXPENSE	2,083.00	4,900.00	2,817.00	57%	4,450.00	(450.00)	-9%
69080-309	DEV: Salaries	111,112.00	112,650.00	1,538.00	1%	117,200.00	4,550.00	4%
69082-309	DEV: FICA	8,344.00	8,700.00	356.00	4%	9,100.00	400.00	5%
69083-309	DEV: Retirement	23,427.00	22,900.00	(527.00)	-2%	23,800.00	900.00	4%
69084-309	DEV: Group Insurance	27,063.00	26,000.00	(1,063.00)	-4%	26,000.00	-	0%
69086-309	DEV: General Personnel	1,536.00	1,550.00	14.00	1%	1,200.00	(350.00)	-23%
	TOTAL PERSONNEL COST	171,482.00	171,800.00	318.00	0%	177,300.00	5,500.00	3%
	TOTAL TRADE DEVELOPMENT EXP	176,502.00	182,500.00	5,998.00	3%	186,250.00	3,750.00	2%

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GROUND HANDLING SVCS EXP

General Ledger		Projected Year-End 2025	Approved Budget FY25	Projected Variance	% Variance rom Projected FY 2025	Proposed Budget FY26	$ Variance from Budget FY25	% Variance from Budget FY25
68921-310	GHS - Supplies	1,282.00	2,500.00	1,218.00	49%	2,500.00	-	0%
68923-310	GHS - Equipment Maintenance	13,290.00	9,000.00	(4,290.00)	-48%	9,000.00	-	0%
68925-310	GHS - Equipment Fuel	1,426.00	2,000.00	574.00	29%	2,000.00	-	0%
68926-310	GHS - Telephone & Communication	1,604.00	1,200.00	(404.00)	-34%	1,200.00	-	0%
68927-310	GHS - Miscellaneous	1,059.00	2,000.00	941.00	47%	1,000.00	(1,000.00)	-50%
68928-310	GHS - 3rd Party Services	130.00						
68929-310	GHS - Staff Training	1,920.00	2,000.00	80.00	4%	2,000.00	-	0%
68930-310	GHS - Uniforms	4,390.00	10,500.00	6,110.00	58%	8,000.00	(2,500.00)	-24%
68931-310	GHS - Salaries	142,864.00	150,000.00	7,136.00	5%	68,000.00	(82,000.00)	-55%
	GHS - Part-time					180,000.00	180,000.00	
68933-310	GHS - FICA	10,473.00	8,700.00	(1,773.00)	-20%	19,000.00	10,300.00	118%
68935-310	GHS - Retirement	2,999.00	-	(2,999.00)		6,300.00	6,300.00	
68939-310	GHS - General Personnel	3,210.00	1,700.00	(1,510.00)	-89%	3,000.00	1,300.00	76%
	GHS - Group Insurance					28,000.00	28,000.00	
68946-310	GHS - Standby Rate - $8	4,396.00	5,000.00	604.00	12%	-	(5,000.00)	-100%
68947-310	GHS - Less Than 3.5 hrs Rate - $10	550.00	2,000.00	1,450.00	73%	-	(2,000.00)	-100%
	TOTAL GND HANDLING SVCS EXP	189,593.00	196,600.00	7,137.00	4%	330,000.00	133,400.00	68%

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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	662.00	**2,000.00**	1,338.00	67%	**2,000.00**	-	0%
65515-316	Customer Experience - Programs & Materials	22,963.00	**100,300.00**	77,337.00	77%	**90,000.00**	(10,300.00)	-10%
65520-316	Customer Experience - Uniforms	515.00	**2,250.00**	1,735.00	77%	**2,000.00**	(250.00)	-11%
65530-316	Customer Experience - Training	2,295.00	**5,000.00**	2,705.00	54%	**3,000.00**	(2,000.00)	-40%
65535-316	Customer Experience - Salaries	46,135.00	**47,200.00**	1,065.00	2%	**49,000.00**	1,800.00	4%
65540-316	Customer Experience - FICA Expense	3,383.00	**3,650.00**	267.00	7%	**3,800.00**	150.00	4%
65545-316	Customer Experience - Retirement	3,355.00	**4,600.00**	1,245.00	27%	**4,900.00**	300.00	7%
65550-316	Customer Experience - Group Insurance	17,852.00	**18,500.00**	648.00	4%	**18,600.00**	100.00	1%
65556-316	Customer Experience - General Personnel	562.00	**500.00**	(62.00)	-12%	**500.00**	-	0%
	TOTAL CUSTOMER EXPERIENCE EXPENSE	97,722.00	**184,000.00**	86,278.00	47%	**173,800.00**	(10,200.00)	-6%

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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	1,119.00	6,000.00	4,881.00	81%	6,000.00	-	0%
68952-318	Business Dev: Programs & Materials	1,866.00	10,000.00	8,134.00	81%	10,000.00	-	0%
68954-318	Aerospace Industry Travel	10,706.00	35,000.00	24,294.00	69%	30,000.00	(5,000.00)	-14%
68956-318	Aerospace Park Marketing	44,386.00	80,000.00	35,614.00	45%	75,000.00	(5,000.00)	-6%
68958-318	Aerospace Park Contracted Services	50,300.00	45,000.00	(5,300.00)	-12%	55,000.00	10,000.00	22%
68960-318	Aerospace Park Website	932.00	5,000.00	4,068.00	81%	5,000.00	-	0%
	TOTAL AIR BUSINESS DEV EXP.	109,309.00	181,000.00	71,691.00	40%	181,000.00	-	0%

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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	285,196.00	280,700.00	(4,496.00)	-2%	289,000.00	8,300.00	3%
69301-320	Parking: Payroll Taxes	21,824.00	21,000.00	(824.00)	-4%	22,000.00	1,000.00	5%
69302-320	Parking: Uniforms	758.00	1,500.00	742.00	49%	1,500.00	-	0%
69303-320	Parking: Health Care & Retirement	49,742.00	53,350.00	3,608.00	7%	55,000.00	1,650.00	3%
69304-320	Parking: Garage Supplies	2,120.00	5,000.00	2,880.00	58%	5,000.00	-	0%
69306-320	Parking: Printing & Ticket Expense	1,393.00	4,000.00	2,607.00	65%	4,000.00	-	0%
69308-320	Parking: Office Supplies	2,518.00	3,000.00	482.00	16%	3,500.00	500.00	17%
69309-320	Parking: Office Equipment	1,909.00	500.00	(1,409.00)	-282%	500.00	-	0%
69310-320	Parking: Repairs & Maint.	5,385.00	10,000.00	4,615.00	46%	10,000.00	-	0%
69314-320	Parking: License & Fees	96.00	500.00	404.00	81%	500.00	-	0%
69316-320	Parking: Liability & Other Insurance	456.00	500.00	44.00	9%	500.00	-	0%
69317-320	Parking: Worker's Comp	7,687.00	8,400.00	713.00	8%	8,600.00	200.00	2%
69318-320	Parking: Utilities-Water	865.00	500.00	(365.00)	-73%	850.00	350.00	70%
69320-320	Parking: Utilities-Electricity	5,473.00	6,000.00	527.00	9%	6,000.00	-	0%
69322-320	Parking: Postage & Freight	146.00	250.00	104.00	42%	250.00	-	0%
69324-320	Parking: Telephone & Communications	3,691.00	5,000.00	1,309.00	26%	5,000.00	-	0%
69326-320	Parking: Recruiting Expense	182.00	500.00	318.00	64%	500.00	-	0%
69328-320	Parking: Financial Services	2,655.00	2,500.00	(155.00)	-6%	2,500.00	-	0%
69330-320	Parking: Credit Card Discount	77,779.00	75,000.00	(2,779.00)	-4%	78,500.00	3,500.00	5%
69331-320	Parking: Truck Fuel	2,765.00	4,000.00	1,235.00	31%	4,000.00	-	0%
69332-320	Parking: Miscellaneous Expense	3,574.00	3,500.00	(74.00)	-2%	3,700.00	200.00	6%
69334-320	Parking: Management Fee	27,177.00	30,200.00	3,023.00	10%	31,100.00	900.00	3%
	TOTAL PUBLIC PARKING EXPENSE	503,391.00	515,900.00	12,509.00	2%	532,500.00	16,600.00	3%

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

FY 2026 Personnel Compensation Program

<u>SUMMARY:</u>

It is the goal of the Tri-Cities Airport Authority to attract service-oriented employees, motivate and recognize individual performance, and retain the best qualified personnel to ensure the long-term success of the airport. Having experienced and dedicated employees has allowed the Airport Authority to hold down costs and remain flexible during unpredictable times in the airline industry. The Personnel Compensation Program provides an annual review of the following components: across-the-board adjustment, salary ranges, adjustments to reflect position responsibilities and market conditions.

General Wage Adjustment
The Authority sets an annual across-the-board pay increase that considers the cost of living and rate of inflation, longevity, productivity, and the Airport's current financial performance. The FY 2026 Operating Budget includes a proposed general wage adjustment of 4% to the annual base salary (hourly rate for part-time employees) for all employees. This would go into effect for pay period starting 6/22/2025.

One Time Award
A one-time award of 4% of employee's base salary for FY 2025 would have an associated fully burdened cost of approximately $136,550. This one-time award, payable in June 2025, will not be included in the employee annual base salary and includes an award of $500 to part-time and short-time employees. The FY25 projected operating results show a total net income of $1,117,048 including interest income. The one-time award is based on employee salary on 01/01/2025.

Longevity Recognition
Two employees are scheduled to receive a longevity award in FY 2026 based on length of service. David Jones, COO, will complete twenty (20) years of service on January 16, 2026, and is eligible for $500 award. Building Services employee, David Ervin, will complete thirty (30) years of service on January 14, 2026, and is eligible for $1000 award.

Retirement Gifts
Currently there are no retirement announcements.

Annual Holiday Pay
Annual holiday pay has been budgeted at 1.0% of annual salary for all full-time employees and $200 for part-time employees. This pay item would be dispersed to employees in November 2025. The annual holiday pay will be based on employment status and pay rate as of 07/01/2025.

Employee Appreciation Activities
No specific recognition awards have been projected for FY 2026.

Market Adjustments
Performance is periodically reviewed to determine what skills and/or proficiencies have been attained and if position movement is justified. We will be adjusting the Building Services employee salaries by $0.70 per hour for each employee to attain proficiencies with similar pay adjustments. This market adjustment would go into effect starting 06/22/2025.

Certification Incentives
To encourage and reward employees seeking specific job-related certifications, licensure, and accreditations, TCAA has adopted a Certification Incentive Policy. The guideline of the award schedule is based on the American Association of Airport Executive training opportunities, however, other certifications will be recognized and included in this program with the approval of the President/CEO. Airport Certified Employee (ACE) $750 Certified Member (CM) $1,000 Accredited Airport Executive $1,500. The President/CEO is excluded from this policy.

Promotions
Currently there are no promotions in the immediate future.

Automobile Allowance
Continuation of the Employment Agreement for the President/CEO which provides for an automobile allowance.

RECOMMENDATION:

Staff recommends the approval of the FY 2026 Personnel Compensation Program.

Submitted by:
Rebecca O'Quinn
Admin & HR Manager

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

President/CEO Evaluation and Compensation Adjustment

Summary:

The Executive Committee met on June 12, 2025, to perform the annual evaluation of the President/CEO and to discuss recommendations for compensation adjustments.

After a detailed discussion and evaluation of performance and upcoming expectations, the Executive Committee recommends the following adjustments to the President/CEOs compensation package:

- Increasing base salary by 4% to match across the board increase of all employees,
- A one-time award of 6% of employees' base salary for FY 2025,
- Retaining vehicle allowance and request an increase of $200 per month. Total vehicle allowance would be $1,200.00 per month.

Recommendation:

The Executive Committee recommends the approval of the President/CEO compensation package as described above.

Submitted by: Parker Smith
Board Chair

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Hybrid FBO General Manager Contract Search

SUMMARY:

This Hybrid search contract with ADK will assist TCAA in the search for the FBO General Manager, they will develop a comprehensive and outstanding recruitment brochure that reflects the position. Other recommendations will be accepted as well and approved by Client. The brochure allows interested candidates to learn about the position. the Airport, and the requirements that establish TCAA's ideal candidate.

The professional fee for the Hybrid Search performed under this contract is $28,660.00. Consulting services will be completed in phases:

- Phase 1: Candidate Pool Development
- Phase 2: Screening Level 1
- Phase 2: Screening Level 2
- Consultation and communication with Client throughout Phase 2
- Consultation and recommendations for Short List after Phase 2

Once ADK has completed its search, TCAA will take over their normal HR processes.

Recommendation:

Staff recommends the approval of the ADK Hybrid Assist agreement for $28,660.00 for the FBO General Manager.

Submitted by:
Rebecca O'Quinn
Admin & HR Manager

Proposal for
Executive Search Services

FBO Manager

Tri-Cities Airport Authority

by

ADK Consulting and Executive Search

April 17, 2025

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Proposal for
Executive Search Services

FBO Manager
Tri-Cities Airport Authority

April 17, 2025

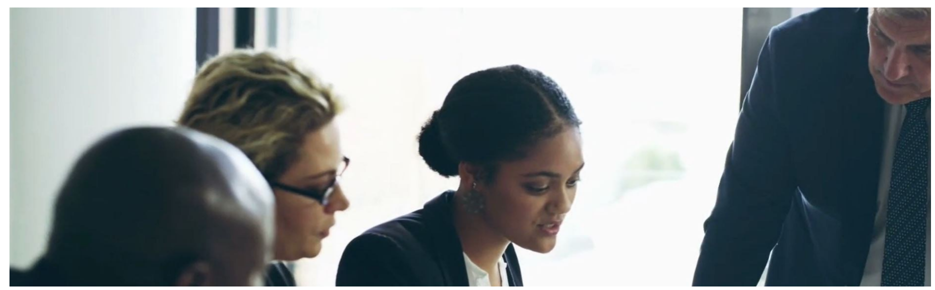
ADK Consulting & Executive Search (ADK) is pleased to offer its Full-Service and Hybrid executive search services to the Tri-Cities Airport Authority (TRI) in response to a request for executive search services for a new FBO Manager>

ADK Consulting & Executive Search

Objectives

The objective of our ADK Team is to assist in filling this position with the best talent and cultural fit available.

We believe that working collaboratively and understanding your organization, the position to be filled, and the needs of TRI are critical to finding the best fit candidates.



Executive Summary

ADK is an industry leader in executive recruiting and organizational development. Our roots date back to our incorporation in 2003 in Jacksonville, FL. Our early success in identifying and providing outstanding leaders not only enhanced our clients' organizations but made a positive impact on their communities and regions. Many of our executive placements are recognized as top leaders in the industry affecting policy, best practices and legislation on the national level.

For more information, please see Introduction to ADK (link)... ***Our Expertise Is Finding Leaders***

Today, ADK is considered the largest talent search firm in the U.S. airport industry, based on the total number of searches performed annually for airports. We have successfully completed over 400 C-suite level searches and more than 650 total executive searches across various leadership disciplines, including operations, finance, business, human resources, technology, strategy, safety, and security.

We have worked with over 195 airports throughout the U.S. over the past 22 years providing senior and executive level recruitments, conducting organizational evaluations, and providing compensation studies. Our body of work and reputation has allowed us to expand our outreach to work for many organizations affiliated with airports, aviation, cities, counties, and transportation in both the public and the private sector.

The testimony for any search organization is the success and repeat business that has been achieved between them and their clients. Repeat clients account for over 83% of our projects since 2003. We are honored that we have performed multiple searches for many of our clients and are the "go to" firm for their ongoing HR solutions.

ADK Team

The ADK Team, with 25 professionals, has decades of experience in executive recruitment, business management, board experience, organizational leadership, and compensation studies, just to name a few. We have the knowledge and expertise to recruit the best fit executives for our clients and continually strive to exceed both client and candidate expectations. The ADK Team is fully committed to providing the highest level of service and results in the recruitment and development of your leadership team. Just ask *any* of our clients.

ADK Executive Leadership Team

Doug Kuelpman
President / Chief Executive Officer

Doug is the founder and co-owner of ADK. He has over fifty years of experience in the aviation industry including twenty-two years in the executive recruiting industry. In 2003, he started ADK Consulting & Executive Search, specializing exclusively in airports. Prior to starting ADK, he was with UPS Airlines for eighteen years. As Vice President, he was a member of the initial startup team for the airline. Doug holds a bachelor's degree from the University of Washington, served as an engineering officer in the U.S. Navy, and is a licensed commercial pilot with commercial and instrument ratings.

Annell Kuelpman
Executive Vice President / Chief Operating Officer

Annell is co-owner of ADK. She has over thirty years of recruitment experience and provides leadership for strategic planning initiatives including innovative recruitment processes. Her early career and success in commercial real estate and consulting business led to recruiting, marketing, training and business development for private companies and business development and coaching for individuals. Annell holds a bachelor's degree from the University of Kentucky.

Blake Astran, J.D.
Vice President, Business Operations

Blake has years of executive recruiting experience primarily focusing on public sector clients including aviation, transportation, and local governments. Prior to joining ADK, Blake practiced law in both the public and private sectors, with a concentration on criminal law. Most recently, Blake was a senior associate at Krauthamer & Associates, Inc. He received his bachelor's degree from the University of Florida and Juris Doctorate from Barry University.

Linda Frankl, A.A.E.
Director, Senior Practice Leader

Linda started her aviation career over thirty years ago in operations and security. For over twenty years, she worked for Columbus Regional Airport Authority leading senior departments in operations and strategy. Prior to joining ADK, she was Vice President, Strategy Management. While at Columbus, Linda participated in the research and creation of ACRP's Report 75, Airport Leadership Development Program now being utilized by many airports around the country. She holds a bachelor's degree from Embry-Riddle Aeronautical University.

ADK Team Approach

Every search is assigned a team of professionals and is led by a Senior Project Manager with years of experience working at airports prior to joining ADK. All search managers have proven project management experience in recruiting. Included on the team is an experienced assistant project manager, a SHRM certified HR specialist, a sourcing strategy specialist, an advertising coordinator, and administrative support staff. All members of the entire ADK team have input to every search. See a complete list of our team bios at: ***Our ADK Team***

Key Elements for Every Search

Our focus is on top performers directing our principal energy and attention to the candidates who show highest potential of a good match for this position. At ADK, we target and identify top performing industry professionals who demonstrate a proven track record of success and best cultural fit for your organization. ADK's recruitment plan below can be tailored or amended to meet the Client's needs and/or expectations.

Communication:

We strongly believe that communication with our clients and candidates is essential to a successful search. Throughout the search, we communicate with our clients and candidates so that we all have the same shared expectations.

Strategy Discussion:

At the start of the search we schedule a "Strategy Discussion" that includes our client (Hiring Manager and/or Executive Sponsor) and those associated with the search as well as our Project Manager and the ADK Team members that will work closely on the search. We will collectively determine the profile of what you are looking for in your new hire, discuss your expectations, express your priorities for the position, and define the exceptional qualities that you want to see in your new hire. ADK works with our clients to gain an understanding of their organizations and the community in which they live and work. This knowledge base continues to grow with every search. The information we gather will help our team build their strategic approach for the search. With the development and posting of a recruitment brochure, we will develop a firm timetable for the search.

Direct Sourcing and Team Approach:

Every search is touched by multiple members of our team working collaboratively on all of our searches. The Senior Project Manager and Project Team who are responsible for your search thoughtfully create a target list of known potential candidates and a list of organizations that will most likely provide the best fit candidates for the position. Our team has an incredibly large network in the industry and first-hand knowledge of key leaders and resources throughout the country. Our role is to make the opportunity known to passive candidates. Personal contact is critical to success in recruiting these candidates.

Unmatched Database:

We have been developing a database of industry professionals since 2003. We electronically contact over 85,000 opt-in subscribers announcing our searches through our widely read e-newsletter. We believe our database is unmatched because we make a concerted effort to keep contact information current and continually add new subscribers through our website and new applicants for our many C-level searches.

Key Elements for Every Search

Our focus is on top performers… (Continued)

Applicant Tracking System (ATS):

Candidates submit directly through our website to our secure online applicant tracking system, iCIMS, that is used by companies such as Amazon and Microsoft. At this location, candidates are requested to respond to initial screening questions that give us additional information about their background and qualifications related to the position that are not necessarily obvious in their résumé. Our screening process moves through various phases where our Project Manager advances the candidates to next steps including written responses to essay questions and self-directed video interviews explained in Phase 2 Screening. Top candidates and their screening materials are shared with our client through our dedicated Confidential Client Portal when Client wants to see them.

Diversity, Equity, and Inclusion:

We are committed to the advancement of the principles of diversity, equity and inclusion. We believe that the most diverse candidate pool starts with our own intentional, thoughtful and targeted personal outreach which is an extremely important role and responsibility of our ADK Team. Our firm belief is that organizations that employ/promote people of different genders, ages, races, cultural backgrounds, languages and national origins offer creativity, problem-solving, engagement, innovation, strategic thinking, better decisions and improved results. Our role and commitment to ourselves and to our clients is to promote an inclusive culture where every individual is valued, respected, and supported and everyone has the opportunity to achieve their potential.

Internal Candidates and External Candidates:

We are your partner in this search irrespective of the source of the candidates. Many of our searches include internal candidates and our client has the opportunity to see how their internal candidates compete on the national level. If candidates are generated internally or if Client receives applications/résumés directly, they should be referred to ADK to be included in the overall candidate pool. All candidates are assessed on their own merits.

Notification:

ADK has an outstanding reputation for keeping candidates apprised of their status throughout the search process. After the search, those who seek guidance as to their possible shortcomings are given a courteous and professional response. Many candidates have expressed appreciation over the years for our thoughtful, helpful guidance.

Work Scope

Phase 1: Candidate Pool Development

Applicable to both
Full Service and Hybrid searches.

Candidate Pool Development

1.0 Startup and Recruitment Handout Development

ADK will assist Client in the review of the Job Description (JDs) and provide suggestions as appropriate as part of the project startup strategy. Then we will develop a comprehensive and outstanding recruitment brochure that reflects on the position we are filling for Client. Other recommendations will be accepted as well and approved by Client. The brochure allows interested candidates to learn about the position. the company, and the requirements that establishes what is your ideal candidate. The approval of the recruiting handout is the “official kick-off” of the search campaign

1.1 ADK Network and Direct Sourcing

ADK retains staff who are specialists for a reason. We are widely known throughout the aviation industry, have personal knowledge of available talent, and know what the typical requirements are for the positions we are retained to help fill. We use our direct outreach process to actively recruit qualified and diverse candidates for this position.

Many of the most talented candidates we have placed come from our direct sourcing and targeted outreach through personal and direct telephone contacts, our industry leading e-newsletter, and the multiple recruiting licenses we have on LinkedIn. We add additional recruiting platforms to our outreach that are specific to the type of position being filled.

Our role is to make this position known to a wide universe of potential applicants and to cultivate an interest in the vacancy. The quality and diversity of the final list of candidates is totally dependent on the qualifications of the initial candidate pool; hence, the amount of time we spend on candidate pool development is critical to the success of our search process.

1.2 Marketing & Advertisement

In addition to the sourcing mentioned in 1.1 above, we will post electronic recruiting ads with organizations or other mediums utilizing the information developed in our brochure. We also post the open position on our website and multiple times through our e-newsletter list. Our intent is to capture passive candidates through our ADK e-Newsletter that is widely read , and through our team strategy and targeted approach.

Work Scope

Phase 2: Screening

Applicable to both
Full Service and Hybrid searches.

ADK uses a variety of tools to assesses all candidates, internal and external. Through our vetted and thorough screening phases, we assess background and skill sets, level of enthusiasm for the position, cultural and personality fit, reputation, and leadership style. We determine the closest match to background and experience that is relevant to the position.

Level 1 Screening:

2.0 Job Specific Questionnaire:
These questions are the first screening questions that are presented to the candidates at the time they apply. They are quick multiple choice questions that tell us whether the candidate meets the minimum qualifications for the position as developed with Client's input.

2.1 Résumé Review:
Résumés are reviewed by the Project Manager and the Assistant Project Manager.

2.2 Next Steps:
Top candidates meeting the qualifications and expectations are moved to the next stage of ADK's screening process.

Work Scope

Phase 2: Screening

Applicable to both
Full Service and Hybrid searches.

NOTE: For a Hybrid search, at this point of the process after 2.9, ADK has completed it's search and Client takes over with their normal HR processes that may include additional testing, interviews, reference checks, media checks, final interview logistics, and negotiations. ADK does not guarantee that Client will select a finalist for an Hybrid search. ADK is still due full payment if Client decides not to hire anyone for the position being filled under a Hybrid Search. (Please see our FAQ's on Page 15 regarding both Contract Completion and Hybrid Limited Placement Guarantee)

<u>Level 2 Screening</u>

2.3 Questionnaire

Candidates who meet minimum qualifications will be asked to respond to essay questions at this point. These supplemental responses give us additional insight into the candidates, how they think, an example of their written communication skills, and more information than is typically found in a résumé.

2.4 Video Recordings

We provide a video interview snippet to gain insight into a candidate's presence and demeanor.

2.5 Review of Essay Questionnaires & Video Recordings

The ADK Search Manager and associated team members review all Essay Questions and Recorded Video Interviews.

2.6 Conversations

The Search Manager explores any areas that may need to be clarified through personal conversations with the top candidates.

2.7Internet Media

We research and review any information regarding candidates found in a general internet search of public media information to screen for adverse information that may affect employment. Due to a broad scope of client policies, interpretations, and various legal requirements throughout the country, we do not include social media checks such as Facebook, Instagram, Twitter, or YouTube in our search. We research and investigate the candidates using various media search engines looking for any questionable items/red flags that need to be considered so there are no surprises.

2.8 Client Consultation for Short List for Top 6-10 Candidates

Throughout the search, multiple conversations with Client are anticipated to insure our process and Client's expectations are in sync. ADK provides a selective, well thought out, insightful and intelligent process for the Client. Candidate submittals and screening results are made available in real-time for easy viewing by Client through our Confidential Client Portal. Recommendations are made to Client for next steps in the client screening process. .

2.9 Deliverables

Client and ADK have agreed on candidates for the Short List that will be moved forward to Client's screening process for this search.

Work Scope

Phase 3: Screening

Applicable to Full-Service searches only.

Level 3 Screening

3.0 In-depth Conversational Interviews

Interviews can be conducted a number of ways. If by Client, a panel from the organization could be convened with the Hiring Manager via Zoom with ADK's participation. Conversely, ADK would perform the interviews and provide an executive summary of those interviews to Client. ADK's in-depth interviews are conducted by one of our SHRM certified HR team members to obtain a better understanding of each candidate's personality, their enthusiasm for the position being filled, communication style, management experience, and leadership style. ADK will assist in the interview process and help set up of the logistics for either choice. ADK will not rank the candidates but will provide comments on strength and weaknesses, as appropriate to move candidates along the process.

3.1 Executive Summaries

If ADK performs the interviews above, our Project Manager will provide Executive Summaries on the top candidates that will include the information we have developed during the search.

3.2 Internet Media

We research and review any information regarding candidates found in a general internet search of public media information to screen for adverse information that may affect employment. Due to a broad scope of client policies, interpretations, and various legal requirements throughout the country, we do not include social media checks such as Facebook, Instagram, Twitter, or YouTube in our search. We research and investigate the candidates using various media search engines looking for any questionable items/red flags that need to be considered so there are no surprises.

3.3 References

Verifiable references are generally performed after the selection of the final list of candidates upon request of Client. Professional references give us a great deal of supporting information about the candidates. We look for consistency in remarks and gain insight into how the person is perceived by others in a working environment. These may provide areas to be explored during the final interviews.

3.4 Client Consultation

Consultation with Client and recommendations for final interviews.

Work Scope

Phase 4

Applicable to Full-Service searches only.

Final Interviews & Negotiations

4.0 Assessments

ADK has certified assessors with years of experience in utilizing a variety of assessments. We can conduct a research-validated assessment that offers personal insights into the candidates' motivations and communication styles. Assessments should not be over-weighted in the overall analysis but are simply one more tool in the toolbox. An additional fee will be incurred if assessments are requested by Client. ADK can discuss appropriate assessments for the position with the Client upon request.

4.1 Background Checks

At Client's request, ADK can perform background checks through our third party provider (ISP). Checks include criminal, credit, education, and motor vehicle checks. A background check of the finalist will be performed upon Client's request. An additional fee will be incurred if additional background checks are requested.

4.2 Final Interviews

ADK has years of experience in assisting and conducting final interviews for our clients. We can collaborate with the Client to assist in the final interview process commensurate with Client's established processes and preferences. We can assist in helping to plan, prepare the hiring manager for the interviews, handle the logistics for the candidates, and provide specific targeted questions to be used by Client, as needed and requested.

4.3 Negotiations and Close-out

Negotiations and hiring assistance are natural for us. While some clients prefer to do their own negotiations, we always offer assistance upon request from our clients for all of our searches. This service is as simple as consulting on terms of the offer to providing full negotiations through an acceptance of an offer between the Client and the selected candidate.

Compensation

ADK Professional Fees are for RETAINED SERVICES

The professional fee for a **Full-Service Search** performed under this contract is **$45,306.00.**

Included:

- Visits to Client location upon request (travel expenses are additional)
- Phase 1: Candidate Pool Development
- Phase 2: Screening Levels 1 and 2
- Phase 3: Screening Level 3
- Phase 4: Interviews and Negotiations
- Consultation and communication with Client throughout process
- Placement Guarantee as outlined on Page 16

Installments for **Full-Service Searches** are:

Installment 1: One-third billed immediately and due upon recruitment handout posting.
Installment 2: One-third due 30 days after recruitment handout posting.
Installment 3: One-third due after contract completion of this search, plus any travel expenses incurred by ADK for travel requested by Client. ***See contract completion Page 15.***

………...

The professional fee for a **Hybrid Search** performed under this contract is **$28,660.00.**

Included:

- Phase 1: Candidate Pool Development
- Phase 2: Screening Level 1
- Phase 2: Screening Level 2
- Consultation and communication with Client throughout Phase 2
- Consultation and recommendations for Short List after Phase 2

Installments for **Hybrid Searches** are:

Installment 1: 40% of the professional fee upon recruitment brochure posting.
Installment 2: 40% of the professional fee 30 days after recruitment brochure posting.
Installment 3: 20% of the professional fee due upon contract completion plus any expenses, if applicable. ***See contract completion Page 15.***

This pricing structure is valid for 90 days from the date of this proposal. Optional add-on services are offered for additional fees if requested.

Terms: Net 30 days. Late fees accrue on payments that are over 30 days late at 1.5% per month.

Compensation (Continued)

Travel Expenses:

The professional fees above do not include any travel related expenses. With client's approval, ADK's Search Manager will travel to client's location as part of the search process. Client will be invoiced for applicable travel expenses at cost. For a Hybrid search, an additional fee would be incurred for the Search Manager's time.

Options:

If Client desires that ADK perform additional services, we will provide a quote to you for any additions to the Work Scope you may need or bill on a time and material basis at our rate of $185.00 per hour. Additional searches performed *under the same contract* may qualify for a discount. Contact ADK for more information.

Additional background checks are optional. Background checks are performed by our 3rd party provider, ISP Pro Mesa. Checks include criminal, credit, education, and motor vehicle checks. Checks normally take 3-5 business days to complete after receipt of consent from candidate. Additional background checks can be provided at $300.00 per candidate upon request from Client.

Additional Recruitments:

Any additional staff placements by Client that occurs within 12 months of a placement whereby the candidate was identified in this specific recruitment process, shall incur an additional fee of $6,000.00 for Hybrid searches and $10,000.00 for full-service searches.

Compensation Parameters:

- We do not add *any* overhead fees to the fees described above.
- This is not a contingency search. ADK's fees are consistent with the standards of the retained search profession.
- ADK is due full payment of the professional fee above regardless of the source of the candidate chosen by Client to fill the position.
- Out-of-pocket expenses, as approved and requested by Client in writing, for ADK travel, lodging, and search committee meeting expenses are billed separately at cost.
- There is no charge for video recordings.
- We do not charge an additional fee for administrative and clerical support, teleconferencing, office copies, and computer/telephone usage.
- We do charge, at cost, for reproduction, binding, and courier services if requested by Client.
- All deliverables are provided to Client at no cost electronically.

FAQs

➲ What does Contract Completion mean?

Full Service Search: Contract completion means a job offer has been communicated to and accepted by the selected finalist for a full-service search.

Hybrid Search: Contract completion means that ADK has completed the candidate pool development and screening processes outlined in the Work Scope and has delivered all materials to the Client. *ADK does not provide a guarantee that Client will eventually hire someone from the candidate pool as ADK has turned over the remaining process and candidate communication to the Client. ADK is still due full payment if Client decides not to hire anyone from the ADK process for the position being filled under an Hybrid search. Client will be billed after Phase 2.9 on Page 10 of this proposal is complete. (See ADK Hybrid Limited Placement Guarantee below.)*

➲ Full-Service Placement Guarantee

We stand behind our full-service searches with a powerful, but remarkably simple, guarantee. Should a candidate leave (except for health related issues) or be terminated for cause[1] (with supporting documentation such as a termination letter) within the first year after they begin their new position, we will conduct another search to replace the individual at:

- No charge if departure is within the first 4 months;
- 30% of the professional fee paid for the initial search within 5-8 months of start date; or
- 60% of the professional fee paid for the initial search within 9-12 months of start date.
- Any travel related expenses approved by Client under the guarantee would be additional.

[1]For cause: Generally considered as intentional acts of fraud, embezzlement, theft, or material violation of law that occurs within the course of employment; intentional damage to organization assets; intentional disclosure of organization confidential information; intentional breach of organization policies; willful conduct injurious to the organization, monetary or otherwise; and/or willful breach of employee's obligations.

➲ Hybrid Limited Placement Guarantee

Our Hybrid searches have a limited placement guarantee. If Client chooses not to select anyone during the first round, ADK will repost the position and redo the candidate pool development and screening process to create a new Short List, which then reverts to the Client for further processing. If no candidate is selected after the second round, it suggests that there may be a fundamental issue with the position being filled. In this case, the client should reassess the role, which could involve reviewing the job description, compensation, or any other factors that may be influencing the attractiveness of the opportunity in the market. ADK would offer its expertise. At this point, ADK has completed the search process.

➲ Who will be my point of contact and the person responsible for my search?

The Primary Search Manager for overall project oversight and direct responsibility for the search process will be selected upon receipt of a Notice to Proceed. Mr. Doug Kuelpman, President & CEO, will be your contact for contracting, financial relationships, and issues that may present themselves extending beyond the Project Manager level. Client has the right to approve any proposed placement or replacement of the Primary Search Manager upon request.

FAQs

➲ How long will it take to complete the contract?

The posting of the recruitment brochure is the "official kick-off" of the search for the timeline. The time to develop the brochure depends on how quickly the client furnishes the necessary information. Once the brochure is posted, a firm timetable can be provided by ADK for the various phases of the Scope of Work. Variables to be considered for the search schedule include the type of search selected, the process for Client to confirm and approve the recommended candidates, the establishment of the final interview dates, and the actual interview process itself. Holidays, vacations and conference schedules need to be considered as well. Relocation time for the selected candidate also needs to be considered. It is difficult to provide a firm timeline before we have the opportunity to discuss the various process items with our client.

A typical timeline for our searches is:

- **Hybrid:** 1.5 - 2 months from brochure posting to completion of Phase 2 - Screening Level 2.9.
- **Full Service:** A typical timeline for our full-service searches is 3.0 - 3.5 months from brochure posting to final list. *Does not include Client time for selection, negotiations, or candidate relocation.*

➲ When does the search "officially" begin?

The search will begin upon receipt of a Notice to Proceed (NTP). A typical NTP could be in a Work Order from ADK, a Purchase Order from Client, a simple Professional Services Agreement (PSA) for execution (ADK has one Client can use), or a PSA supplied by Client. Any of these will be our "Notice to Proceed".

➲ What are best practices to attract and maintain a strong candidate pool?

Understanding the desired ideal candidate background, level of enthusiasm and traits that fit the culture of the organization are key to develop thoughtful strategies for outreach to develop a strong candidate. Keeping candidates updated on their status on a timely basis is extremely important to maintain the candidate pool. Candidates appreciate being informed and treated with respect and not being left in the dark. They often have other options that we are not aware of and keeping them apprised helps them make better decisions and have a more positive attitude about ADK and our client. Our Clients' reputations are as important as our own.

Company Address Contact Information

Business Address:

Douglas R. Kuelpman
ADK Consulting, Inc.
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UPS or Federal Express Deliveries:

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Linda Frankl, A.A.E. - Director, Senior Practice Leader

Phone: (614) 778-2527

Email: linda@adkexecutivesearch.com

ADK Website: www.adkexecutivesearch.com

Thank you for your consideration!
We look forward to hearing from you.

Tri-Cities Airport Authority
June 26, 2025

CONSIDER

TCAA / Titan Fuel Supply Agreement

Summary:

In preparation for assuming all Fixed Base Operations responsibilities in early 2027, staff conducted a detailed search to establish a vendor relationship with an aviation fuel supplier. Staff members held multiple interviews and completed sight visits as well as reviewed formal proposals from several aviation fuel distribution companies. The final decision was to select for a ten-year fuel supply agreement Eastern Aviation Fuels, INC., dba Titan Aviation Fuels.

Details of the agreement include a generous incentive package from Titan Aviation Fuels with a value of $2,207,800. A copy of the draft agreement is attached.

Recommendation:

Staff recommends the approval of the selection of Eastern Aviation Fuels, dba Titan Aviation Fuels, and the authorization for the Board Chair to sign and the ten-year fuel supply agreement.

Submitted by: Gene Cossey
President / CEO

FUEL SUPPLY AGREEMENT

THIS FUEL SUPPLY AGREEMENT (this "Agreement") is made and entered into this 1st day of July, 2025 (the "Effective Date") by and between TRI-CITIES AIRPORT AUTHORITY, ("Customer"), located at 2525 TN-75 Suite 301 Blountville, TN 37617 and Eastern Aviation Fuels, Inc. dba Titan Aviation Fuels ("Seller" or "Titan"), a North Carolina corporation located at 601 McCarthy Boulevard, New Bern, NC 28562 (Customer and Seller/Titan each a "Party" and together "Parties").

WITNESSETH:

WHEREAS Seller markets and distributes Fuels (as hereinafter defined), and Customer is in the business of operating an aviation facility listed which uses aviation fuels; and

WHEREAS the parties have agreed that Seller will sell and deliver Fuel to Customer and provide services related thereto, and Customer will purchase Fuel from Seller in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises and mutual covenants and undertakings set forth herein, Customer and Seller hereby agree:

1. Scope. During the Term (as defined below), Seller agrees to sell and deliver and Customer agrees to purchase all of Customer's requirements at Customer's fixed base operation site at TRI-CITIES AIRPORT for branded and unbranded aviation gasoline, jet fuel, and any other products sold hereunder ("Fuel") exclusively from Seller and that it will not purchase any such Fuel for the FBO from any other corporation, company, entity, or person so long as Seller is not in default of its obligations hereunder. Customer represents and warrants that all Fuel purchased hereunder will be for the purpose of conducting its business and that no Fuel purchased hereunder shall be used or sold for non-aviation use. TITAN has a contract fuel program that allows its flight operator customers ("TITAN Customers") to purchase Fuel from TITAN (or its affiliates) worldwide through a network of FBOs and other suppliers (the "Contract Fuel Program"). During the Term, in the event Customer engages in contract fuel sales, Customer agrees to use Seller's Contract Fuel Program exclusively. Customer covenants that all contract fuel sales will be through Seller's Contract Fuel Program and that it will not use any other supplier's contract fuel program. Customer agrees to exclusively sell to TITAN, and TITAN agrees to purchase from Customer aviation fuel for delivery at the FBO site by Customer to all TITAN Customers that participate in the Contract Fuel Program. TITAN issues TITAN Customers proprietary cards that TITAN Customers can use to purchase Fuel at FBOs ("Cards"). Customer agrees to: deliver fuel to TITAN Customers (a) upon presentment of a Card to Customer (each, a Card Transaction); and (b) pursuant to sales orders or authorizations issued by TITAN (each, a "Sales Order", and with Card Transactions, "Customer Transactions") to Customer for fuel. Customer shall obtain electronic or manual authorization from TITAN for all Customer Transactions.

2. Duration and Renewal. This Agreement shall be for an initial term of ten (10) years beginning on the date Customer assumes all FBO operations from the existing FBO operator ("Initial Term") and will automatically extend for successive terms of one (1) year each (each, a "Renewal Term", and together with the Initial Term, the "Term") unless written notice is given to the other Party of a Party's intent to not extend at least ninety (90) days prior to the expiration of the Initial Term or Renewal Term, as applicable, or unless the Agreement is otherwise earlier terminated as permitted herein. Customer may decide to commence limited fueling operations prior to assuming all FBO operations from the existing FBO operator, and Seller agrees to support Customer subject to the same terms and conditions provided in this Agreement. Notwithstanding the foregoing, Customer shall have the right, at any time during the Term of this Agreement to terminate this Agreement by providing Seller with ninety (90) days' written notice.

3. Pricing

   a) Unless otherwise agreed in writing by the parties,

(i) the price per gallon for Avgas 100LL petroleum sold hereunder shall be at Seller's Posted Dealer Price. The words "Seller's Posted Dealer Price" mean the price posted and displayed at the time of delivery, at Seller's office at 601 McCarthy Blvd. New Bern, N.C. 28562.

(ii) the price which Customer shall pay Seller for Jet A aviation fuel petroleum products purchased hereunder is Gulf Coast Pipeline Mean plus a differential of $0.14 and

(iii) the price per gallon for Sustainable Aviation Fuel sold hereunder shall be as established by Seller from time to time in its reasonable discretion.

b) Prices are exclusive of all Taxes (as defined in Section 15) additives, freight charges, surcharges and fees. Notwithstanding any written agreement to the contrary, if Seller's cost of supplying fuel or services to Customer increases then, upon prior written notice to Customer, Seller may adjust its prices at the delivery location. Price changes will take effect as of the date of notification. Seller shall provide detailed and supportive documentation as requested by Customer with respect to any changes in cost passed on to the Customer.

4. Product and Product Standard. Seller warrants to Customer that the products sold hereunder are jet turbine fuel and 100LL aviation gasoline and that such products will comply with the following requirements, as applicable: Jet turbine fuel produced by a refinery in the United States shall meet ASTM D 1655, latest revision, as amended, and Jet A-1 turbine fuel produced by a refinery in Canada shall meet the requirements of CAN/CGSB-3.23, latest revision, as amended. 100LL aviation gasoline produced by a refinery in the United States or Canada shall meet ASTM D 910, latest revision, as amended. Sustainable Aviation Fuel means fuel that has been through ASTM's D4054 evaluation process and has been determined by a third party to be equivalent (either neat or as a blend) to conventional jet fuel and has been added to the D7566 drop-in fuel specification. Seller warrants to Customer that it has title to the products delivered hereunder, and Seller warrants to Customer that it has the right to sell such products and that they are free from liens and adverse claims of every kind. EXCEPT AS SPECIFICALLY SET FORTH IN THIS SECTION, SELLER MAKES NO WARRANTIES OF ANY KIND TO CUSTOMER REGARDING THE FUEL SOLD HEREUNDER, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

5. Trademarks. Seller grants to Customer a nonexclusive, non-transferable right to use Seller's brand and/or licensed trademarks owned or licensed by Seller in connection with the sale of Fuel at Customer's FBO. Customer shall have the right to display the brand names, but only for the purpose of properly identifying and advertising the branded products handled by Customer and in a manner and in the forms satisfactory to Seller in Seller's reasonable judgment. Customer shall not sell products other than the branded products under the brand names. Customer will conform to the branding rules of usage set forth by Seller in effect as of the date of this contract. Nonconformance to these rules will result in the de-branding of the Customer's Airport Location.

6. Incentives/Business Development Funds. Following Customer's execution and delivery of this Agreement, Seller agrees to provide to Customer the following:

- Seller will provide ATLAS FBO Management Software Premium package free of charge for four years, or if Atlas is not Customer's software of choice then Seller will provide $7200.00 per year for four years towards Customer's software selection.
- Seller will collaborate with Customer to design and execute a marketing plan that will focus on Customer's launch in the FBO marketplace and provide ongoing marketing consultation for the duration of the contract to include Media Release, Welcome email, social media campaign, CSR Training, brand support, and targeting prospecting. ($62,000 value/year)
- Seller will provide annually digital advertising on airnav.com and flightplan.com. ($8500.00 value per year)
- Seller will provide tradeshow space and badges to NBAA-BACE and Schedulers & Dispatchers conference. ($12,000.00 value per year)
- Seller will provide Customer 1,000,000 TITAN Rewards points free for the first year of the Agreement

- Seller will provide Customer a line of credit to be used toward the construction of the new fuel farm. This line of credit may be paid back by Customer through a flowage fee over the term of the Agreement. The interest rate charged by Seller on this line of credit will be fixed at the U.S. Prime Interest Rate as published in the Wall Street Journal at the time Customer utilizes this line of credit.

- Seller will provide (3) new 5k and (1) new 1k aviation refueling trucks free of charge for the term of the agreement.

- Seller will provide a $300,000.00 business development fund to Customer to be used at Customer's discretion. Seller agrees to work with Customer on additional incentives that will facilitate business growth and be mutually beneficial to both Seller and Customer.

- Seller will provide a TITAN/Customer branded pole sign and/or wall sign at no cost to Customer.

- Seller will provide annual on-site Quality control inspections, access to ACE-GA training, and complimentary regional Quality Control Seminars. ($5,000.00 value per year)

- Seller will provide to Customer a $50,000,000 third party Aircraft Products/Completed Operations liability insurance program, free of charge, ~~-~~provided underlying insurance minimums are met by Customer.

7. Reimbursement of Business Development Funds/Incentives Upon Early Termination or Sale of Business**.** Customer acknowledges and agrees that Seller is providing Business Development Funds/Incentives described in Section 6 for the benefit of Customer during the primary term of this Agreement. In the event this Agreement is terminated before the expiration of its primary term, whether by Seller due to Customer's breach of any term of this Agreement or by Customer for any reason, other than a termination by Customer pursuant to Section 22(b) below (in which case Customer shall not be required to repay such Incentives), voluntarily or involuntarily, including a sale of Customer's assets or company stock to a third party, Customer shall , within thirty~~ten~~ (3~~1~~0) days of the date of such termination, repay Seller a proportional share of any Incentives used by Customer during the primary term, based on the time remaining in the primary term at the time of termination. For example, if Seller provided Customer $100,000.00 of Incentives that Customer used during the primary term, the primary term was for ten years, and the Customer terminated this Agreement on the last day of the fifth year, Customer would be obligated to repay Seller $50,000.00.

8. Charge / Credit Card Program. Invoices from credit and charge card sales may be purchased by Seller from Customer for approved charge and credit cards, but only as to such merchandise and services and upon such express regulations and instructions as may be set forth in the "Titan Merchant Terms and Operating Procedures Manual" published by Seller and furnished to Customer from time-to-time. Upon failure by Customer to comply strictly with such regulations and instructions, Seller shall have the right to charge back to Customer any amounts represented by non-complying sales. Such regulations and instructions, as amended or supplemented from time-to-time at Seller's reasonable discretion, shall be deemed part of this Agreement. Customer shall accept and process via TITAN's Card Processing System all credit card, charge card, fuel card, contract fuel, and other payment methods designated by Seller. All transactions shall be processed via point-of-sale devices and web-enabled processing solutions that are designated and provided by Seller or 3rd party software vendors designated and approved by Seller.

9. Credit and Payment Terms. Payment by Customer shall be made by means of electronic funds transfer, and the terms shall be net ten (10) days from delivery date subject to credit approval by Seller. All amounts more than fifteen (15) days past due following written notice thereof shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law, whichever is less. Any waiver by Seller of interest charges or administrative fees on a particular invoice shall not be construed as a waiver by Seller of its right to impose such charges on other or subsequent deliveries. Seller reserves the right to apply Customer's payments to any outstanding invoices or obligations of Customer, as determined by Seller in its reasonable discretion, without regard to the aging of any account. Customer shall be liable for all fees and costs, including without limitation attorney's fees, incurred by Seller in connection with any collection activities undertaken by Seller for the non-payment of any amounts due hereunder by Customer.

10. Force Majeure. Neither Party shall be in breach of nor have any liability for its failure to perform any obligation under this Agreement in the event that performance is prevented, hindered, delayed as a result of any cause

beyond the reasonable control of such party ("Force Majeure Event'), whether or not such Force Majeure Event may have been foreseen or was foreseeable at the time of contracting and regardless of whether the effect of such Force Majeure Event is direct or indirect, including but not limited to: (i) any act of God; (ii) fire, accident or explosion; (iii) landslide, earthquake, lightning, storm, hurricane, flood, tidal wave or other adverse weather condition; (iv) any war (whether declared or not), revolution, act of civil or military authority, riot, blockade, embargo, trade sanction, terrorism, sabotage, or civil commotion; (v) any pandemic; (vi) strikes (whether legal or not), labor disturbance, whether involving the employees of the affected party, and regardless of whether the disturbance could be settled by acceding to the demands of the labor group; (vii) compliance with applicable law or a change, request or order of any governmental authority or agent or regulator; (viii) failures of any electrical supply, telecommunications, transport, equipment, pipeline or plant or any mechanical breakdowns howsoever caused; or (ix) shortage in raw material, transportation, manufacturing, or Fuel from Seller's contemplated source of supply. Force Majeure Events do not include weather conditions that may reasonably be expected in the geographic location of the Customer, economic hardship or design errors. In order to claim an excuse for the failure to timely perform or in order to obtain an extension of the period of performance of an obligation as a result of a Force Majeure Event, the affected Party shall (i) use commercially reasonable efforts to mitigate the effects of a Force Majeure Event to end the suspension of performance by such Party; and (ii) give the other Party prompt notice describing the available particulars of the Force Majeure Event. If a Force Majeure Event gives rise to a claim for an excuse for failure to perform which, despite the exercise of commercially reasonable efforts to the affected Party, legitimately and demonstrably results in a necessary extension of time to satisfy an obligation or time constraint, then in any case where either Party is required to do an act, such delays caused by or resulting from a Force Majeure Event shall operate to extend, on a day for day basis, the period of time which shall not be counted in determining the time when the performance of such act must be completed, whether such time be designated by a fixed time, a fixed period of time or a “reasonable time.”

11. Supply Interruptions. Seller acknowledges that any interruption in the supply of Fuel hereunder could result in financial consequences for Customer. Accordingly, Seller shall notify Customer immediately in writing in the event it anticipates an interruption in its deliveries of Fuel hereunder for any reason and any duration. In addition, if Seller is not able, due to a Force Majeure Event or otherwise, to make sufficient quantities of Fuel available for purchase hereunder to meet Customer’s purchase requirements, then Seller shall supply Customer's requirements for Fuel from an alternate source. Seller and Customer shall cooperate to manage requested product deliveries during anticipated product supply constraint periods. Seller may reduce the quantity to be delivered to Customer to the extent necessary for Seller to allocate pro-rata its available products to Seller’s customers (including Customer) as set forth herein. Seller will allocate its product during constraint periods on an equal basis to all other customers based on historical volume liftings.

12. Title and Risk of Loss. Seller’s liability relating to the Fuel sold hereunder shall cease and title and risk of loss shall pass to Customer when said Fuel passes the flange between Seller's delivery line and Customer's connection or vehicle.

13. Inspection and Measurement Customer's inspection and measurement shall be based on meters or on certified tank truck capacities according to terminal practice. All quantities shall be adjusted to 60 degrees F temperature (unless otherwise specified by state regulations) in accordance with the latest revised applicable parts of ASTM Designation D: 1250, IP Designation: 200 Petroleum Tables. The term “gallon’’ shall mean a U.S. gallon of 231 cubic inches. The term ‘’tank truck” shall mean a transport truck with a tank storage capacity of not less than 3,000 gallons.

14. Deliveries. Deliveries shall be made at such times within the usual business hours of Seller as may be required by Customer, provided that reasonable advance notice is given by Customer. Seller shall prepare and furnish Customer with copies of bills of lading and other shipping papers. Seller shall not be required to make deliveries into vehicles supplied by Customer unless they are clean and empty immediately prior to delivery and shall not be required to load or deliver quantities less than the full capacity of the vehicle, except as otherwise authorized by Seller from time to time. If deliveries are to be made into Customer’s storage facilities, Customer shall provide storage facilities sufficient to enable it to receive such deliveries and shall provide Seller with unimpeded and adequate ingress and egress twenty-four hours per day to the extent allowed within the Customer’s TSA approved Airport Security Plan. Customer shall reimburse Seller on demand for any demurrage or other charges incurred by Seller by reason of Customer’s failure to unload any delivery vehicle or release the same within the time allowed therefore without demurrage or other charge even though such failure may have arisen from causes beyond the control of Customer, except in the event of Seller’s negligence. All deliveries of Fuel shall be in full bulk transport quantities unless otherwise agreed by Customer and Seller.

15. <u>Taxes and Fees</u>. All prices are quoted in U.S. Dollars (unless otherwise specified) and exclude all duties, taxes, assessments, fees, and other charges, whether foreign or domestic, including, but not limited to, excise tax, VAT, GST, mineral oil tax, sales tax, use tax or any other tax, license fees, inspection fees, landing fees, airport fees, fees for the privilege of buying, selling or loading aviation fuel, or other charges imposed-by any governmental authority or agency or regulatory body, or third party upon, or measured by the gross receipts from or volume sold of any commodity, or on the production, manufacture, transportation, sale, use, delivery or other handling of such commodity or any component thereof, or on any feature or service related thereto or of any invoice, existing at the time of any sale hereunder, but excluding any taxes measured on Seller's income (collectively "Taxes'), which shall be added to the applicable price. When permitted, Customer shall assume and be directly responsible to the proper governmental units for any Taxes. When the laws, regulations or ordinances impose upon Seller the obligation to collect or pay such amounts, Customer shall pay to Seller all such amounts for which Seller may be liable. If Customer is entitled to purchase products free of any Taxes, Customer shall furnish Seller proper exemption certificates. Customer acknowledges that it remains solely responsible for all Taxes and shall indemnify Seller against any liability for such Taxes even if Seller fails to include any such Taxes in its invoices. Customer's obligations under this Section 15 shall extend to any Taxes which are assessable against Customer as a result of any subsequent change in, or in interpretation of, any laws relating to such Taxes.

16. <u>Conduct of Customer's & Seller's Business.</u> In the performance of this Agreement, each Party is engaged *as* an independent contractor. Each Party shall conduct all operations hereunder in compliance with all applicable laws, ordinances and regulations of all governmental authorities, including but not limited to those issued by the U.S. Department of Transportation and those relating to the production, manufacture, transportation, sale, use, delivery or other handling of products purchased hereunder, Customer agrees to use reasonable efforts to assist in the administration of any promotional programs Seller may establish for its customers.

17. <u>Insurance.</u>

a) Customer shall maintain at Customer's own expense during the Term: (i) Workers' Compensation and Employers Liability Insurance as prescribed by applicable law; (ii) Aviation General Liability (bodily injury and property damage) Insurance of not less than $1,000,000 combined single limit per occurrence, but in the aggregate with respect to Products and Completed Operations Liability and any one offense/aggregate with respect to Personal Injury, and including but not limited to, personal injury, premises-operations, products and completed operations, and contractual Liability; (iii) Business Automobile Liability (bodily injury and property damage) Insurance of not less than $1,000,000.00 combined single limit per occurrence, on all owned, non-owned and hired vehicles which are used by Customer; and (iv) any other insurance or surety bonding that may be required under the laws, ordinances and regulations of any governmental authority.

b) The insurance specified in subsection (a) of this Section 17 shall require the insurer to provide Seller with thirty (30) days' prior written notice of any cancellation or material change in the insurance and shall name Seller as additional insured. The insurance required under clause (i) of subsection (a) above shall contain a waiver of subrogation against Seller and an assignment of statutory lien, if applicable.

c) The insurance required under subsection (a) above shall provide that it is primary coverage to insurance carried by Seller. The insurance required above shall be issued by insurance companies which are reasonably acceptable to Seller. The insurance companies shall have no recourse against Seller, or any other additional insured, for payment of any premiums or assessments under any policy issued by a mutual insurance company. Customer shall be responsible for all deductibles in all of Customer's insurance policies. Customer shall furnish Seller with certificates for all insurance coverage.

d) Seller has the right to modify, delete, add to or otherwise change the insurance requirements set forth in sections (a) through (c) inclusive provided that Seller provides Customer with thirty (30) days' notice of such change

18. <u>Indemnification.</u> <u>Seller</u>~~Each Party~~ shall indemnify, defend and hold <u>Customer</u>~~the other party~~ and its directors, officers, employees and agents harmless from and against any and all expenses (including attorneys' fees) liabilities and claims of whatsoever kind and nature, including but not limited to, those for damage to property (including property of the Parties) or for injury to or death of any person (including a party), directly or indirectly, arising or alleged to arise out of or in any way connected with the acts or omissions, violation of law, or breach of this Agreement by <u>Seller</u> ~~the indemnifying party~~. ~~The foregoing indemnity shall not apply to the extent such~~

~~expense, liability or claims result from the negligent acts or omissions or willful misconduct of the party seeking indemnification.~~

19. Quality Control. In no event shall Customer permit automotive engine fuels or kerosene to be sold as Seller aviation fuels or dispensed through equipment bearing Seller's insignia. Customer shall immediately report to Seller any accident or incident involving a fueled aircraft.

20. Claims. Any claim made by Customer for deficiency in product quality or quantity shall be waived unless made in writing within seventy-two~~twenty-four~~ (72~~24~~) hours after reasonable discovery of the deficiency by Customer.

21. Confidential Information. Each Party (the "Receiving Party") shall hold in confidence all manuals, guides, forms, instructions, software programs proprietary Receiving Party all technical information, trade secrets and other confidential business information that is disclosed to Receiving Party by the other Party (collectively "Confidential Information"). Receiving Party shall not use Confidential Information for any purpose other than in connection with the transactions as contemplated hereunder and shall not disclose Confidential Information to anyone other than Receiving Party's employees, agents, lawyers, accounts, or advisors who have a need-to-know Confidential Information. Receiving Party's obligations under this Section 19 shall survive termination of this Agreement. The Receiving Party's obligations with respect to confidentiality and disclosure set forth herein shall not apply to Confidential Information that (i) is already in the Receiving Party's, its subsidiaries' or affiliates' possession, provided that such information is not subject to another confidentiality agreement with disclosing party; (ii) is or becomes generally available to the public other than as a result of a wrongful disclosure by Receiving Party or its representatives; (iii) becomes available to Receiving Party, its subsidiaries or affiliates on a non-confidential basis from a source other than disclosing party, provided that such source is not bound by a confidentiality agreement with or other obligation of secrecy to the disclosing party; or (iv) is subsequently independently developed by employees or agents of recipient, its subsidiaries or affiliates without any use-of the disclosing party's Confidential Information.

22. Termination.

a) Seller may, in addition and without prejudice to any of its other rights or remedies hereunder, terminate this Agreement upon giving Customer thirty (30) days' prior written notice (or such other period as is specified herein) if anyone or more of the following occurs and Customer fails to cure such breach within such 30-day period:

(i) Customer breaches or defaults on any material covenant, condition or other provision of this Agreement, or any other agreement of the parties;

(ii) Customer fails to pay to Seller in a timely manner when due all sums to which Seller is legally entitled under this Agreement;

(iii) willful adulteration, commingling, mislabeling or misbranding of aviation fuels or other violations by Customer of trademarks utilized by Seller occur or unlawful, fraudulent or deceptive acts or practices or criminal misconduct by Customer relevant to Customer's performance of this Agreement occur; or

(iv) Customer becomes insolvent, files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors, is

b) During the Term, Customer may, in addition and without prejudice to any of its other rights or remedies hereunder, terminate this Agreement upon giving Seller thirty (30) days' prior written notice (or such other period as is specified herein) if any one or more of the following occurs and Seller fails to cure such breach within such 30-day period:

(i) Seller breaches or defaults on any covenant, condition or other provision of this Agreement, or any other agreement of the parties;

(ii) Seller fails to pay to Customer in a timely manner when due all sums to which Customer is legally entitled under this Agreement; or

(iii) Seller becomes insolvent, files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors, is adjudicated bankrupt, permits a receiver to be appointed, or permits or suffers a material disposition of its assets.

c) If Seller continues to accept orders from Customer following the expiration of the Term, such sales shall be upon all of the terms and conditions hereof except that the relationship of the Parties may be terminated at will.

d) In the event this Agreement is terminated, all other agreements and instruments between the Parties shall also terminate, and all remaining incentives/business development funds shall become due and payable based on the proration formula set forth in Section 7 herein. In addition, upon termination of this Agreement, any and all indemnity obligations, Parties' rights upon breach, all collateral and security interests in favor of Seller, if applicable, obligations arising upon termination (such as discontinuing the use of the trademarks and tradenames of Seller's supplier), confidentiality provisions, and any other terms of this Agreement which by their nature should survive termination shall all survive.

e) The remedies provided in this Agreement are cumulative and not exclusive of any other remedies provided by law. EXCEPT FOR SELLER'S OBLIGATIONS UNDER SECTION 11, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES.

23. TITAN Rewards. Participation in the TITAN Rewards program is subject to the TITAN Program Rules-Participating Locations, which are set forth at www.titanfuels.aero.

24. Miscellaneous.

a) Notices. All notices to be given hereunder by either party shall be in writing and sent by first class United States mail, return receipt requested, by facsimile or email to the other, delivered to the address first listed above or at such other address or facsimile number or email address as either party may designate to the other by written notice in the manner provided pursuant to this Section 24(a) and shall be effective upon receipt provided receipt is during normal business hours, Monday-Friday, 8:00 AM – 5:00 PM, and not on a federally recognized holiday.

b) Entire Agreement. This Agreement and all other related documents of the Parties constitute the entire agreement between the Parties. No other promises, agreements, or warranties additional to this Agreement, or other documents listed above shall be deemed a part hereof, nor shall any alteration or amendment of this Agreement be effective without the express written agreement of both Parties.

c) No Conflict. Each of Customer and Seller represents and warrants to the other that neither the execution and delivery of this Agreement by it, nor the consummation of the transactions contemplated hereby, will: (a) violate or conflict with, or result in a breach of any provision of, or constitute a default under any existing agreement or other instrument or obligation to which it is a party; (b) violate any applicable law, regulation, ordinance, or rule with which it must comply; (c) violate any of its respective internal policies, procedures, or guidelines; or (d) require any action, or consent or approval of, or review by, any other party, except as shall have been duly obtained and effective as of the date of this Agreement.

d) Assignment; Waiver. This Agreement may not be assigned by either Party, either voluntarily, involuntarily, or by operation of law, or in the context of the sale of all or substantially all the assets or company stock of either party; any merger, consolidation or acquisition of either Party with, by or into another corporation, entity or person; or any change in the ownership of more than fifty percent (50%) of the voting capital equity of either party in one or more related transactions (each, a "Change in Control") without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

e) Governing Law, Disputes. This Agreement shall be construed in accordance with the laws of the State of Tennessee without regard to conflict of laws provisions. Customer hereby consents to the jurisdiction of any state or federal court situated in Sullivan County, Tennessee and waives any objections based on forum non-convenience with regard to any actions, claims, disputes or proceedings relating to this Agreement, any related document, or any transactions arising therefrom, or enforcement and/or interpretation of any of the foregoing; provided, nothing herein shall affect a party's right to bring proceedings against the other party in the competent courts of any other jurisdiction or jurisdictions. Customer and Seller hereby waive any and all right to trial by jury in any action or proceeding relating to this Agreement or any documents relating to this Agreement, or any transaction arising here from or connected hereto. Customer and Seller each represents to the other that this waiver is knowingly, willingly and voluntarily given.

WITNESS WHEREOF, the parties have executed this Agreement which is made effective as of the date first above written.

EASTERN AVIATION FUELS, INC DBA TITAN AVIATION FUELS	TRI-CITIES AIRPORT AUTHORITY
By: _________________________________	By: ________________________________
Robert L. Stallings, IV, President	J. Parker Smith, Chair

CONSIDER:
Terminal Apron Markings Rehabilitation
Award Remac Inc. Asphalt Maintenance

Summary:

The terminal apron is where airlines park and operate their aircraft, with the markings serving as a guide for pilots and ground handling crews. Over the years the markings on the terminal apron have been repainted numerous times with multiple layers of paint accumulating, resulting in peeling. Painting over peeling markings significantly reduces the lifespan of new paint and many contractors will not warranty the work. The markings have reached the point where they will need to be fully removed before new paint can be applied. A Request for Bids (RFB) was advertised on the airport website for the removal of approximately 12,000 square feet of markings through water blasting, in addition to approximately 11,800 square feet of new markings being applied. One bid was received with Remac Inc. Asphalt Maintenance being the lowest and most responsive bid in the amount of $75,310. The rehabilitation will be funded through FY 26 Airfield Expenses, and the following is the funding plan:

<u>Terminal Apron Markings Rehabilitation – Funding Plan</u>

FY26 Airfield Expense	<u>$75,310</u>
Total Cost	$75,310

Recommendation:

Authorize the Director of Operations to issue a purchase order to Remac Inc. Asphalt Maintenance for the Terminal Apron Markings Rehabilitation in the amount of $75,310.

Submitted By: Chris Stipo
Director of Operations

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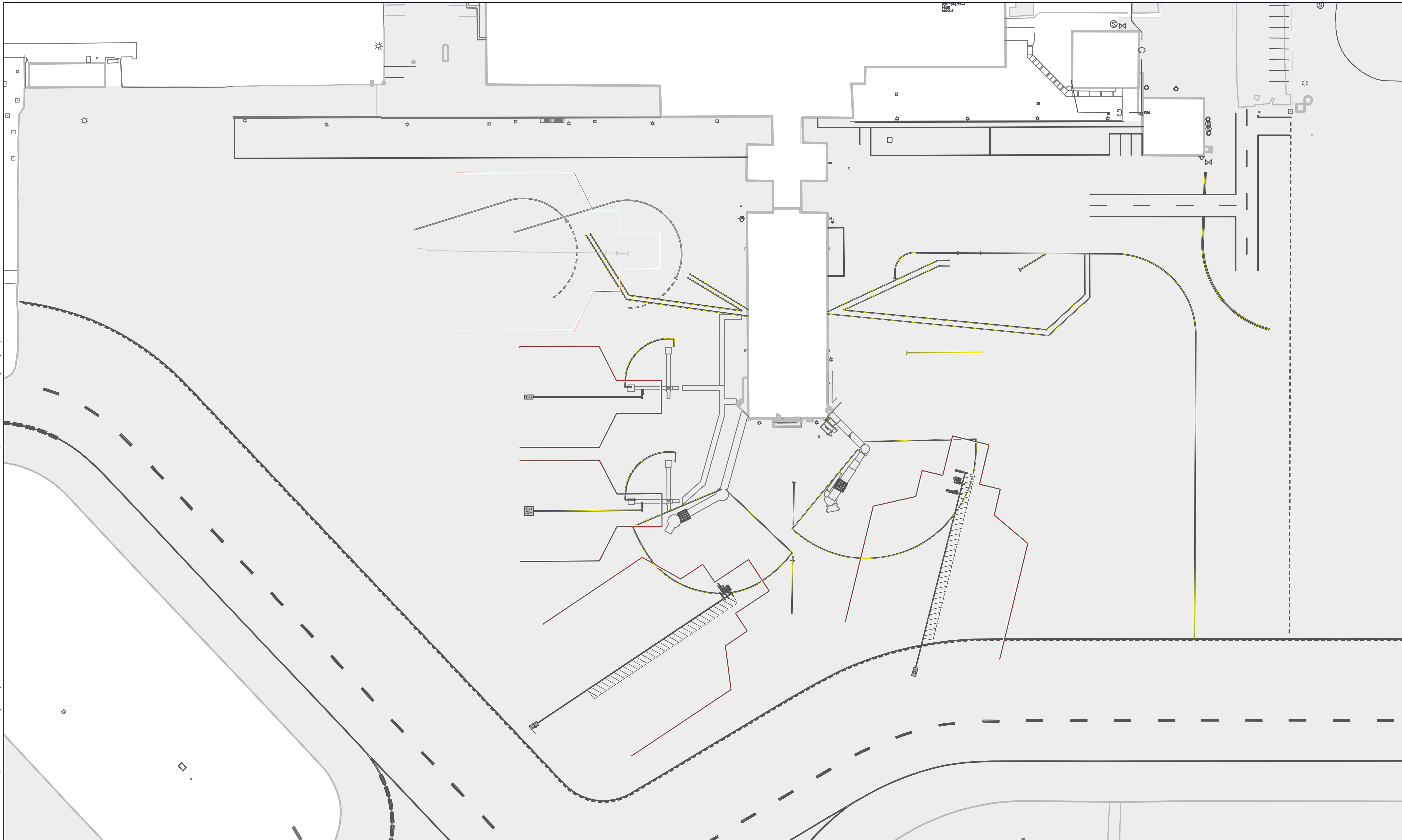


Kimley»Horn

TRI
TRI-CITIES AIRPORT

TRI APRON REMARKING

APRIL 2025

BID TAB SHEET
Terminal Apron Markings Rehabilitation
Bid Date: June 19, 2025

FIRM NAME & ADDRESS	TOTAL BID
Remac Inc. Asphalt Maintenance 20103 Governor Harrison Parkway Freeman, VA 23856	$75,310

REMAC INC.
ASPHALT MAINTENANCE

DBA Remac Asphalt Maintenance

Tri-Cities Airport

Terminal Apron Markings

TRI-CITIES AIRPORT

Exhibit A – Bid Cost Form

Item	Description	Estimate Quantity	Unit	Unit Price	Amount
1	Mobilization	1	LS	$ 12,000	$ 12,000.00
2	Marking Removal	12,000	SF	$ 2.40	$ 28,800.00
3	Remarking Black	1,800	SF	$ 1.50	$ 2,700.00
4	Remarking Red	2,200	SF	$ 4.00	$ 8,800.00
5	Remarking White	3,500	SF	$ 2.95	$ 10,325.00
6	Remarking Yellow	4,300	SF	$ 2.95	$ 12,685.00
				Total	$ 75,310.00

State of Tennessee

14063529

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
REMAC, INC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 66053
LIC STATUS: ACTIVE
EXPIRATION DATE: July 31, 2026
$2,000,000.00; HRA

IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

TDOT Prequalified Contractors As Of June 17, 2025

Contractor	Mailing Address	City	State	Zip	Phone	Fax
Ramirez Contracting, LLC	16633 Lee Highway	Bristol	TN	24202	(276)300-0522	(888)551-3330
Expiration Date: 12/31/2025	*Work Class: DRNG EROS ERTH FLAT RMVL STDR TRFP UTIL WARW*					
Vendor ID: 1000000372						
Certified DBE						
Ramm Fencing, LLC	1005 S. Main Street	Dyersburg	TN	38024	(731)288-0575	* NO FAX *
Expiration Date: 12/31/2025	*Work Class: FNCE*					
Vendor ID: 0070032453						
Raney & Harrison Construction Co Inc dba TN Building Compone	41 Sevier Lane	Decaturville	TN	38329	(731)852-2552	* NO FAX *
Expiration Date: 12/31/2025	*Work Class: NONR*					
Vendor ID: 1000002913						
Rawso, LLC	125 Manson Court	Murfreesboro	TN	37129	(615)203-3068	* NO FAX *
Expiration Date: 12/31/2025	*Work Class: ASPH BARR BASE CONC DRNG EROS ERTH FLAT LAND PVMK RIPR RMVL RR STBR STDR SWPD TRFP TUNN UTIL WARW*					
Vendor ID: 1000000186						
Reeves Young, LLC	45 Peachtree Industrial Blvd.	Sugar Hill	GA	30518	(770)271-1159	(770)271-5856
Expiration Date: 12/31/2025	*Work Class: ASPH BARR BASE BRPT CONC DRNG ENGR EROS ERTH FLAT FNCE GAT HAUL LAND LITE NONR PVMK RIPR RMVL RR STBR STDR TRFP UTIL WARW*					
Vendor ID: 1000000696						
Remac, Inc. DBA Remac Asphalt Maintenance, Inc.	20103 Governor Harrison Pkwy.	Freeman	VA	23856	(434)634-2111	(434)634-0024
Expiration Date: 12/31/2025	*Work Class: ASPH INCI TRFT*					
Vendor ID: 0070048067						
Rembco Geotechnical Contractors, Inc.	2614 Clinton Highway	Powell	TN	37849	(865)671-2925	(865)671-2895
Expiration Date: 12/31/2025	*Work Class: INCI NONR RR STBR STDR TUNN WARW*					
Vendor ID: 0070024928						
Certified SBE						
Revell Construction Company, Inc.	1111 Section Line Road	Union City	TN	38261	(731)885-3555	(731)885-0908
Expiration Date: 12/31/2025	*Work Class: UTIL*					
Vendor ID: 0070023048						

See last page of report for Work Classification Codes & Descriptions

Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **Remac, Inc. (Qualified Under An Assumed Name)**

General Information

SOS Control #	**000687604**	Formation Locale:	VIRGINIA
Filing Type:	For-profit Corporation - Foreign	Date Formed:	04/25/2006
	05/31/2012 1:19 PM	Fiscal Year Close	12
Status:	Active		
Duration Term:	Perpetual		

Registered Agent Address
REGISTERED AGENT SOLUTIONS, INC.
STE B
992 DAVIDSON DR
NASHVILLE, TN 37205-1051

Principal Address
20103 GOVERNOR HARRISON PKWY
FREEMAN, VA 23856-2452

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
03/20/2018	2017 Annual Report	B0519-3895
03/31/2017	Assumed Name Renewal	B0373-9399
Assumed Name Changed From: Remac Asphalt Maintenance, Inc. To: Remac Asphalt Maintenance, Inc.		
Expiration Date Changed From: 05/31/2017 To: 03/31/2022		
03/31/2017	2016 Annual Report	B0373-9289
03/25/2016	2015 Annual Report	B0223-0887
12/21/2015	Registered Agent Change (by Agent)	*B0138-2097
Registered Agent Physical Address 1 Changed From: 15439 OLD HICKORY BLVD To: 992 DAVIDSON DR		
Registered Agent Physical Address 2 Changed From: No Value To: STE B		
Registered Agent Physical Postal Code Changed From: 37211-6272 To: 37205-1051		
03/24/2015	2014 Annual Report	B0073-9813
03/21/2014	2013 Annual Report	A0224-1718
04/04/2013	2012 Annual Report	A0173-0727
05/31/2012	Initial Filing	7060-1632
05/31/2012	Assumed Name	7060-1635
New Assumed Name Changed From: No Value To: Remac Asphalt Maintenance, Inc.		

Filing Information

Name: **Remac, Inc. (Qualified Under An Assumed Name)**

Active Assumed Names (if any)	Date	Expires
Remac Asphalt Maintenance, Inc.	05/31/2012	03/31/2022

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:
Weather Monitoring System Agreement
Award DTN, LLC

Summary:

The Federal Aviation Administration (FAA) uses the standards contained in National Fire Protection Association (NFPA) 407 to provide a standard for the storage and delivery of aviation fuel in an airport environment. The airport has adopted these standards as the local fire code as outlined in the airport's FAA approved Airport Certification Manual (ACM). NFPA 407 4.1.10 Lightning states that "A written procedure shall be established to set the criteria for when and where fueling operations are to be suspended at each airport as approved by the fueling agent and the airport authority". The TCAA anticipates beginning fueling operations, separate from those offered by the FBO, within the next month requiring the airport to develop a procedure. A radius system is being established that would result in different procedures depending on how far away the lightning strikes are from the airport. To assist with lightning tracking and notifications, staff demoed different weather monitoring products. DTN provided the best product to suit the airport's needs through their WeatherSentry platform and OnGuard siren alerting system. WeatherSentry allows for tracking of all types of weather, including lightning, and offers a custom alert option for all TCAA staff. OnGuard is a siren, powered through solar and connect through cell service, that allows personnel in the field to be alerted to hazardous weather without the need for a cell phone. The agreement consists of a one-time fee of $3,158 with subscription fees totaling $41,238 over a 36-month period, or $13,746 per year, for a total cost of $44,396. The system will be funded through Airfield Expense funds, and the following is the funding plan:

<u>Weather Monitoring System – Funding Plan</u>

FY26 Airfield Expense	$16,904
FY27 Airfield Expense	$13,746
FY28 Airfield Expense	<u>$13,746</u>
Total Cost	$44,396

Recommendation:

Authorize the Director of Operations to sign a 36-month agreement with DTN, LLC for their WeatherSentry and OnGuard systems for a one-time fee of $3,158 and subscription fees totaling $41,238.

Submitted By: Chris Stipo
Director of Operations

STANDARD ORDER

DTN, LLC
2131 Lindau Lane, Suite 700, Bloomington, Minnesota, United States 55425

www.dtn.com

DTN USE ONLY									
Customer #	2609234	Sales Agent	Leah Jones	Date	June 19, 2025	SF Opp. ID	101255605	Quote	Q-437487

Customer Information		Billing Information	
Company Name	Tri-Cities Airport	Company Name	Tri-Cities Airport
Street Address	2525 HWY 75	Street Address	2525 HWY 75
City, County, Post Code, Country	Blountville, Tennessee, 37617, United States	City, County, Post Code, Country	Blountville, Tennessee, 37617, United States
Contact Name / Job Title	Chris Stipo / Director of Operations	Contact Name / Job Title	Chris Stipo / Director of Operations
Phone Number	4233256055	Phone Number	4233256055
Email Address	cstipo@flytri.com	Email Address	cstipo@flytri.com

Contract Start Date: July 01, 2025	Tax ID (VAT):	
Initial Term (months): 36	Purchase Order #:	
Contract Type: Rolling	Billing Frequency:	Monthly
Notice Period (months): 3 Months	Billing Term:	Currency: USD

Customer Notes:

Special Instructions:

One-Time Fees (DTN Services and Equipment)

Details	Quantity	Rate	Total
OnGuard Installation	1.00	1,560.00	1,560.00
OnGuard Mount	1.00	598.00	598.00
OnGuard Shipping	1.00	500.00	500.00
OnGuard Solar Add-on	1.00	500.00	500.00

Subscription Fees (DTN Services and Equipment)

Details	Tier	Quantity	Rate	Quantity Unit of Measure	Total
OnGuard Siren Alerting Services	N/A	1.00	1,500.00	Per Location / Per Year	4,500.00
OnGuard Hardware as a Service - 3 Beacon	N/A	1.00	6,240.00	Per Siren / Per Year	18,720.00
WeatherSentry Online AirportOps Platinum	N/A	1.00	4,368.00	Per Million Passengers / Per Year	13,104.00
WeatherSentry Online Base Platform	N/A	5.00	327.60	Per User / Per Year	4,914.00

Total Contract Fees	
Subscription Fees Total	41,238.00
One-Time Fees Total	3,158.00

Usage Fees

Details	Rate	Unit of Measure

This Order Form shall be governed by the terms of service located at www.dtn.com/tos, and by signing below you expressly acknowledge and agree to the DTN terms of service on behalf of the Customer named above. The details of the processing of personal data by DTN is set out in our privacy policy, which is located at https://www.dtn.com/privacy-policy/.

Customer Signature – Please sign and date below:

DTN ONGUARD MAINTENANCE AND SUPPORT ADDENDUM

The following additional terms apply to the DTN OnGuard HaaS service:

1. **Definitions.**

For purposes of this Addendum, the following terms shall have the following meanings:

a) "Error" means any failure of the Software to conform in all material respects to its functional specifications as published by DTN from time to time and any failure of the Designated Equipment to operate in such a manner that Customer is unable to use the Designated Equipment. An Error does not include any nonconformity resulting from Customer's misuse, improper use, alteration, or damage of the Software or the Designated Equipment or Customer's combining or merging the Software with any hardware other than the Designated Equipment, or any software not supplied by DTN.

b) "Designated Equipment" means the following equipment, including any computer software which is resident in the Designated Equipment but which is not included in the definition of Software:

Equipment Item Name	Equipment Description/Notes
ObsConnect Box	The equipment includes the housing case, the router, power supply, battery, fuses, and all other hardware pieces within the box.
Siren Interface Box	Includes the housing case and all relays used to trigger the sirens and beacons.
Sirens	The physical sirens and cables.
Beacons	Then physical beacons and cables
Mounting Bracket	The metal mounting bracket which includes multiple parts to all for mounting the OnGuard solution to varies locations.
Weather Sentry Online	Weather Sentry Online solution for users to configure their alerts to the sirens/beacon. User can also test functionality of the unit from WSO.

c) "Designated Location(s)" means the following locations, or any other single location of which Customer has given DTN prior written notice specifying the date upon which the new location will become the Designated Location(s):

Name	Address/Coordinates

d) "Software" means any software of firmware that DTN provides installed on the Designated Equipment including any updates, enhancements, or new versions thereof.

2. **Description of Service**:

a) DTN shall use commercially reasonable efforts to correct verifiable and reproducible Errors that Customer reports to DTN in accordance with DTN's standard reporting procedures.

b) Software Installation. All DTN released Software shall be installed by DTN.

c) Installation of any Designated Equipment must be performed by DTN or a third party designated by DTN. In the event installation is performed by someone other than DTN or a third party designated by DTN, the installation must be inspected and approved by DTN or a third party designated by DTN. Unless otherwise agreed between DTN and Customer in writing, Customer will be responsible DTN's costs of performing any such inspections.

d) No additional charges for critical Software support after hours.

e) Equipment Support.

i. DTN will address Errors with Designated Equipment only. DTN will attempt to repair Designated Equipment remotely. If this does not resolve the issue, Customer will ship equipment to DTN for further evaluation. DTN, at its discretion, may provide Customer with temporary replacement parts for such inoperable Designated Equipment if Customer does not have replacement or spare parts available. After a determination by DTN that repair of the Designated Equipment is not possible, DTN shall replace the inoperable Designated Equipment with new or refurbished equipment of the same make and model if within the warranty period contained herein. When repair or replacement of the inoperable Designated Equipment is not possible (e.g., lack of replacement parts, equipment no longer sold or supported), Customer will be charged, at DTN's discretion, the prevailing material rates for any equipment that replaces previous makes or models. Replacement parts and equipment will be shipped to Customer. All parts replaced become the property of DTN, and Customer shall return them to DTN within fifteen (15) calendar days of any such repair or replacement. All services to be performed hereunder may be performed by DTN or by third parties designated by DTN. This excludes equipment that has reached end of life determination. If the Designated Equipment parts require repairs, DTN shall repair the part and return the repaired part to Customer within fifteen (15) calendar days upon DTN's receipt of the equipment, unless additional parts or external repairs are required.

ii. When, in DTN's opinion, a factory refurbishment is necessary because normal repair and parts replacement cannot keep a unit of Equipment in satisfactory operating condition, DTN will submit a cost estimate of needed repairs which will be in addition to the charges hereunder. If Customer does not authorize such work DTN may cancel or refuse to renew this Contract for the unit of Designated Equipment. All services to be performed hereunder may be performed by DTN or by third parties designated by DTN.

f) Excluded Support: Notwithstanding anything else contained in this Addendum, the Equipment maintenance and support provided in connection with this Addendum does not include the following:

i. Performing services related to server management; including but not limited to operating system updates, virus scan and other security updates, and any other software or server configuration items added or modified by Customer to conform to Customer internal standards.

ii. Performing services in connection with the use of the Designated Equipment in conjunction with other Equipment or Software.

Iii. Relocation of the Designated Equipment, including the rewiring or rerouting of cables, or the addition or removal of accessories, attachments, features or other devices.

iv. Electrical work external to the Designated Equipment.

v. Maintenance of accessories, attachments, features, or devices other than the Designated Equipment.

vi. Maintenance of Designated Equipment from which the original identification marks or branding have been removed or altered.

vii. Furnishing expendable or consumable supplies, equipment or accessories, or painting or refinishing the Designated Equipment.

viii. Service, parts or repair of damage to Designated Equipment resulting from:

- Customer's failure to provide the necessary facilities or specified operating supplies, or failure by Customer to meet site specifications applicable to the Designated Equipment;

- Any cause other than normal use or manufacturing defect (e.g., accident, fire, lightning, water damage, transportation, negligence of Customer or third parties not designated by DTN, repairs, misuse, vandalism, theft, alterations, or modifications performed by persons not authorized by DTN); OR causes external to the Designated Equipment such as, but not limited to, unusual physical stress or failure or fluctuation of electrical power.

- Any network interference, denial of service attack, or the failure or outage of any internet, network or telecommunication infrastructure.

- Any such service, parts or repair shall be subject to DTN's personnel availability and charged at DTN's prevailing time and material rates and in addition to the charges hereunder. If Customer does not authorize such service, parts, or repair, DTN may elect to cancel or refuse to renew a respective Schedule for the unit of Designated Equipment. All services to be performed thereunder may be performed by DTN or by third parties designated by DTN;

- Maintenance of the Designated Equipment or portions thereof which Customer has modified or repaired, or portions of the Designated Equipment affected by such Customer modifications or repairs.

ix. Support requested or required due to Customer's unauthorized repairs or maintenance shall be subject to DTN's personnel availability and billed at DTN's prevailing time and material rates. In addition, all warranties expressed, implied or statutory are deemed revoked by DTN and waived by Customer until such repair or maintenance has been performed by DTN and the Designated Equipment has been certified by DTN for performance.

g) Support.

i. Phone Support Availability. DTN employees will respond to Customer's phone calls Monday - Friday from 7 A.M. to 5:30 P.M. Central Standard Time. Outside of those hours, weekends and holidays, the Customer will call an answering service at this telephone number 888-682-9128. A qualified DTN employee shall call the Customer back within 60 minutes. This response time shall be in effect 24 hours per day, 365 days per year.

ii. Remote Support. If Customer's problem is not able to be corrected per Section 2(g)(i), DTN will perform remote diagnostics of the System. If the problem is due to Software malfunction, DTN provide a revision to the Software or Licensed Program within a reasonable time.

3. **<u>Service Credit</u>:** In the event DTN fails to achieve the support and maintenance goals and commitments described in this Addendum, Customer may claim a service credit equal to 10% of the fees Customer paid for the Service during the applicable calendar month (the “Service Credit”). Customer may claim the Service Credit by providing DTN with a written request for such Service Credit within sixty (60) days after the end of the calendar month to which the Service Credit applies. DTN will settle the applicable Service Credit within thirty (30) days after submission of the claim by Customer and acknowledgement thereof by DTN. DTN’s records and data will be the basis for all Service Credit determinations. Customer acknowledges that the Service Credits are a reasonable and fair estimation of the monetary damages suffered by Customer and are intended to compensate Customer for any delay or performance by DTN. Service Credits are not a penalty. Service Credits are Customer’s sole and exclusive remedy and DTN’s sole and exclusive liability under the Agreement with respect to any deficiencies, interruptions, or failures of the Designated Equipment and DTN Services. Service Credits do not have any cash value at the end of the Term or otherwise. Service Credits are calculated based on the total amount paid by Customer for the DTN Services to which the incident occurred prorated for the calendar month in which such incident occurred (“SLA Credit Baseline”). The maximum amount of Service Credits in any calendar month will not exceed ten percent (10%) of the SLA Credit Baseline.

4. **<u>Additional Terms and Conditions</u>:**

   a) Any specific development or standard development request by Customer, DTN will provide a quote of the approximate fees for the requested development. Upon confirmation by Customer and prior to DTN commencing any specific development, DTN will invoice Customer and Customer shall remit to DTN fifty percent (50%) of the fees specified in the quote. Upon DTN’s completion of the specific development, DTN will invoice Customer for the remaining fees for the specific development and Customer shall remit to DTN the remaining fees. Upon receipt of each invoice by DTN, Customer shall promptly pay DTN.

   b) All fees, rates and charges are exclusive of all import duties, custom, federal, state, municipal or other government excise, sales, use, occupational, franchise or like taxes which shall be the responsibility of the Customer.

Agreed and Accepted by:

DTN, LLC	Tri-Cities Airport Authority
By:	By:
Print Name: David Howe	Print Name: Chris Stipo
Title: Senior Legal Council	Title: Director of Operations
Date:	Date:

Confidently make the right call

OnGuard Siren Alerting Solution® hardware

Beacon light

2 or 3 beacon option with an option for 5 different colors. Beacon flashes for advisory, caution, and warning lightning alerts.

Siren

Includes 3 mounted, adjustable sirens.

Dynamic mount bracket

Configurable mounting bracket allows to mount on poles, walls, or other unique locations.

Solar panel

Optional solar panel and mount.

Siren and beacon connection

Configurable connection port to allow for beacon configuration.

Siren interface box

Connects the beacon and siren connection to the ObsConnect Box. Contains the siren relays.

ObsConnect box

Contains AC and DC power options, main router, communication system, and battery back-up.

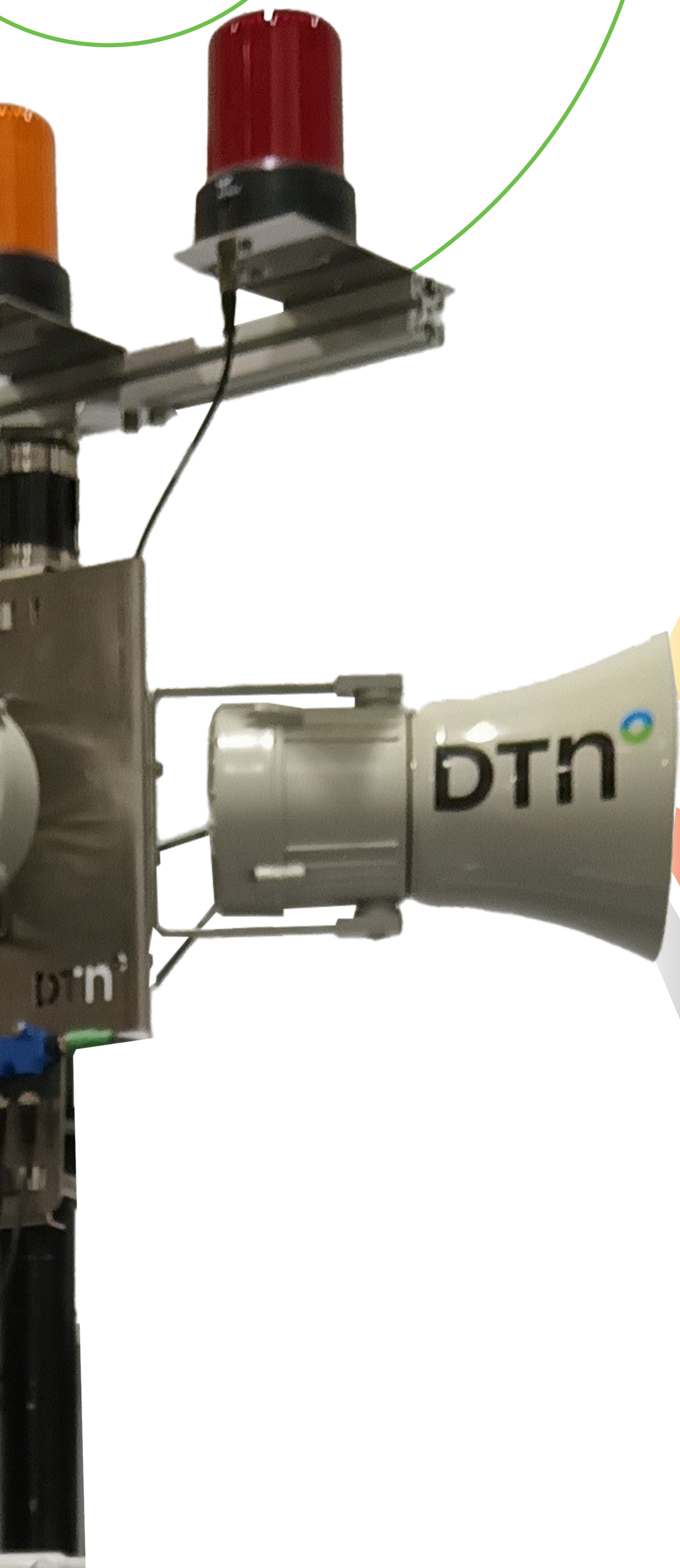
Power cable

Standard 120 Volt, 12′ cord.

Non-penetrating roof mount

Optional roof/flat surface mount.

www.dtn.com/onguard



OnGuard Siren Alerting Solution

Outdoor Alerting Live

The DTN OnGuard Siren Alerting Solution® delivers real-time, location-specific weather alerts, enabling swift action to protect ground crews, passengers, and assets from approaching severe weather threats.

Using OnGuard Siren: What you need to know.

Lightning Range ADVISORY
Activate siren and yellow beacon for 10 seconds

Lightning Range CAUTION
- Yellow beacon (remains on)
- Activate siren and orange beacon for 15 seconds

Lightning Range WARNING
- Orange beacon (remains on)
- Activate siren and red beacon for 30 seconds

Lightning ALL CLEAR
Three 1-second horn blasts, then beacon turns off

Learn more:

www.dtn.com/onguard

CONSIDER:

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 2026
Proposed Capital Projects Budget
Tri-Cities Airport Authority
June 18, 2025

Project #	FY 2026 Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	Federal Funds BIL	PFC # 10	Future PFC	State	Airport
	Federal Airport Improvement Program								
1	Twy B Pvmnt Rehab, Twy Y Reconfiguration, Air Carrier Storm Sewer Design/Construction	Estimate	$ 3,500,000	$ 1,585,000	$ 1,740,000		$ 175,000		
2	Airfield Signage/Rwy 5/23 Centerline Lights Improvement Project Design/Construction	Estimate	$ 800,000		$ 760,000		$ 40,000		
3	Property Acq. - Parcel P8 (14 Acres Rwy 23 RPZ/Per Updated Exh A/ALP)	In Progress	$ 809,372	$ 768,903			$ 40,469		
4	Runway Obstruction Mitigation Approx. 7 Properties - Phase 1 (FAA Approved)	Estimate	$ 1,100,000		$ 1,045,000		$ 55,000		
5	Gate 4 - Passenger Boarding Bridge	Estimate	$ 2,000,000			$ 2,000,000			
6	Airfield Pavement Management Systems per FAA	Proposal	$ 105,000	$ 99,750					$ 5,250
	TOTAL FY 2026 FEDERAL PROJECTS		$ 8,314,372	$ 2,453,653	$ 3,545,000	$ 2,000,000	$ 310,469		
	State Funded Projects							State 95%	Airport 5%
7	Twy R1 Corporate Hangar Expansion (Design/Bid/CA/Construction)	Grant Application	$ 4,799,810					$ 4,559,820	$ 239,991
8	Terminal Building Air Handler Replacement/Old Terminal Transformer Removal	Estimate	$ 1,500,000					$ 1,425,000	$ 75,000
9	Old Terminal and Bag Claim Roof Replacement Improvements	Estimate	$ 1,500,000					$ 1,425,000	$ 75,000
10	Term. Bldg Admin Office Improvements (Mezzanine and Main Level/Construction)	Estimate	$ 1,900,000					$ 1,805,000	$ 95,000
11	GA Ramp Expansion - Per ALP (Environmental)		$ 75,000					$ 71,250	$ 3,750
12	Professional Services (PER/Designs/Reports/Environmental)		$ 200,000					$ 190,000	$ 10,000
	TOTAL FY 2026 STATE PROJECTS		$ 9,974,810					$ 9,476,070	$ 498,741
	Airport Funded Projects								
13	Miscellaneous Capitol Expenditure		$ 200,000						$ 200,000
	TOTAL FY 2026 AIRPORT PROJECTS		$ 200,000						$ 200,000
	FY 2026 TOTALS		$ 18,489,182	$ 2,453,653	$ 3,545,000	$ 2,000,000	$ 310,469	$ 9,476,070	$ 703,991

FY 2025
Proposed Capital Projects Budget
Tri-Cities Airport Authority
June 18, 2025

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%
	Federal Airport Improvement Program									
1	Concourse Checkpoint Widening (Estimated Construction/CA/Admin.)	Bids	$ 10,002,424	$ 2,006,979	$ 3,000,000	$ 2,112,842		$ 2,382,482		$ 500,121
2	Terminal PA System Replacement (Design/Bid)	Const. Estimate	$ 750,000					$ 750,000		
3	Twy A Support Bank Landslide/Twy R Sinkhole	Estimate	$ 609,568				$ 447,539	$ 162,029		
4	Runway Obstruction Easement Acquisition 3 Properties - Phase 2	Grant BIL 86	$ 128,877	$ 24,919		$ 122,433		$ 6,444		
5	PFC # 11 Application		$ 41,206					$ 41,206		
	TOTAL FY 2025 FEDERAL PROJECTS		$ 11,532,075	$ 2,031,898	$ 3,000,000	$ 2,235,275	$ 447,539	$ 3,342,161	$ -	$ 500,121
	State Funded Projects								State 95%	Airport 5%
6	Maintenance, GSE and Public Safety Equipment Replacement (Amend 1)	In Progress	$ 532,000						$ 505,400	$ 26,600
7	LT Parking Lot Rehab, Exit Plaza Replacement (Design/Bid/CA/Const.)	Grant Received	$ 3,605,202						$ 3,424,942	$ 180,260
8	Parking Revenue Control System Improvements (Construction)	Grant Received	$ 998,000						$ 948,100	$ 49,900
9	Rwy 5/23 Pavement Crack Sealing & Pavement Markings	Estimate	$ 300,000						$ 285,000	$ 15,000
10	Terminal Building Admin. Office Improvements (Offices Design/Bid)	Grant Received	$ 124,540						$ 118,313	$ 6,227
11	Professional Services	Complete	$ 98,000						$ 93,100	$ 4,900
	TOTAL FY 2025 STATE PROJECTS		$ 5,657,742						$ 5,374,855	$ 282,887
	Airport Funded Projects									
12	Miscellaneous Capitol Expenditure		$ 200,000							$ 200,000
13	IT Improvements		$ 130,000							$ 130,000
14	Airline Services (FBO Operational Equipment *)		$ 370,000							
	TOTAL FY 2025 AIRPORT PROJECTS		$ 700,000							$ 330,000
	FY 2025 TOTALS		$ 17,889,817	$ 2,031,898	$ 3,000,000	$ 2,235,275	$ 447,539	$ 3,342,161	$ 5,374,855	$ 1,113,008

FY 2027
Proposed Capital Projects Budget
Tri-Cities Airport Authority
June 12, 2025

Project #	FY 2027 Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	Federal Funds Remaining BIL	Future PFC	State 5%	Airport 5%
	Federal Airport Improvement Program							
1	GA Ramp Expansion and Pavement Rehab - Phase 1		$ 2,000,000	$ 1,900,000			$ 100,000	
2	Twy A Relocation to Standards & P1/P2 Acquisition Environmental		$ 250,000	$ 237,500		$ 12,500		
3	ARFF Fire Truck Replacement					$ 1,200,000		
	TOTAL FY 2027 FEDERAL PROJECTS		$ 2,250,000	$ 2,137,500		$ 1,212,500	$ 100,000	$ -
	State Funded Projects						State 95%	Airport 5%
4	Twy R1 Ext./Corporate Hangar & Apron		$ 3,750,000				$ 3,562,500	$ 187,500
5	Maintenance, GSE and Public Safety Equipment Replacement		$ 350,000				$ 332,500	$ 17,500
6	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
	Airport Funded Projects							
7	Miscellaneous Capitol Expenditure		$ 200,000					$ 200,000
8	Landscaping - Main Entrance Incl. Sign		$ 190,150					$ 190,150
	TOTAL FY 2027 AIRPORT PROJECTS		$ 390,150					$ 390,150
	FY 2027 TOTALS		$ 6,775,150	$ 2,137,500		$ 1,212,500	$ 4,028,250	$ 596,900

FY 2028
Proposed Capital Projects Budget
Tri-Cities Airport Authority
May 21, 2025

Project #	FY 2028	Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	Future PFC	State 5%	Airport 5%
		Federal Airport Improvement Program						
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
		TOTAL FY 2028 FEDERAL PROJECTS		$ 3,200,000	$ 3,040,000	$ 100,000	$ -	$ 60,000
		State Funded Projects					State 95%	Airport 5%
3		GA Box Storage Hangar Construction/Incl. Env.		$ 3,200,000			$ 3,040,000	$ 160,000
4		SRES/Firehall Building Rehab and (Design/Construction)		$ 1,250,000			$ 1,187,500	$ 62,500
5		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
		Airport Funded Projects						
6		Miscellaneous Capitol Expenditure		$ 200,000				$ 200,000
7		Landscaping Highway Streetscape		$ 76,000				$ 76,000
		TOTAL FY 2028 AIRPORT PROJECTS		$ 200,000				$ 200,000
		FY 2028 TOTALS		$ 8,050,000	$ 3,040,000		$ 4,417,500	$ 492,500

FY 2029
Proposed Capital Projects Budget
Tri-Cities Airport Authority
June 12, 2025

Project #	FY 2029 Project Description	Project Status	Estimated Total Costs	Federal Funds Entitlements	Future PFC	State 5%	Airport 5%
	Federal Airport Improvement Program						
1	Terminal/Concourse Building Improvements - Phase 1 (Const.)	Per AMPU	$ 4,500,000	$ 2,000,000	$2,500,000		
2	Old Terminal Building Partial Demolition (Construction)		$ 2,250,000		$2,250,000		
	TOTAL FY 2029 FEDERAL PROJECTS		$ 6,750,000	$ 2,000,000	$4,750,000	$ -	$ -
	State Funded Projects					State 95%	Airport 5%
3	Air Carrier Apron Pavement Rehabilitation (Incl. Env.)		$ 2,500,000			$ 2,375,000	$ 125,000
4	Maintenance, GSE and Public Safety Equipment Replacement		$ 350,000			$ 332,500	$ 17,500
5	Professional Services		$ 200,000			$ 190,000	$ 10,000
6	Airport Property Building Demolition/Recycle (Bible Camp/Mapleview Farm Barn/Silo/Old Farm House)		$ 250,000			$ 237,500	$ 12,500
	TOTAL FY 2029 STATE PROJECTS		$ 3,050,000			$ 3,135,000	$ 165,000
	Airport Funded Projects						
7	Miscellaneous Capitol Expenditure		$ 200,000				$ 200,000
8	Landscaping Aviation Drive		$ 100,000				$ 100,000
9	Landscape Plant Replacement		$ 20,000				$ 20,000
	TOTAL FY 2029 AIRPORT PROJECTS		$ 320,000				$ 320,000
	FY 2029 TOTALS		$ 10,120,000	$ 2,000,000	$4,750,000	$ 3,135,000	$ 485,000

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Airport Pavement Management System
Award Kimley-Horn Services Agreement

Summary:

The FAA requires airports to periodically perform airfield pavement condition determinations to receive federal funding. Kimley-Horn prepared a Pavement Management System services agreement in accordance with the FAA's advisory circulars, codes and guidelines for all of the airport's airfield pavements. The consultant services include historical pavement data collection, Pavement Condition Index (PCI), pavement condition analysis, establishing the final data reports for Paver 7.1 software, pavement classification rating determination, exhibits, updates to the airport's Form 5010 Master Record, maintenance planning and estimated capital construction costs for $98,686. The project will be funded using federal AIP grant funds and airport funds. Following is the proposed project funding plan:

Airport Pavement Management System – Funding Plan Summary		
Airport Administration		$ 5,000
Consultant Pavement Management Services		$ 98,686
Total Estimated Costs		$ 103,686
Federal AIP - Funding Plan		
Federal AIP	95%	$ 98,502
Airport	5%	$ 5,184
Total Estimated Costs		$ 103,686

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

Recommendation:

Authorize the Chairman to execute the services agreement with Kimley-Horn in the amount of $98,686 for the Airport Pavement Management System project, pending final FAA grant application approval.

Submitted By: David W. Jones
Chief Operating Officer

TRI-CITIES AIRPORT PAVEMENT MANAGEMENT SERVICES

Consulting Services Scope of Work

Tri-Cities Airport

Blountville, TN

June 11, 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 requested a Scope of Work from Kimley-Horn and Associates, Inc ("Kimley-Horn" or "Consultant") to perform select consulting services to prepare an Airport Pavement Management Program ("APMP") for the airfield pavement at TRI. The intent of this Scope of Work ("Scope") is to adhere to the requirements of the Federal Aviation Administration ("FAA") Advisory Circulars ("AC") and associated standards in **Table 1** Project Standards and Guidance.

The APMP shall provide reasonable data based on planning, material evaluations, and conceptual rehabilitation considerations. The APMP shall be performed to adhere to the requirements of the FAA on maintaining an effective Pavement Management System. The APMP shall consist of select investigations of Pavement Condition Index (PCI) Survey Data Collection and Analysis at Airport pavement facilities identified in this Scope.

Table 1. Project Standards and Guidance

Document	Title	Current Version
150/5380-7	Airport Pavement Management Program (PMP)	150/5380-7B issued 10/10/2014
150/5380-6	Guidelines and Procedures for Maintenance of Airport Pavements	150/5380-6C issued 10/10/2014
150/5320-6	Airport Pavement Design and Evaluation	150/5320-6G issued 06/07/2021
150/5335-5	Standardized Method of Reporting Airport Pavement Strength – PCR	150/5335-5D issued 04/29/2022
150/5300-13	Airport Design	150/5300-13B Change 1 issued 08/16/2024
ASTM D5340	Standard Test Method for Airport Pavement Condition Index Surveys	D5340-24

Program Goals and Objectives

- Pavement records review and development of a PAVER 7.1, pavement database.
- Pavement Condition Index (PCI) survey in accordance with ASTM D5340.
- Condition analysis, evaluating pavement performance models, and 5-Year forecasted PCI values.
- Pavement Classification Rating (PCR) Determination in accordance with 150/5335-5.
- Provide the Client with recommendations on maintenance and major rehabilitation according to FAA AC 150/5380-6 and based on pavement conditions and distress data collected (type, severity, and quantities).
- Reporting of program findings in a technical report and web-based GIS formats.

The project Scope is applicable for active airside runway, taxiway, and apron pavements at the Airport as identified in **Figure 1**. The project shall include an evaluation of prior PCI studies and any applicable pavement projects completed since the previous PCI evaluation.

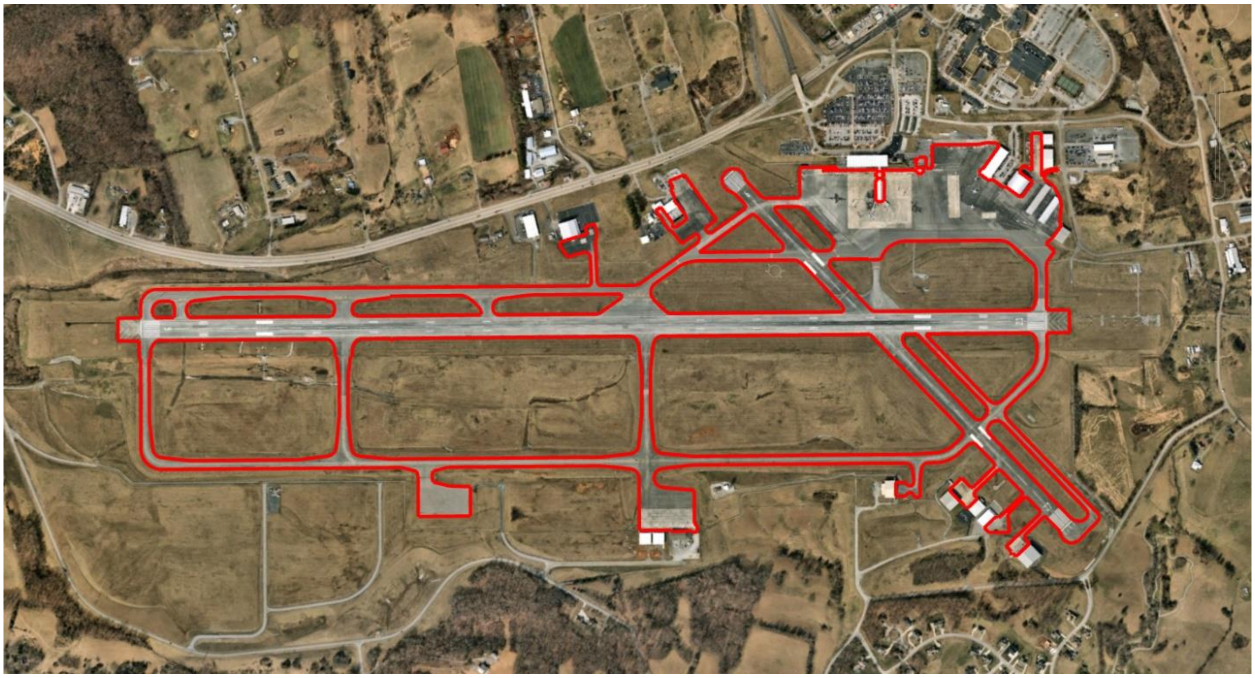


Figure 1 – Airport Scope Limits

Exhibit 2

Project Scope of Services

Task 1 Program Management

The Consultant shall provide timely coordination with the Client throughout the program. Project management tasks shall continue throughout all aspects of the agreed-upon project schedule. The project management element includes the following tasks.

Task 1.1 Project Meetings

In Task 1.1, the Consultant shall host up to five (5) project meetings during the schedule agreed upon in the Kickoff Meeting. The Consultant reserves the right to combine meetings if the project progress deems necessary as determined by the Consultant. The Consultant shall provide up to two (2) staff in attendance for each meeting. The Consultant shall provide a notice for each meeting up to two (2) weeks in advance and reserves the right to hold the meeting in-person or virtual at their discretion.

1. Kick-Off: discuss team roles, project milestones, and project schedule.
2. Data Collection Coordination: discuss safety procedures, data collection schedule and phasing, and NOTAM & Escort coordination.
3. Preliminary Conditions: discuss draft findings from the Data Collection task.
4. Pavement Project Needs: review of airfield pavement project eligibility based on PCI.
5. Report Page-Turn: review project recommendations and findings in a technical report.

Additional meetings and/or extension of project schedule may result in additional fee.

Task 1.2 Project Management

The Consultant will provide for the administration of the contract, the development of a project schedule, resource allocation, and the development of documentation needed for the successful workflow for the Project. Project Management under this task shall also consist of establishing project administrative controls and reporting to be used for the duration of the Project.

Deliverables:

- Up to five (5) project meetings
- Monthly Invoices

Task 2 Records Research and System Inventory

Task 2.1 Records Request

The Consultant shall request record documentation and information that will be required for the APMP. The documents requested shall inform the initial development of the APMP.

The Consultant shall prepare a secure file transfer platform using Citrix Sharefile for the Client to provide the documents and artifacts associated with the Request for Information; alternatively, Consultant staff can visit the Client’s office for data acquisition.

Task 2.2 PAVER Database and System Inventory Development

The purpose of this task is to assemble available pertinent data on pavement infrastructure and pavement condition through review of documents and records provided during Task 2.1.

The Consultant shall review the provided documentation with regards to the Airport's pavement system to ensure that all pavement assets within the Scope limits are considered for development in the Network Definition. This task shall assemble the data, which may impact determinations regarding pavement conditions, future performance, and rehabilitation options. Should historic pavement data not be available in an accepted format, the Consultant shall provide recommendation to the Client on reasonable work history assumptions. Based on the review of the data and artifacts provided by the Airport, the Consultant shall develop a consolidated PAVER 7.1 (.e70) database. The Consultant shall calibrate the PAVER database Pavement System Inventory to reflect airfield section-level characteristics that include pavement work history, pavement geometry accurate to ±1,000 square feet, inventory customization, rank, branch use, branch ID, branch name, section ID, and section total sample units. **Table 2.2.1** summarizes the information needed to develop each distinct pavement section and each construction entry in the PAVER database.

Table 2.2.1 PAVER System Inventory Development

System Inventory Element	Required PAVER Field
Section Development	1. Network ID 2. Network Name 3. Branch Name 4. Branch ID 5. Branch Use 6. Section ID 7. Geographical From/To 8. Surface Type 9. Section Rank 10. Last Construction Date 11. Section Length 12. Section Width 13. Section Area 14. PCC Joint Length and Width (if applicable) 15. Total PCC Slabs (if applicable) 16. User Defined Fields (Customization)
Construction Work Entry	1. Work Category (PAVER Pre-Defined Field) 2. Construction Completion Date 3. Construction Work Type (Reconstruction, Mill and Overlay 3", etc.) 4. Pavement Material and Thicknesses 5. Project Number 6. Construction Cost (if available)

The airfield pavement system inventory characteristics shall be modeled or registered with the PAVER database using the "Inventory" and "Work History" modules. The Consultant shall not procure PAVER 7.1 on behalf of the Client or perform installation on the Client's computer. The Client shall be responsible for procuring software and license for PAVER 7.1 if desired.

The Inventory shall be updated in accordance with **Table 2.2.2** Pavement System Inventory PAVER Definitions.

Table 2.2.2 Pavement System Inventory PAVER Definitions

System Inventory Level	Feature Example	Characteristic	Potential Planning Effect
Network	Overall pavement assets included within the Scope (Airside Movement Area)	Relative Airport Location Facility Use	Grouping of facilities Budget Plan Overall Condition by Network
Branch	Commonly defined asset name as established by Airport and by use Example: “Runway 9-27”	Facility Use Overrun Runway Shoulder Taxiway Taxilane If applicable, Airport-maintained pavement vs. privately maintained pavement (e.g., FBO ramp)	Prioritization of facilities within a Network for constrained budget scenarios. Localized Preventive and/or Stopgap Maintenance and Repair prioritization. Eligibility of M&R (e.g., privately maintained).
Section	A defined area of pavement asset that is distinct by the following: Pavement Composition Construction Work History Aircraft Traffic	Surface Type AC – Asphalt Concrete AAC – Asphalt Concrete, overlaid APC – Asphalt Concrete overlaid on PCC PCC – Portland Cement Concrete Aircraft Traffic Loading (e.g., for runway facility) Center “keel” Outer board right/left Rank Based on use, prioritization, and budget constraining prioritization	Application of appropriate Maintenance and Repair treatment. Consideration of appropriate pavement section characteristics for Major Rehabilitation.

The Consultant shall assume all provided System Inventory Data (nomenclature, identification, geometric characteristics, etc.), Work History Data (pavement surface type, composition, thickness, age, specification, year of construction, treatment, maintenance, repair, and/or major rehabilitation), Pavement Condition Index Records (historic PCI inspection data, PCI Families, performance models, etc.), and Maintenance, Repair, and Rehabilitation (M&R Policies for Localized Stopgap/Preventive, global treatments, and major M&R, M&R Unit Costs, M&R Cost Curves, etc.), and prior bid tabulation records, are reflective of the previous updates and are deemed acceptable by the Client.

Task 2.3 Network Definition Map and Navigation Map Development

For Task 2.3, the Consultant shall develop a spatially projected map defining the limits of the Airport’s active pavement facilities as outlined in **Figure 1**. If applicable, the Consultant shall evaluate the previous pavement Network Definition Map to determine if Branch and Section limits align with current APMP standards. This work shall be done in accordance with FAA AC 150/5380-6C and ASTM Standard D5340-20, “Standard Test Method for Airport Pavement Condition Index Surveys”. A draft Pavement Network Definition Map shall be subject to field verification of pavement facilities during Task 3.1.

Airfield Pavement Network Definition shall be a schematic model representation of the Pavement System Inventory for Branch-Level, Section-Level, and Sample Unit-Level features, as shown in **Table 2.3** Airfield Pavement Network Definition Map Features. Pavement facilities shall be limited to active airfield pavement eligible for FAA AIP grant funding as estimated in **Figure 1**. Airport pavements such as landside access, driveway, service routes, over-runs, shoulders, or similar non-aircraft facilities shall be excluded.

The Client shall provide the Consultant existing AutoCAD (.dwg), GIS Shapefiles, and Database(s) for review. The Consultant, in consideration of the data obtained from the Client in Task 2.1 Request for Information, shall update the Network Definition Map for the APMP. The Consultant shall rely on the accuracy of the data provided by the Client.

The Consultant shall utilize AutoCAD Civil 3D 2024 to create individual Airfield Pavement Network Definition models and produce a PDF exhibit file based on a standardized AutoCAD template that defines the visual characteristics of each feature. Airfield Pavement Network Definition models are schematic-level and are intended for planning-level, rough order-of-magnitude area determinations. The AutoCAD and PDF data accuracy are not intended for construction purposes. The geometric definition will be based on information obtained from the Client's response to the Request for Information.

Table 2.3. Airfield Pavement Network Definition Map Features

System-Level	Feature
Branch	1. Branch ID or Name
Section	1. Section ID Tags 2. Sections not inspected due to recent/anticipated pavement construction communicated by Airport staff
Sample Unit	1. Sample Unit Number 2. Sample Unit Inspected (Hatch)
Miscellaneous	1. Select Airfield Buildings that interface with pavement (outline only) 2. Select non-aircraft pavement facilities (e.g., service road)

Airfield Pavement Network Definition Map data is not intended to replace the official Airport Layout Plan. Airport geometry is for schematic-level accuracy and is not intended for design-level analysis or quantification. Runway lengths digitized may not reflect FAA 5010 Master Record published dimensions.

The Consultant shall create Field Map drawings in AutoCAD superimposed on the Network Definition base-model drawing that will assist inspectors in efficiently locating the sample unit locations during efforts for Task 3.1. These maps provide inspectors with dimensions to sample unit corners for inspected sample unit locations.

The Consultant shall develop GPS-Enabled Navigation Maps that shall be utilized in conjunction with the Field Map drawings during efforts for Task 3.1. The Consultant shall establish data conformance to potential future GIS integration. The Consultant shall develop a dashboard application that provides real-time tracking of inspection efforts with a simple website link. The link shall be provided prior to the inspection and will be decommissioned after the PCI survey is completed. The Consultant assumes that the Airport has access to a personal computer and/or a smartphone/tablet device with data capability and is GPS-enabled.

Deliverables:

- One (1) MS Excel Spreadsheet summarizing the reviewed documents
- One (1) 7.1 PAVER Database (.E70) File
- One (1) Draft Network Definition Map (11"x17" PDF Exhibit)
- One (1) Dashboard Application Link (*to be decommissioned at the completion of the PCI Survey)*

Task 3 PCI Data Collection

Task 3.1 Data Collection Phasing Plan

The Consultant shall develop a data collection Phasing Plan for the airfield data collection efforts by the Consultant team. Aspects of the Phasing Plan may include:

- Project Schedule
- Communication, Coordination Plan, and Contact Information

The plan shall enumerate the efforts associated with the PCI survey data collection. The Consultant shall develop the plan and submit to the Client for review and acceptance. The plan shall consist of an exhibit depicting data collection phasing and approximate durations. This effort shall assume up to one (1) round of review and feedback from the Client prior to acceptance.

Task 3.2 Pavement Condition Index (PCI) Field Survey

The purpose of this task is to conduct visual PCI surveys of the mainline pavements only. No shoulders, tenant-maintained, abandoned, or non-aircraft rated pavements shall be inspected as part of this Project.

All PCI Survey data collection will be performed by trained personnel with “feet on the ground” efforts, utilizing measurement equipment accurate to the nearest one (1) foot. Inspections will be performed in dry weather conditions. Pavement distress data will be evaluated and inventoried by trained pavement inspectors for input into the PAVER database. The pavement inspection process will locate, identify, and categorize all distresses visible in field conditions in accordance with ASTM D5340-24 for flexible pavements (Asphalt Concrete) and rigid Portland Cement Concrete pavements. Sample Units will be defined as an area of 5,000 Square Feet (±2,000 Square Feet) for flexible asphalt concrete pavement or 20 Slabs (± 8 slabs) for rigid Portland Cement Concrete pavement.

Inspection personnel will perform all efforts at the airport in accordance with safe practices confirmed with the Airport (e.g. safety vests, lighted vehicle, pull back basis, tower communications, airport escort provisions). PCI Inspection personnel will actively monitor the Common Traffic Advisory Frequency (CTAF). Inspection personnel will mark Sample Units in field with marking paint or chalk and inventory representative photographs of the data collection effort. The representative photographic log will consist of at least one (1) digital photograph per Section. Select representative photographs will be incorporated into report documents with identification of Branch, Section, Sample Unit, and observed distress types. For this APMP, Sample-Units, if available, will be based on the defined Sample Units that have been inspected previously or as defined during the **Task 2.3** Pavement Network Definition Map Development Task.

Inspection teams will consist of four (4) personnel: two team leaders and two pavement inspector who shall accompany the team leaders. Travel for inspection for all four personnel will be for up to five (5) days. The Airport acknowledges that inspection periods often exceed the standard 8-hour workday. The inspection will be performed during the day and the Airport will be responsible for runway closures and lighted X equipment, if needed. If night inspections are required, additional fees and schedule may be needed.

Any pavement that is subject to recent construction (January 1st, 2024, or more recent), specific to structural rehabilitation/repair improvements, will be omitted from PCI Survey efforts and set to a PCI 100 with an updated work history entry.

The overall data collection effort will consist of the following:

- In-Brief – Discussion of PCI Survey procedures and known issues
- PCI Survey – Collection of pavement distress data in accordance with ASTM D5340
- Out-Brief – Discussion of critical pavement distresses and confirmation of Airfield Pavement Network Definition Map

The Consultant shall update the Draft Network Definition Map based on field verification of pavement facility limits, geometries, and/or designations.

Task 3.3 PCI Survey Data Quality Control and Validation

The Consultant will perform a PCI Survey data integrity check to validate all distress data. This review will be performed by a senior pavement management engineer using a standard checklist form prior to input of data into the PAVER database. Distress integrity and reliability will be reviewed using the ASTM D5340 and field photographic record documentation provided by the primary inspection teams.

The Consultant will update the Draft Pavement Network Definition Map based on field verification of pavement facility limits, geometries, and/or designations.

The Consultant shall hold one virtual meeting with the Client to review the draft PCI values at minimum four (4) weeks after completion of the inspection. Up to three (3) of the Consultants personnel will be present in the meeting.

Deliverables:

- One (1) virtual meeting to review draft PCI results
- One (1) PDF exhibit of final PCI results to be submitted with Technical APMS Report

Task 4 PCI Analysis

The Consultant shall perform functional condition analysis of the data collected using PAVER software. Prior to the data migration from field data collection efforts, the Consultant shall perform pavement system inventory updates based on field verified observations. Examples of field observations that may affect system inventory information include section limits, section geometry, and branch identification. The functional condition analysis shall consist of performing calculations of the sample unit-level PCI, section-level area-weighted PCI, and the branch-level PCI values.

Task 4.1 Pavement Performance Models / PCI Family Models Development

The Consultant shall develop pavement performance models ("PCI Family Models") based on updated condition data for the development of forecasted PCI values at the Section level. Using PAVER, the Consultant shall analyze current and historical PCI values, work history, pavement composition, functional branch use, section definition, and historic condition at the section level to develop statistical predictive model curves, defined as "PCI Families," to forecast section-level PCI. For the data integrity of the update, the performance model analysis and prediction curve development will commence upon the completion of the analysis of condition data for this APMP.

Task 4.2 Pavement Functional Condition Forecasting

The Consultant shall utilize the PCI Family Models to forecast Section-level PCI values for this APMP Update. It should be noted the functional forecasting of PCI values at the Section-level is intended for planning-level estimation; all project definitions should be made with consideration of design-level investigation, structural evaluation, and traffic loading.

Deliverables

- PAVER Database, .e70
- Forecasted 5-Year Pavement Condition Index (PDF) (*to be submitted with final Technical Report)*

Task 5 PCR Determination

The purpose of this task will be to determine the Pavement Classification Rating (PCR) values for the runway pavements. All other airside pavements shall not be included.

The Client shall provide the fleet mix data they wish to be analyzed for the PCR analysis. This data should include aircraft type, model, weight, annual operations, runway utilization, and growth percentage as shown in **Table 5**. This fleet is understood to be accepted by the Client. If additional fleet mixes are requested to be analyzed, additional fees may be required. Additionally, the Client shall provide all unique pavement sections, geotechnical coring/boring logs, and subgrade strength analyses for both runways.

Table 5 Aircraft Traffic Fleet Mix (Example)

Aircraft Name/Model	Gross Taxi Weight (lbs.)	Annual Departures	Annual Arrivals	Annual Growth	Airfield Facility Usage and Utilization
Cessna Citation X	36,000	24,000	24,000	8%	Runway 9-27 (50%)

The PCR determination shall utilize the latest FAA FAARFIELD 2.1 software to determine the recommended PCR value and maximum allowable gross weight data for each runway. The Consultant shall assist the Airport in updating the data in the Airport Master Record via Airport Data and Information Portal.

Deliverables:

- FAARFIELD PCR Report for each runway
- FAARFIELD Form 5010 Report for each runway

Task 6 Maintenance and Rehabilitation (M&R) Planning

The Consultant shall work with the Client to develop practical M&R policies based on preliminary development of pavement performance models and comparison to the theoretical critical PCI value. Such activities could include mill and hot-mix asphalt overlay or reconstruction. This analysis shall be conducted with no constraints to budgets to identify pavement projects for a 5-year duration. It is recommended that the Client use this as a planning tool for future project development and prioritization. A policy table will prioritize the major rehabilitation work identified at the pavement Section-level based on current and predicted pavement PCI.

The work and budgets identified are intended for the planning-level, not the design-level. For example, areas identified as mill and overlay may, in fact, require select areas of reconstruction, should load-based distresses observed warrant it. Additional design-level investigation in accordance with the FAA Advisory Circulars will be required by the Client to identify the appropriate limits and repair.

Task 6.1 Maintenance, Repair, Rehabilitation, and Reconstruction Planning

The Consultant shall develop a strategic airfield pavement maintenance policy for both flexible hot-mix asphalt concrete (AC) and rigid Portland cement concrete (PCC) pavement sections for the Client, as applicable. The Consultant shall reference the FAA AC 150/5380-6C Guidelines and Procedures for Maintenance of Airport Pavements and Air Force Civil Engineer Center Engineering Technical Letter 14-3: Preventive Maintenance Plan for Airfield Pavements.

Current Condition Localized Maintenance and Repair Policy

The Consultant shall develop a Localized Maintenance Policy based on guidance provided in the FAA AC 150/5380-6C. Localized Maintenance will be identified based on the Section-level extrapolation of distress manifestations observed as part of the Functional Data Collection. Maintenance estimates shall be made for the current year. Future maintenance needs will not be analyzed. **Table 6** provides an example maintenance policy for rigid PCC pavement.

Table 6. Example Localized M&R Table Policy for Rigid Portland Cement Concrete (USAF ETL 14-3)

Distress	Severity	Description	Code	Work Type	Work Unit
62	High	CORNER BREAK	PA-PF	Patching - PCC Full Depth	SqFt
62	Low	CORNER BREAK	CS-PC	Crack Sealing - PCC	Ft
62	Medium	CORNER BREAK	PA-PF	Patching - PCC Full Depth	SqFt
63	High	LINEAR CR	PA-PP	Patching - PCC Partial Depth	SqFt
63	Medium	LINEAR CR	CS-PC	Crack Sealing - PCC	Ft
64	High	DURABIL. CR	SL-PC	Slab Replacement - PCC	SqFt
64	Medium	DURABIL. CR	PA-PF	Patching - PCC Full Depth	SqFt
65	High	JT SEAL DMG	JS-LC	Joint Seal (Localized)	Ft
65	Medium	JT SEAL DMG	JS-LC	Joint Seal (Localized)	Ft
66	High	SMALL PATCH	PA-PP	Patching - PCC Partial Depth	SqFt
66	Medium	SMALL PATCH	PA-PP	Patching - PCC Partial Depth	SqFt
67	High	LARGE PATCH	PA-PF	Patching - PCC Full Depth	SqFt
67	Medium	LARGE PATCH	PA-PF	Patching - PCC Full Depth	SqFt
69	N	PUMPING	JS-LC	Joint Seal (Localized)	Ft
70	High	SCALING	SL-PC	Slab Replacement - PCC	SqFt
70	Medium	SCALING	PA-PP	Patching - PCC Partial Depth	SqFt
71	High	FAULTING	GR-PP	Grinding (Localized)	Ft
71	Medium	FAULTING	GR-PP	Grinding (Localized)	Ft
72	High	SHAT. SLAB	SL-PC	Slab Replacement - PCC	SqFt
72	Medium	SHAT. SLAB	SL-PC	Slab Replacement - PCC	SqFt
74	High	JOINT SPALL	PA-PP	Patching - PCC Partial Depth	SqFt
74	Medium	JOINT SPALL	PA-PP	Patching - PCC Partial Depth	SqFt
75	High	CORNER SPALL	PA-PP	Patching - PCC Partial Depth	SqFt
75	Medium	CORNER SPALL	PA-PP	Patching - PCC Partial Depth	SqFt
76	High	ASR	SL-PC	Slab Replacement - PCC	SqFt
76	Medium	ASR	SL-PC	Slab Replacement - PCC	SqFt

Opinion of Probable Construction Cost Planning

The Consultant will request and review local construction bid tabulations of historic (within the last 5 years) construction costs of airfield pavements at the Airport. The Consultant will develop conceptual pavement sections based on a planning-level assumption of aircraft fleet mix and subgrade conditions. Pavement sections will be developed utilizing the FAARFIELD pavement design software for flexible pavement and will be based on the application of the FAA Circular 150/5320-6G “Airport Pavement Design and Evaluation”. The conceptual pavement sections are intended for planning-level efforts and will not be a design-level determination.

The maintenance and repair planning-level opinion of probable construction costs will be intended for planning purposes based on the conceptual pavement sections. For the purpose of the APMP, the Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable construction costs.

Task 6.2 Budget Scenario Analysis

The Consultant shall utilize PAVER to perform Budget Scenario Analysis to evaluate TRI's forecasted network-level PCI values for a 5-year period based on budgetary inputs. The following annual funding scenarios may be evaluated:

1. Unconstrained Funding
2. Current Funding (information provided by Client)
3. Maintain Current Network-Level PCI
4. Funding Alternative 1
5. No Spending

Task 6.3 Major Rehabilitation Needs Analysis

The Consultant shall develop an exhibit showing the pavements eligible for major rehabilitation such as mill and overlay or reconstruction. This will be based on the FAA recommended PCI thresholds. Project Recommendations will not be included in the analysis. A cost estimate shall be provided for each area based on the conceptual unit price for major rehabilitation work types.

Deliverables:

- Targeted Maintenance and Rehabilitation Policy. *To be submitted with Technical Report*
- Year 1 Maintenance Budget Plan. *To be submitted with Technical Report*
- Major Rehabilitation Needs Exhibit. *To be submitted with Technical Report*

Task 7 APMP Technical Report

The Consultant shall prepare a comprehensive technical report document. The documents will be developed to collect the pertinent data associated with the APMP. The document will be prepared for the Client for review and acceptance for up to two (2) rounds of review and acceptance.

The Technical Report shall consist of the technical documentation for each aforementioned task. The Report shall document the methodology, analysis, and results of the program. This Report shall contain exhibits developed to illustrate the data results. The Consultant shall utilize both AutoCAD Civil 3D and Esri ArcMap to develop Technical Exhibits for the Technical Report. The following describes some example exhibits:

1. *Airfield Pavement Network Definition Exhibit* – this exhibit shall be the updated color graphic of the Network Definition showing Branch, Section, and Sample Units defined for the Airport, based on field verification. Airport staff shall be able to utilize the maps for future PCI Survey Inspections.

2. *Airfield Pavement Condition Index Exhibit* – this exhibit will depict color graphics of the resulting PCI Values and condition category as defined by ASTM. Annotation will consist of airfield pavement facilities' Branch, Section ID, Section Area-Weighted PCI Value, and Rating.

3. *Airfield Forecasted 5-Year Pavement Condition Index Exhibit* – this exhibit will depict color graphics of the resulting PCI Values and condition categories as defined by ASTM. Annotation will consist of airfield pavement facilities' Branch, Section ID, Section Area-Weighted PCI Value, and Rating for the forecasted value at the end of a 5-year and 10-year duration.

4. *Airfield Major Rehabilitation Needs Exhibit* – this exhibit will depict color graphics of the resulting Major Rehabilitation planning projects and/or activity identified based on current PCI Values and predicted PCI values. Annotation will consist of airfield pavement facilities' Branch, Section ID, and planning-level project costs.

Deliverables:

- One (1) Draft Technical Report subject to up to two (2) rounds of review (PDF)
- One (1) Final Technical Report (PDF)

Exhibit 3

Project Schedule

The Consultant will complete the services listed above upon a mutually agreed upon schedule. Below is a draft schedule based on an 7/1/2025 Notice to Proceed (NTP) and the assumptions outlined below. Upon receipt of the fully executed contract, The Consultant will commence the services outlined in Exhibit 2.

- 7/2025 Notice to Proceed
- 7/2025 Kickoff Meeting
- 9/2025 Airfield Inspection
- 10/2025 Draft PCI Results
- 2/2026 Final Technical Report

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. 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			Labor Fee		Fee Type
Task	1	Program Management	$	7,196	LS
Task	2	Records Research and System Inventory	$	15,470	LS
Task	3	PCI Data Collection	$	35,000	LS
Task	4	PCI Analysis	$	6,660	LS
Task	5	PCR Determination	$	10,200	LS
Task	6	Maintenance and Rehabilitation Planning	$	10,740	LS
Task	7	APMP Technical Report	$	13,420	LS
		Total Lump Sum Fee	$	98,686	LS

LS: Lump Sum Fee

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope as requested by the Client, will be considered Additional Services and may be performed at our then-current hourly rates. Additional Services the Consultant can provide include, but are not limited to, the following:

- Nondestructive Testing
- Falling Weight Deflectometer (FWD) Testing
- Customized CIP Project Recommendations
- Ground Penetrating Radar
- Geotechnical Investigation or Analysis
- Additional PCI Inspection Efforts
- Additional Meetings
- Other services as requested by the Client

INOFORMATION PROVIDED BY OWNER

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

ATTACHMENT A

Breakdown of Costs - Consulting Services

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 1 Program Management									
Task 1.1	**Project Meetings**		10	10					20
Task 1.2	**Project Management**			8					8
									0
	TOTAL HOURS	0	10	18	0	0	0	0	28
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$2,500	$3,420	$0	$0	$0	$0	$5,920
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	Report Page Turn Mtg (1)	2	1		$600	$120	$436	$120	$1,276
									$0
								Total	$1,276
	TOTAL ODC's								$1,276
	Total Proposed Lump Sum Fee for:	**Task 1 Program Management**							**$7,196**

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 2 Records Research and System Inventory									
Task 2.1	**Records Request**			8					8
Task 2.2	**PAVER Database and System Inventory Development**			12		15			27
Task 2.3	**Network Defintion Map and Navigaitonal Map Development**			15		48			63
									0
	TOTAL HOURS	0	0	35	0	63	0	0	98
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$6,650	$0	$8,820	$0	$0	$15,470
	Total Proposed Lump Sum Fee for:	**Task 2 Records Research and System Inventory**							**$15,470**

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 3 PCI Data Collection									
Task 3.1	**Data Collection Phasing Plan**			4		8			12
Task 3.2	**Pavement Condition Index (PCI) Field Survey**			40	40	80			160
Task 3.3	**PCI Survey Data Quality Control and Validation**			8					8
									0
	TOTAL HOURS	0	0	52	40	88	0	0	180
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$9,880	$6,400	$12,320	$0	$0	$28,600
	OTHER DIRECT NON-SALARY COSTS								
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	PCI Data Collection Mobilization (1)	4	5	$400	$2,400	$2,400		$1,200	$6,400
	TOTAL ODC's								$6,400
	Total Proposed Lump Sum Fee for:	**Task 3 PCI Data Collection**							**$35,000**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 4 PCI Analysis									
Task 4.1	**Pavement Performance Models / PCI Family Models Development**			4	16	4			24
Task 4.2	**Pavement Functional Condition Forecasting**			2	4	4	10		20
									0
	TOTAL HOURS	0	0	6	20	8	10	0	44
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$1,140	$3,200	$1,120	$1,200	$0	$6,660
	Total Proposed Lump Sum Fee for:	**Task 4 PCI Analysis**							**$6,660**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 5 PCR Determination									
Task 5	**PCR Determination**			20	40				60
	TOTAL HOURS	0	0	20	40	0	0	0	60
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$3,800	$6,400	$0	$0	$0	$10,200
	Total Proposed Lump Sum Fee for:	**Task 5 PCR Determination**							**$10,200**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 6 Maintenance and Rehabilitation (M&R) Planning									
Task 6.1	**Maintenance, Repair, Rehabilitation, and Reconstruction Planning**			12		24			36
Task 6.2	**Budget Scenario Analysis**			4	12				16
Task 6.3	**Major Rehabilitation Needs Analysis**			2	4	10			16
									0
	TOTAL HOURS	0	0	18	16	34	0	0	68
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$3,420	$2,560	$4,760	$0	$0	$10,740
	Total Proposed Lump Sum Fee for:	**Task 6 Maintenance and Rehabilitation (M&R) Planning**							**$10,740**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Sr. Professional Engineer	Professional Engineer	Staff Engineer	Engineering Tech II	Clerical	TOTAL
Task 7 APMP Technical Report									
Task 7	**APMP Technical Report**			18	24	44			86
									0
	TOTAL HOURS	0	0	18	24	44	0	0	86
	BURDENED RATE	$ 280.00	$ 250.00	$ 190.00	$ 160.00	$ 140.00	$ 120.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$0	$3,420	$3,840	$6,160	$0	$0	$13,420
	Total Proposed Lump Sum Fee for:	**Task 7 APMP Technical Report**							**$13,420**

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Terminal/Concourse - Passenger Check Point Improvements
Award Comsa Construction - Construction Contract

Summary:

The airport completed the Airport Terminal Program (ATP) design/bid services to expand the passenger checkpoint connector between the terminal and concourse areas. The project advertised with two bids received June 18, 2025, with Comsa Construction, Inc submitting the lowest bid in the amount of $9,434,600. The project includes structural demolition on two levels, new mechanical, electrical, roofing, flooring, finishes and access control systems. Kimley-Horn reviewed the bids and recommend Comsa Construction, Inc. for the construction project. The project will be funded using federal BIL/ATP/AIP grant funds along with airport and future PFC # 11 funds. Following is the proposed project funding plan:

Terminal/Concourse - Passenger Check Point Improvements – Construction Funding Plan	
Airport Administration (Advertise/Legal)	$ 10,000
Consultant (CA Services)	$ 557,824
Construction (Bid)	$ 9,434,600
Total Estimated Costs	$10,002,424

Federal BIL/ATP/AIP & PFC - Funding Plan		
Federal BIL/ATP/AIP		$ 7,119,821
PFC # 11 Funds		$ 2,382,482
Airport (Ineligible)	5%	$ 500,121
Total Estimated Costs		$ 10,002,424

The Tri-Cities Airport Authority's Legal Counsel will review the Comsa Construction, Inc. contract prior to execution.

Recommendation:

Authorize the Chairman to execute the construction contract with Comsa Construction, Inc. in the amount of $9,434,600 for the Terminal/Concourse - Passenger Check Point Improvements construction project, pending final FAA grant applications approval.

Submitted By: David W. Jones
Chief Operating Officer

Bid Tabulation

Taxiway A Bank Slide Rehabilitation

				Engineers Estimate		Comsa Construction		JA Street & Associates, Inc.	
ITEM	**DESCRIPTION**	**BID QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**BID AMOUNT**	**UNIT PRICE**	**BID AMOUNT**
BASE BID									
A	Terminal Concourse Connector Expansion	1	LS	$50,000.00	$7,219,594.00	$9,200,000.00	$9,200,000.00	$9,729,000.00	$9,729,000.00
				TOTAL BASE BID	$7,219,594.00		$9,200,000.00		$9,729,000.00
UNIT PRICES									
1	Removal of Unsatisfactory Soil and Replacement with Satisfactory Material	500	CY	$150.00	$75,000.00	$148.00	$74,000.00	$62.00	$31,000.00
2	Cutting and Patching of Concrete Slabs-On-Grade (Beyond those required by Plans)	500	SY	$150.00	$75,000.00	$87.00	$43,500.00	$134.00	$67,000.00
3	Miscellaneous Structural Steel, Not Otherwise Indicated	100	LBS	$20.00	$2,000.00	$10.00	$1,000.00	$6.00	$600.00
4	Additional Pier Depth, Including Reinforcement	50	FT	$150.00	$7,500.00	$170.00	$8,500.00	$168.00	$8,400.00
5	Pier Rock Excavation	20	CY	$5,000.00	$100,000.00	$5,380.00	$107,600.00	$5,348.00	$106,960.00
				TOTAL UNIT PRICES	$259,500.00		$234,600.00		$213,960.00
				TOTAL PROJECT COST (BASE BID + UNIT PRICES)	$7,479,094.00		$9,434,600.00		$9,942,960.00

June 18, 2025

Mr. David Jones
Chief Operating Officer
Tri-Cities Airport Authority
2525 Highway 75, Suite 305
Blountville, TN 37617

RE: ***Terminal Concourse Connector Expansion - Award***

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 two bids. Attached is the certified bid tabulation for the bids received, which were publicly opened and read aloud on June 18, 2025, at 2:00 pm. The following is Kimley-Horn's evaluation of the submitted bid and recommendation of contract award:

Bid Evaluation

Upon review of the Bid, no irregularities were found.

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

	Engineer's Estimate	Comsa Construction	JA Street
Bid Bond		5%	5%
Drug Free Affidavit		x	x
Bid Plan and Experience		x	x
DBE Program Requirements (7.16%)		*	*
Buy American		x	x
TOTAL BASE BID	$7,219,594	$9,200,000	$9,729,000
TOTAL UNIT PRICES	$259,500	$234,600	$213,960
TOTAL BASE BID + UNIT PRICES	**$7,479,094**	**$9,434,600**	**$9,942,960**

'* Comsa construction was to get 3.82% DBE participation and JA was not able to get any. Good faith effort was demonstrated to meet the DBE goal.

The low bidder for the project is Comsa Construction. Their total bid amount was 26% above the Engineer's Estimate of Probable Cost. Review of the schedule of values and conversations with bidders indicated that the current pricing market is elevated, possibly due to tariffs or general market uncertainty. The fact that two bids were received and they were within about 5% of one another would suggest these prices to be a reflection of the current market.

Comsa Construction. is very familiar with working at TRI having successfully completed many 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 Comsa Construction in the amount of $9,434,600. If you have any questions, please feel free to contact me.

Sincerely,

Jeff Reilly

Jeff Reilly, P.E.

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Terminal/Concourse - Passenger Check Point Improvements
Award Kimley-Horn Construction Administration Services Agreement

Summary:

The airport completed the Airport Terminal Program (ATP) design/bid services to expand the passenger checkpoint connector between the terminal and concourse areas. The project was advertised with bids received June 18, 2025. Kimley-Horn prepared a construction administration scope of services to perform architectural, structural, civil and mechanical sub-consulting services, attend pre-construction and progress meetings, provide on-site RPR services, pay application analysis, project documentation and as-built close out coordination with funding agencies for $ 557,824. Airport staff and Kimley-Horn will finalize the grant funding application process with the FAA, prior to executing the service agreement. The project will be funded using federal BIL/ATP/AIP grant funds, future PFC and airport funds. Following is the proposed project funding plan:

Terminal/Concourse - Passenger Check Point Improvements – Construction Funding Plan		
Airport Administration (Advertise/Legal)		$ 10,000
Consultant (CA Services)		$ 557,824
Construction (Bid)		$ 9,434,600
Total Estimated Costs		$10,002,424

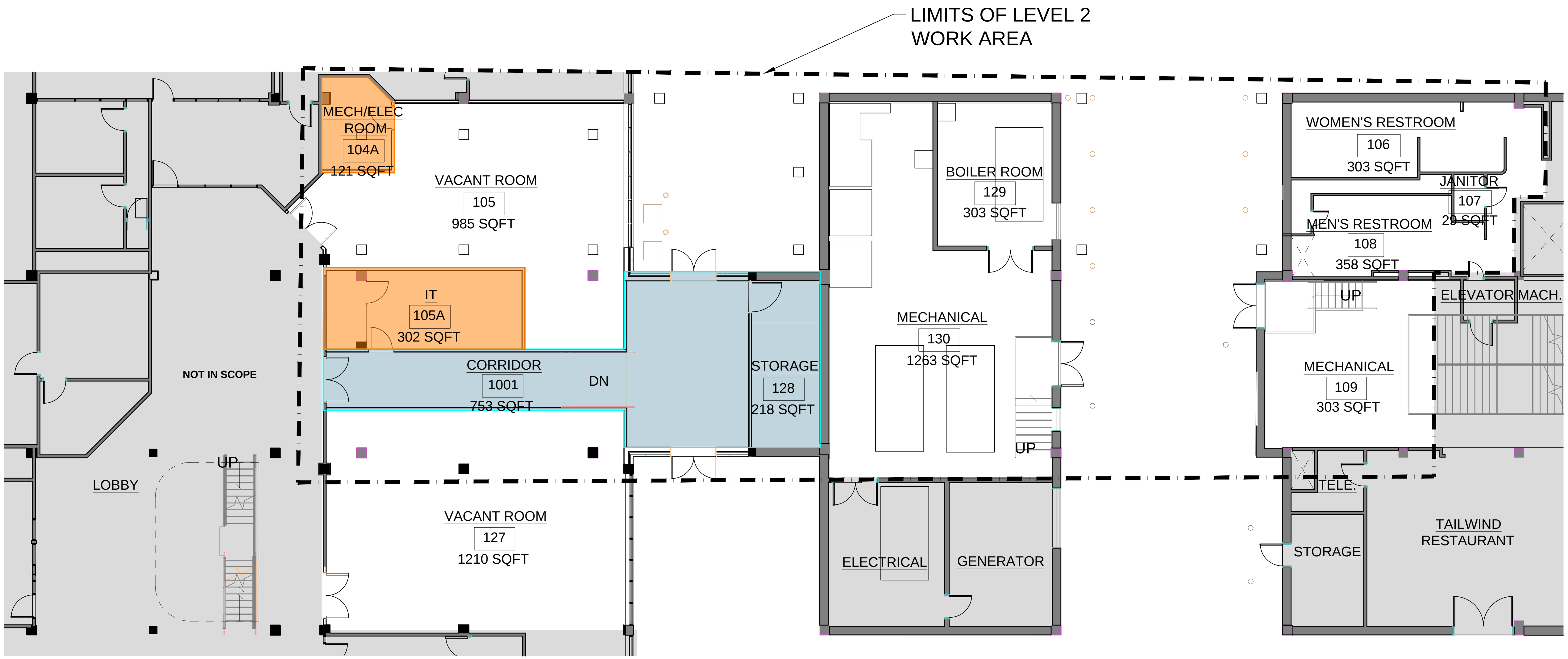
Federal BIL/ATP/AIP & PFC - Funding Plan		
Federal BIL/ATP/AIP		$ 7,119,821
PFC # 11 Funds		$ 2,382,482
Airport (Ineligible)	5%	$ 500,121
Total Estimated Costs		$ 10,002,424

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

Recommendation:

Authorize the Chairman to execute the construction administration services agreement with Kimley-Horn in the amount of $557,824 for the Terminal/Concourse - Passenger Check Point Improvements project, pending final FAA grant applications approval.

Submitted By: David W. Jones
Chief Operating Officer



LEGEND

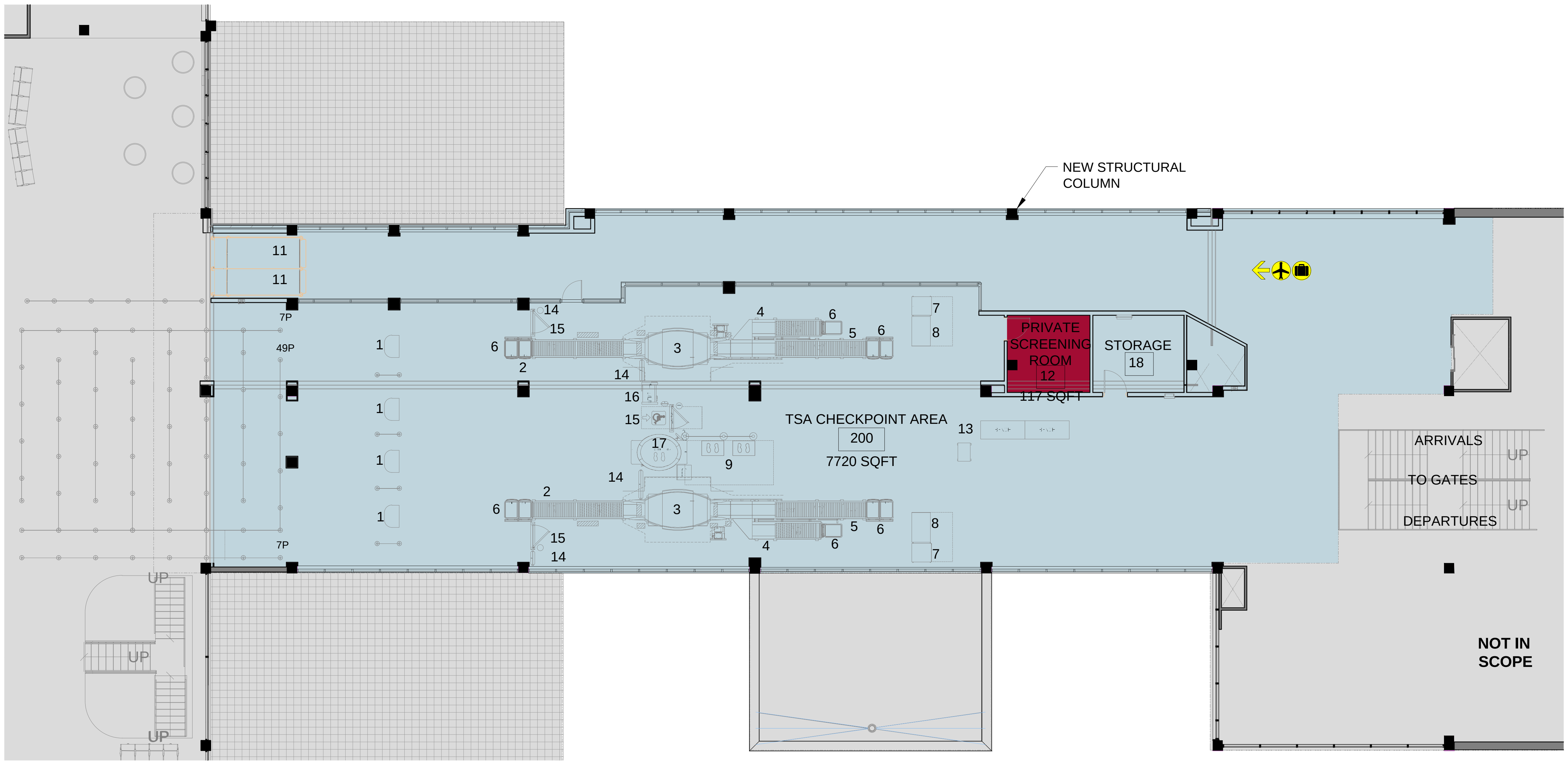
ELIGIBLE - 971 SF

INELIGIBLE - 0 SF

PRORATED - 423 SF

CONCOURSE PASSENGER CHECKPOINT IMPROVEMENTS - LEVEL ONE

Kimley»Horn



EQUIPMENT SCHEDULE

1. PODIUM
2. DIVERST TABLE
3. X-RAY SCANNING SYSTEM
4. DIVIDER ROLLER
5. ROLLERS TABLE
6. BIN CART
7. MOBILE CABINET
8. BAG SEARCH TABLE
9. STANDING MAT
10. QUEUE
11. FLIP FLOW - (EQUIPMENT INELIGIBLE)
12. PRIVATE SCREENING ROOM (INELIGIBLE)
13. COMPOSURE BENCH
14. BARRIER
15. ACCESS GATE
16. WALK THRU METAL DETECTOR
17. ADVANCED IMAGING TECHNOLOGY
18. STORAGE ROOM

LEGEND

- ELIGIBLE - 7,720 SF
- INELIGIBLE - 117 SF
- PRORATED - 0 SF

ELIGIBILITY SUMMARY

TOTAL ELIGIBLE - 8,691 SF (99%)

TOTAL INELIGIBLE - 117 SF (1%)

TOTAL PRORATED - 423 SF

CONCOURSE PASSENGER CHECKPOINT IMPROVEMENTS - LEVEL TWO

Kimley»Horn

TERMINAL CONCOURSE CONNECTOR EXPANSION

Construction Phase Services Scope of Work

Tri-Cities Airport

Blountville, TN

May 27, 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 Terminal Concourse Connector Expansion project (Project). The proposed Project includes widening the existing connecting corridor between the terminal building and the concourse to accommodate sufficient space for a two-lane TSA Passenger Security Screening Checkpoint (SSCP). The expected project scope area is shown in Figures 1 and 2. The widening of the corridor will allow for an improved passenger flow, allow for screening and passage of passengers in wheelchairs, and additional area for passengers post security.

The construction for this project is anticipated to last approximately 365 calendar days and is estimated to start in early October 2025 and will run through September 2026. RPR services are anticipated to vary throughout the project according to critical work milestones. A total of 39 weeks @ 50hours/week equivalent to 1,950 hours has been budgeted.

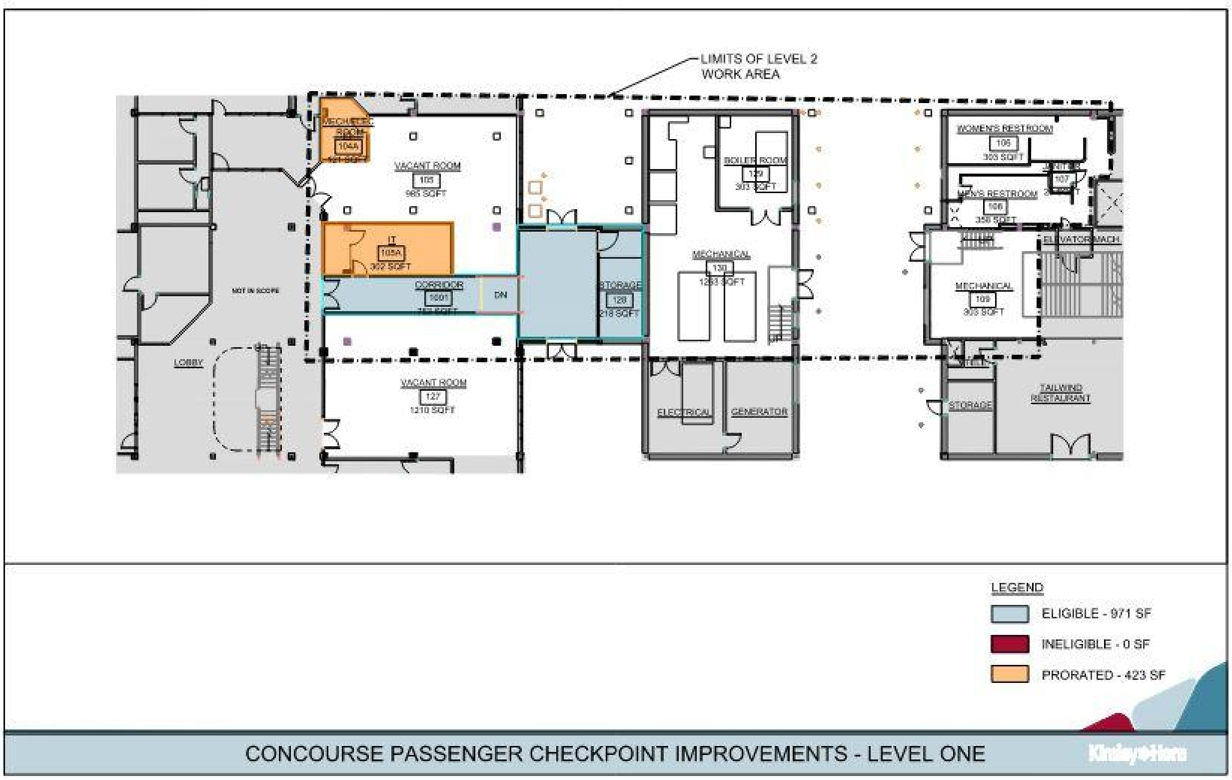


Figure 1 – Project Elements Level One

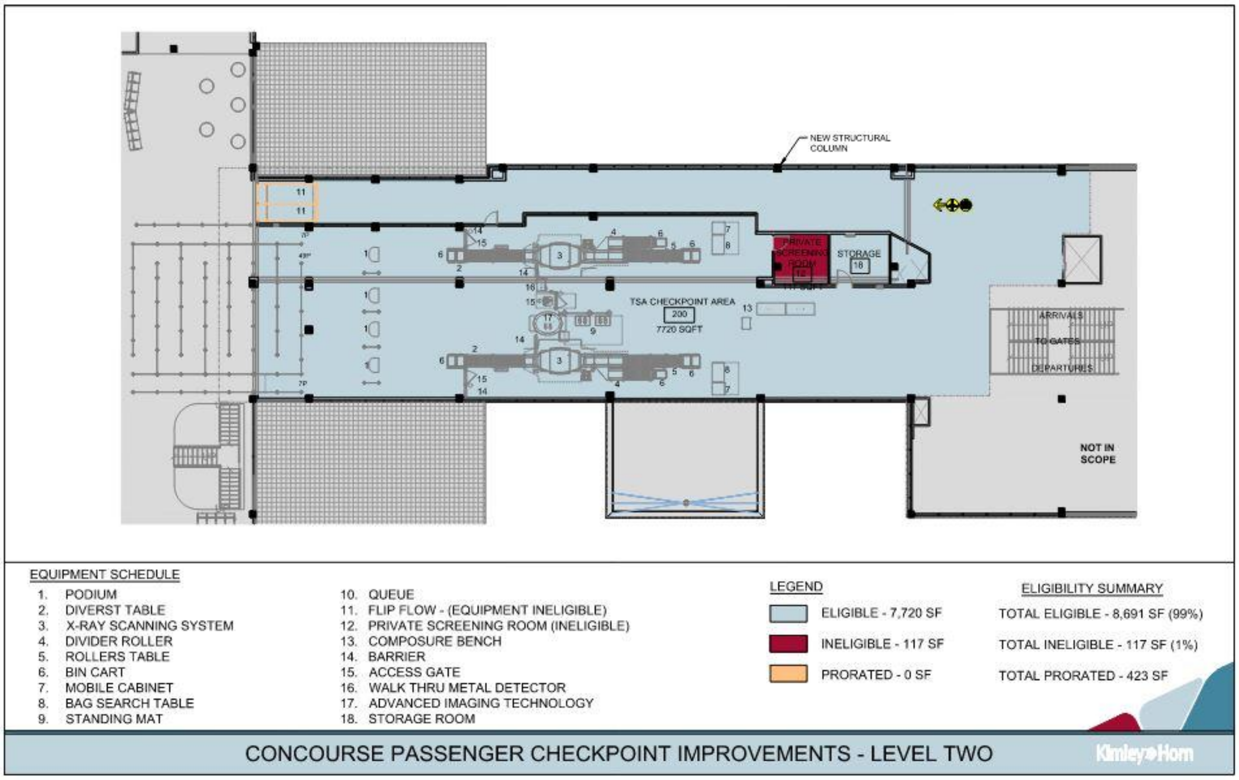


Figure 2 – Project Elements Level Two

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 Subconsultant Support Services

The subconsultant Corgan – Architect will work alongside Kimley-Horn to assist with the Construction Phase as follows:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits (12) at project milestones or as requested by the client.
- Produce site visit reports.
- Attend OAC (Owner Architect Contractor Meetings)
- Participate in value engineering meeting as requested by the client.
- Assist in the review and approval of payment applications and or change orders
- Assist in project close-out

The subconsultant Sykes Consulting – Structural Engineering will provide the following services:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits at project milestones or as requested by the client.
- Produce site visit reports.
- Attend OAC (Owner Architect Contractor Meetings)
- Participate in value engineering meeting as requested by the client.
- Assist in the review and approval of payment applications and or change orders as required.
- Assist in project close-out as required.

The subconsultant Faith Group – Security, IT, Telecom and Audio Visiual will provide the following services:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits at project milestones or as requested by the client.
- Produce site visit reports.
- Attend OAC (Owner Architect Contractor Meetings)
- Participate in value engineering meeting as requested by the client.
- Assist in the review and approval of payment applications and or change orders as required.
- Assist in project close-out as required.

The subconsultant WIN Engineering – Electrical and Fire Alarm will provide the following services:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits at project milestones or as requested by the client.
- Produce site visit reports.
- Attend OAC (Owner Architect Contractor Meetings)
- Participate in value engineering meeting as requested by the client.
- Assist in the review and approval of payment applications and or change orders as required.
- Assist in project close-out as required.

The subconsultant Jones Worley – Signage and Wayfinding will provide the following services:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits at project milestones or as requested by the client.
- Produce site visit reports.
- Assist in project close-out as required.

The subconsultant Kelso-Regen – Mechanical Engineer will provide the following services:

- Assist with the review and approval of submittals.
- Review and respond to contractor questions in the form of RFI's.
- Site visits at project milestones or as requested by the client.
- Produce site visit reports.
- Attend OAC (Owner Architect Contractor Meetings)
- Participate in value engineering meeting as requested by the client.
- Assist in the review and approval of payment applications and or change orders as required.
- Assist in project close-out as required.

Task 1.4 Notice of Award

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

Task 1.5 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 1.6 Bi-Weekly Construction Progress Meetings

The Consultant's Sr. Project Manager and Professional Engineer will coordinate and attend periodic construction progress meetings via teleconference throughout the project. Meetings are anticipated to start in October 2025 and run through September 2026. 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 fity-eight (58) weekly construction progress meetings.

Task 1.7 Periodic Site Visits

The Consultant's Sr. Project Manager and Professional Engineer will make up to twelve (12) 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 1.8 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 1.9 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 100 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 1.10 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 1.11 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 (20) RFI's during the execution of the project.

Task 1.12 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 1.13 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 1.14 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 fourteen (14) contractor pay applications during the execution of the project.

Task 1.15 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 full-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 four weeks after completion. The scope of work includes the following RPR staffing assumptions:

- Full-time RPR for 58 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.

- 10/1/25 Notice to Proceed
- 9/30/26 Estimated Construction Completion
- 12/31/26 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. 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	$ 337,869	LS
Task 2	Project Closeout	$ 28,605	LS
Task 3	Special Services (RPR and QA Testing)	$ 191,350	LS
	Total Contract Fee	$ 557,824	LS

LS: Lump Sum Fee

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)	$7,219,594
Airport Administration (NIC)	$10,000
Construction Phase Services	$557,824
Total Project Costs	$7,787,418

CONSIDER:

Airport - Twy A Bank Slide Rehabilitation
Award Baker Construction Services Contract

Summary:

The airport's Twy A support bank along Highway 75 and Gammon Creek received an earth slide during the Hurricane Helene weather event, requiring rehabilitation. Kimley-Horn completed the design/bid documents, and the project was advertised with one bid received on June 11, 2025, from Baker Construction Services in the amount of $321,324.15. The project work scope includes establishing access to the work site, removal of the bank slide material, placement of geofabric, stone riprap and erosion controls. The FAA ADO was notified and provided guidance for the project's BIL/Airport Infrastructure Grant (AIG) FY25 grant funding up to an amount of and allowed the Twy R sinkhole repair to be included in the grant funding as well. The following is the proposed project funding plan:

Estimated Project Cost Summary Plan		
Administration (Legal/Advertisement)	$	10,000
Engineering Design/Bid/Specialty/CA Services	$	85,630
Twy A Bank Slide Rehab Construction (Bid)	$	321,324
Twy R Sink Hole Rehab (Estimated)	$	250,000
Total Estimated Project	$	666,954

Proposed Project FY25 BIL/AIG and PFC Funding Plan		
Federal BIL/AIG Funds	$	447,539
PFC # 11 Funds	$	219,415
Total Estimated Project	$	666,954

Tri-Cities Airport Authority's Legal Counsel will review Baker Construction Services contracts prior to execution.

Recommendation:

Authorize the Chairman to execute the Twy A Bank Slide Rehabilitation project construction contracts with Baker Construction Services for $321,324.15, pending receipt of FAA grant.

Submitted By: David W. Jones
Chief Operating Officer

Figure 1 – Project Limits

Kimley»Horn

June 11, 2025

Mr. David Jones
Chief Operating Officer
Tri-Cities Airport Authority
2525 Highway 75, Suite 305
Blountville, TN 37617

RE: ***Taxiway A Bank Slide Rehabilitation***

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 June 11, 2025, at 2:30 pm. The following is Kimley-Horn's evaluation of the submitted bid and recommendation of contract award:

Bid Evaluation

<u>Baker's Construction Services</u>

Upon review of the Bid, no irregularities were found.

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

	Engineer's Estimate	**Baker's Construction Services**
Bid Bond		5%
Drug Free Affidavit		x
Bid Plan and Experience		x
DBE Program Requirements (7.16%)		x
Buy American		x
TOTAL PROJECT BID RESULTS		
	$281,970	$321,324.15

The low bidder for the project is Baker's Construction Services, Inc. Their total bid amount was 14% 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 in the cost to haul material off and to bring in riprap materials. The fact that the site is extremely difficult to access explains this variability.

Baker's Construction Services, Inc. is very familiar with working at TRI having successfully completed several 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 Baker's Construction Services, Inc. in the amount of $321,324.15. If you have any questions, please feel free to contact me.

Sincerely,

Jeff Reilly

Jeff Reilly, P.E.

TRI-CITIES AIRPORT
Taxiway A Bank Slide Rehabilitation

Bid Date: June 11, 2025 @ 2:30pm

BIDDERS	TN LIC#	ADDENDA			BID BOND	DRUG FREE AFFIDAVIT	BID PLAN	DBE (7.16%)	Buy American	TOTAL BASE BID
		N/A								
Baker's Construction Services	#28828				X	X	X	X	X	$321,324.15
Summers-Taylor, Inc.										Did not submit
Cleary Construction, Inc.										Did not submit

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Public Safety Department – Record Management System (RMS)
Award Watson by DataDriven Services Agreement

Summary:

The Tri-Cities Airport Public Safety Department currently follows various reporting procedures depending on the nature of each incident. At present, all reports are completed manually and stored in physical files. Additionally, the department does not have immediate access to OMV or criminal records databases. These limitations negatively impact operational efficiency and effectiveness.

To address these challenges, the department is seeking to implement a digital records management system. DataDriven has submitted a proposal totaling $31,863.55 for the deployment of the "Watson" law enforcement digital records management system. This system will provide state-certified digital reporting, real-time access to OMV and criminal records, and FBI-certified cloud-based data security.

As part of the implementation, the airport will supply mobile phones, protective cases, and thermal printers to support the use of the new system in the field.

Following is the proposed project funding plan:

<u>Public Safety Department – Record Management System (RMS) – Funding Plan</u>
<u>FY 2026 - Miscellaneous Capital</u>

Watson by DataDriven Start Up	$ 31,863.55
Equipment	$ 3,113.96
Initial Training	$ 3,000.00
Total Estimated Costs	$ 37,977.51

<u>Public Safety Department – Record Management System (RMS) – Funding Plan</u>
<u>FY 2026 – Annual Operating Budget</u>

Annual Operating Fee	$ 4,244.55
Wireless Phone Service Fee	$ 5,880.00
TIES Recertification Fee	$ 1,300.00
Total Estimated Costs	$ 11,424.55

Recommendation:

Authorize the President/CEO to proceed with the Watson by DataDriven, Public Safety Department – Record Management System (RMS) agreement for a set up amount of $ 37,977.51 and a recurring annual amount of $ 11,424.55.

Submitted By: Denton Hall
Chief of Public Safety

Public Safety Record Management System (RMS) Proposal

TRI

TRI-CITIES AIRPORT

Introduction

The Tri-Cities Airport Public Safety Department currently relies on a handwritten process for documenting incidents related to law enforcement, ARFF, EMS, and hazardous materials. Once an officer completes a report, it goes through a two-step review by a Public Safety supervisor. The supervisor checks for accuracy and grammar. If any errors are found, the report is returned to the officer for corrections. Once corrected, the supervisor scans the report into a computer and files the physical copy. Furthermore, all Department of Motor Vehicle (DMV) and National Crime Information Center (NCIC) checks are conducted by Airport Public Safety dispatch by contacting Sullivan County Sheriff's dispatch. The information is relayed to Sullivan County, which then returns the results to Airport Public Safety dispatch, who in turn relay it to the responding Airport Public Safety Officer.

The TCAA Public Safety Departments implementation of a digital Records Management System (RMS) would address these issues. The RMS validates each incident prior to submission to ensure full state and departmental compliance. The RMS also provides Airport Public Safety Officers with instant access to NCIC and DMV records, enabling them to complete tasks more efficiently and quickly.

Current Issues

The current manual records management system presents several challenges that hinder the effectiveness and efficiency of the Tri-Cities Airport Public Safety Department. In addition to these inefficiencies, the system lacks the ability to provide rapid and up-to-date access to information, as offered by modern record management systems. The issues associated with the current manual system include, but are not limited to:

Challenges with Current Paper-Based Reporting System

- **Time-consuming:** Airport Public Safety Officers often cannot complete reports at the scene.
- **Manual review process:** Supervisors must check for legibility, completeness, and accuracy.
- **Inefficiencies:** Back-and-forth corrections delay filing and distribution of reports.

Limitations in Access to NCIC and DMV Records

- **No direct access:** Officers must request information through third-party channels.
- **Routine tasks delayed:** Includes vehicle registrations, driver's licenses, warrants, and stolen property checks.
- **Supervisory dependency:** Background checks and annual license verifications also rely on these third-party requests.
- **Safety and liability risks:** Delays and outdated information can compromise officer safety and legal compliance.

Benefits of Implementing a Records Management System (RMS)

- **Automated grammar and completeness checks:** Ensures all required fields are filled before submission.

- **Instant supervisor notification:** Supervisors are alerted immediately when a report is submitted.
- **Quick revisions:** Reports can be returned to officers for edits as easily as sending a text message.
- **Improved efficiency:** Streamlines the entire reporting process compared to the current paper method.
- **Enhanced Officer Safety**: Instant access to criminal and vehicle records allows officers to quickly assess potential risks, ensuring they are better prepared when interacting with individuals.
- **Improved Efficiency**: Officers can perform record checks on the spot, eliminating delays associated with third-party requests and reducing the time spent waiting for information.
- **Faster Decision-Making**: Real-time data allows officers to make more informed decisions quickly, whether it's determining the status of a suspect or verifying information in the field.
- **Accuracy and Reliability**: Direct access to updated records minimizes the risk of relying on outdated or incomplete information, which could lead to mistakes or missed opportunities for investigation.
- **Increased Productivity**: With instant access to critical records, officers can spend less time on administrative tasks and more time focusing on enforcement and community safety.
- **Supports Investigations**: Having immediate access to records helps officers identify connections between individuals and ongoing investigations, facilitating quicker follow-up actions.
- **Reduced Administrative Burden**: Officers are less dependent on supervisors or other departments for information retrieval, allowing for smoother operations and quicker resolutions.
- **Better Resource Allocation**: Instant access allows officers to prioritize their actions based on the information gathered, leading to more effective resource deployment in the field.

Time comparison examples of pen to paper vs. digital reports.
Information from Kingsport Police Department and Bluff City Police Department who are using Watson RMS.

	Pen to Paper	Digital
Arrest Report:	1 hour	25 minutes
Crash report (no injury):	1 hour	20 Minutes
Crash report (injuries)	1 ½ hours	25 Minutes
Traffic Citation	15 Minutes	5 Minutes
Tow Record	15 Minutes	5 Minutes

Alternative Solutions

TCAA Public Safety has identified three alternative options for a Records Management System.

1. Continue using the manual system. While it is possible to persist with the manual records management system, the limitations outlined above make this option impractical.

2. Zuercher by Central Square is another Digital Records Management System (RMS) used by several Sheriff's Offices in Tennessee, primarily for its jail records management capabilities. This system is a more expensive option and offers functionality that exceeds the needs and scope of the airport public safety requirements.

3. Watson by DataDriven is a Records Management System (RMS) that customizes its software to meet the department's needs, offering features such as tailored reports, instant error notifications, cloud-based storage, and real-time access to NCIC and DMV records.

System	Upfront Cost	Yearly Cost
Current Method	While there is no financial cost, the cost of the manual system is in the loss of efficiency and effectiveness.	
Zuercher by Central Square	$58,853.00	$12,357.00 w/ 1.5% yearly increase
Watson by DataDriven	$31,863.55	$4,244.55

Proposed Solution

Transitioning from pen-and-paper reports to digital reporting provides several benefits in multiple aspects of the reporting process.

The 'Watson' Field Reporting Suite is a product of DataDriven. A robust records management system (RMS) offers numerous advantages for law enforcement agencies, significantly enhancing their efficiency, effectiveness, and accountability. Watson is used by over 8,000 police officers in Tennessee, including the vast majority in the Tri-Cities area. Here are some key benefits:

Efficiency and Time Savings:

- **Faster Data Entry:** Digital systems often allow for quicker data input through dropdown menus, checkboxes, and automated fields, reducing the time spent writing.
- **Quicker Report Generation:** Digital systems can compile data and generate reports much faster than manually assembling paper-based reports.
- **Real-time Updates:** Digital reports can provide real-time insights and status updates.
- **Streamlined Workflows:** Digital reporting can automate routing, approvals, and notifications, streamlining overall processes.
- **Centralized Data Storage:** An RMS consolidates all critical information—incident reports, arrest records, evidence documentation, etc. into a single, easily accessible database. This eliminates the need for scattered paper files and streamlines data retrieval.
- **Faster Information Retrieval:** Digital databases enable quick and efficient searches, allowing officers to access crucial information in real-time, which is essential during investigations and emergencies.

Accuracy and Reduced Errors:

- **Legibility:** Digital entries eliminate issues with illegible handwriting, and grammatical errors ensuring data accuracy.
- **Data Validation:** Many digital systems include built-in validation rules to prevent incorrect or incomplete data entry.
- **Reduced Transcription Errors:** Eliminating the need to transcribe handwritten notes into a digital format minimizes errors.
- **Version Control:** Digital systems maintain a clear history of changes, preventing confusion and errors associated with multiple paper versions.

Accessibility and Organization:

- **Centralized Storage:** Digital reports are stored in a central database or cloud, making them easily accessible to authorized personnel from any location with an internet connection.
- **Easy Retrieval:** Digital files can be quickly searched, filtered, and retrieved, saving time and effort compared to sifting through paper files.
- **Improved Organization:** Digital systems allow for structured organization of reports with tagging, categorization, and indexing.

Cost Savings:

- **Reduced Paper and Printing Costs:** Eliminating paper reports significantly reduces expenses on paper, ink, toner, printing equipment, and maintenance.
- **Lower Storage Costs:** Digital storage reduces the need for physical filing cabinets and storage space.
- **Reduced Labor Costs:** Automation and efficiency gains can free up employee time for more valuable tasks.

Enhanced Efficiency and Organization:

- **Centralized Data Storage:** An RMS consolidates all critical information—incident reports, arrest records, evidence documentation, etc. into a single, easily accessible database. This eliminates the need for scattered paper files and streamlines data retrieval.
- **Faster Information Retrieval:** Digital databases enable quick and efficient searches, allowing officers to access crucial information in real-time, which is essential during investigations and emergencies.

Improved Investigative Capabilities:

- **Data Analysis and Crime Pattern Identification:** RMS software often includes analytical tools that can identify crime patterns, hotspots, and trends. This data helps agencies allocate resources effectively and implement proactive policing strategies.
- **Enhanced Information Sharing:** RMS facilitates seamless information sharing between different units, agencies, and jurisdictions, promoting collaboration and improving investigative outcomes.
- **Evidence Management:** Modern RMS solutions include features for tracking the chain of custody of evidence, ensuring its integrity and admissibility in court.
- **Instant DMV/NCIC Records:** Driver’s license, vehicle registration, stolen property notices, local, state, and federal warrants are instantly available in the officers’ hands. This provides

faster, more accurate information that is vital for the officers' safety and liability as well as less time spent on the call.

Increased Accountability and Transparency:

- **Accurate Record Keeping:** Digital records are less susceptible to errors, loss, or tampering, ensuring the accuracy and reliability of information.
- **Audit Trails:** RMS systems maintain audit trails, documenting every access and modification of records, which enhances accountability and transparency.
- **Compliance with Legal Requirements:** RMS helps agencies comply with legal requirements related to data retention, access, and privacy.

Improved Resource Management:

- **Resource Allocation:** By analyzing crime data, law enforcement can more effectively allocate their resources to the areas that need them most.
- **Tracking Assets:** RMS systems can also be used to track department assets, equipment, and personnel assignments.

In essence, a well-implemented RMS is a vital tool for modern law enforcement, enabling agencies to operate more efficiently, effectively, and transparently.

Certification/Recertification

Airport Public Safety Officers will attend a Tennessee Information Enforcement System (TIES) class. This 8-hour course will certify each officer using the DMV and NCIC systems within the Watson RMS.

Annual recertification for TIES access will be required. Recertification classes, which last approximately 4 hours, will be conducted via virtual training and incorporated into the yearly in-service training.

An in-house administrator will receive training from the Tennessee Bureau of Investigation (TBI) to oversee recertification training and manage the Watson system.

Implementation

Airport Public Safety Officers will undergo in-person training from DataDriven on how to navigate and use the Watson RMS system. Following this, each officer will be assigned a CJIS-compliant cell phone with their Watson login credentials for official use. These phones, provided through Verizon Wireless, are offered at no cost including free upgrades. To maintain CJIS compliance, each officer must have a dedicated cell phone, linking the telephone number and IP address to their Watson login. Additionally, thermal printers will be installed in patrol vehicles for printing traffic and parking citations, SIDA violations, or warnings to third parties. These Bluetooth-enabled printers can be removed from the vehicle for portable use.

Accessibility and Security

The Watson Cloud services provide all server hardware, storage, backup, software and hardware maintenance, and internet requirements for the Watson client applications as well as secure agency access to the Watson web-based application for report inquiry, printing, exports and software administration. Watson Cloud servers are housed in the National Law Enforcement Telecommunications System (Nlets) NOVA domain for law enforcement. To remain ahead of the curve with global security standards, Nova is compliant with even the most stringent FBI-CJIS policies, standards, and guidelines. The myriad of protective measures includes intrusion detection systems, multi-factor authentication for data center access and 24/7 monitoring.

Airport Public Safety Officers will be issued CJIS-compliant cell phones with two-factor authentication to securely access the Watson RMS.

Pricing

Watson Cloud-based RMS

Includes: Incident, Arrest, Memos, Crash Reporting, Ticketing, Master Records, and State Exports

No of Users	14
No of Custom Reports	0
Modification Hours	0
Ticket only license	

	Included	Per User	Total	Annual Fees
	x	$637.00	$8,918.00	$0.00
Incident	x	$403.00	$5,642.00	$0.00
Crash Reporting	x	$288.00	$4,032.00	$0.00
Ticketing	x	$173.00	$2,422.00	$0.00
Mobile CAD Client		$0.00	$0.00	$0.00
DMV/NCIC Inquiry	x	$115.00	$1,610.00	$0.00
Property & Evidence		$173.00	$0.00	$0.00
Cloud Services **	x	$165.60	$2,318.40	$2,318.40
Custom Reports		$1,000.00	$0.00	$0.00
Report Modification		$150.00	$0.00	$0.00
Jurisdiction Setup	x		$2,995.00	
Installation and Training	x		$2,000.00	
Additional Exports				$0.00
State TIBRS Export	x	6.65/mo (first 5 users) $1.95/user	$609.60	$609.60
State TITAN Export	x	4.25/mo (first 5 users) $1.25/mo/user	$390.00	$390.00
State TIES Query Access	x	13.95/mo (first 5 users) $9.95/user	$926.55	$926.55
Total Cost			$31,863.55	$4,244.55

* - The above pricing is valid for 180 days beginning on 1/3/2025.

Upfront Costs

Item Requested	Amount Requested	Cost Each	Total Cost
Watson Start up	1	$31,863.55	$31,863.55
CJIS Compliant Cell Phone	14	$0	$0
Bluetooth Thermal Printer	4	$663.99	$2,665.96
Mobile Phone Case	14	$32.00	$448.00
Initial TIES Training	14	$185.71 (Overtime pay)	$2,600.00 (Overtime Pay)
TIES Administrator Training	1	$400.00	$400.00
			Total Cost: $37,977.55

Yearly Costs

Item Requested	Amount Requested	Cost Each	Total Cost for Each Item
Watson Annual Fee	1	$4,244.55	$4,244.55
Wireless Phone Plan	14	$35.00 (per month)	$5,880.00
TIES Recertification	14	$100.00 (Overtime pay)	$1,300.00 (Overtime pay)
			Total Cost: $11,424.55

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Concourse – Gate 4 Passenger Boarding Bridge
Award Kimley-Horn Design/Bid Services Agreement

Summary:

To accommodate passengers and future growth, the airport included a new Concourse Gate 4 Passenger Boarding Bridge in the approved Passenger Facility Charge (PFC 10) application. Kimley-Horn prepared a design/bid scope of services to perform the design/bid services to include design progress meetings with staff, data collection, design project management, air carrier apron field surveys, geotechnical investigations, FAA coordination with Form 7460 and ALP revisions, design and bid document preparation, bid review and recommendation for $139,220. The project will be funded using previously approved Passenger Facility Charge (PFC) funds. Following is the proposed project funding plan:

Concourse Gate 4 Passenger Boarding Bridge - Funding Plan		
Airport Administration (Advertise/Legal)		$ 10,000
Consultant (Design/Bid Services)		$ 139,220
Construction (Estimated)		$ 1,750,000
Total Estimated Costs		$ 1,899,220
Passenger Facility Charges - Funding Plan		
PFC # 10 Funds	100%	$ 1,899,220
Total Estimated Costs		$ 1,899,220

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

Recommendation:

Authorize the Chairman to execute the design/bid services agreement with Kimley-Horn in the amount of $139,220 for the Concourse – Gate 4 Passenger Boarding Bridge project.

Submitted By: David W. Jones
Chief Operating Officer

GATE 4 PASSENGER BOARDING BRIDGE

Design and Bid Phase Servies Scope of Work

Tri-Cities Airport

Blountville, TN

June 4, 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 design and bidding services associated with the Gate 4 Passenger Boarding Bridge (Project). The proposed Project consists of planning, design, and bid for the construction of a new passenger boarding bridge for Gate 4 at the Tri-Cities Airport.

Exhibit 2

Project Scope of Services

Task 1 Project Initiation

The Project Initiation Task consists of those services that are necessary to facilitate the design of this Project. Specific tasks consist of the following:

Task 1.1 Project Kick-Off and Coordination

The Consultant's Sr. Project Manager and Professional Engineer will coordinate and attend one (1) kickoff meeting at TRI. The meeting shall gather information regarding the Project such as existing as-built drawings, existing reports, and any known issues. Project-specific items will also be gathered such as Project constraints, staging area, access, phasing concerns, etc. The Consultant will prepare and distribute meeting minutes.

Task 1.2 Data Collection

The Consultant will review the available record drawings and reports and will compile existing data to determine the extent to which additional data collection is needed for the Project.

Task 1.3 Project Management

The Consultant will provide for the administration of the contract, the development of a project schedule, resource allocation, and the development of documentation needed for the successful workflow for the Project. Project Management under this task shall also consist of getting subconsultants under contract and establishing project administrative controls and reporting to be used for the duration of the Project.

Task 1.4 Topographic Survey

The Consultant's surveyor will perform a topographic survey of the Project limits. The Consultant's Sr. Project Manager will coordinate access requirements and operational restrictions between the surveyor and Airport Operations. The Consultant will also review the survey to check that the survey is complete. Once finalized, the Consultant will deliver to the Owner an electronic version of the signed/sealed survey in both PDF and CAD formats, for Airport reference. The Consultant will also incorporate the survey CAD file into the airport's existing base files.

Task 1.5 Geotechnical Investigation

The Consultant's geotechnical engineer will perform a geotechnical investigation of the Project limits in accordance with FAA Advisory Circular recommendations. The Consultant's Sr. Project Manager will coordinate access requirements and operational restrictions between the geotechnical engineer and Airport Operations. The Consultant will also review the geotechnical report to check that the investigation is complete. Once finalized, the Consultant will deliver to the Owner an electronic version of the geotechnical report, for Airport reference.

Task 2 Gate Planning

The Gate Planning milestone will consist of the following tasks:

Task 2.1 Base File and Project Template Development

The Consultant will develop base files and project specific templates to be utilized throughout the design and production of the project.

Task 2.2 Development of Design Criteria

The Consultant will research and document applicable design criteria to be used during the design including the finalizing of the fleet mix and passenger boarding bridge requirements and features to be utilized for the project. The fleet mix shall be provided by the Owner.

Task 2.3 Concept Plans

The Consultant will develop up to three (3) concepts of the horizontal geometry plan. The Concept will include aircraft parking layouts and maneuvers for each of the impacted gates around the concourse.

- Geometry Plan (3 pages)
- Marking Plan (3 pages)
- Typical Sections (3 pages)

Task 2.4 Opinion of Probably Construction Costs (OPCC)

The Consultant will develop a Concept OPCC for each of the concepts.

Task 2.5 Internal Quality Control Review

The Consultant will conduct an in-house quality control review. The quality control review will include engineers with no involvement in the Project who will be matched to their specific expertise to review the Project efficiently. Bluebeam software will be used to gather all comments in one central location. This information will be kept for records.

Task 2.6 Document Distribution

The Consultant will coordinate, prepare for, and attend a Conceptual Progress Meeting. This meeting is anticipated to be at the Tri-Cities Airport. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 2.7 Design Progress Meeting

The Consultant will coordinate, prepare for, and attend a Conceptual Progress Meeting. This meeting is anticipated to be via teleconference. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 2.8 Project Management

The Consultant will provide project management services including scheduling, resource allocation, project monitoring, and control for the development of Conceptual documents. The Consultant will also provide the Owner with updates on the Project's status.

Task 3 60% Design

The 60% design milestone will consist of the following tasks:

Task 3.1 Comment Resolution

The Consultant will review and respond to comments received from the Conceptual submittal and incorporate those into the 60% Design as applicable.

Task 3.2 Design Plans

The Consultant will prepare 60% contract drawings for the proposed Project. An approximation of the anticipated plan set is as follows:

- Title Sheet (1 page)
- Index of Drawings (1 page)

- General Notes (1 page)
- Project Layout Plan (1 page)
- Construction Safety and Phasing Plan (1 page)
- Safety Details (1 pages)
- Existing Conditions Plan (1 pages)
- Demolition Plan (1 pages)
- Site Plan (1 pages)
- Elevation Plan (1 pages)
- Marking Plan (1 pages)
- Typical Sections (1 pages)
- Electrical Layout Plan (1 pages)

Task 3.3 Project Manual

The Consultant will provide technical specifications.

Task 3.4 Opinion of Probable Construction Costs (OPCC)

The Consultant will develop a 60% OPCC.

Task 3.5 Engineer's Report

The Consultant will prepare 60% updates to the engineer's design report that includes findings from the data collection and site visits, horizontal geometrics, vertical geometrics, electrical and NAVAID impacts, pavement markings, utility adjustments, any modifications of standards, expected technical specifications, and OPCC.

Task 3.6 Construction and Safety Phasing Plan (CSPP)

The Consultant will prepare a draft CSPP in conformance with FAA Advisory Circular 150/5370-2, Operational Safety on Airports during Construction, latest edition.

Task 3.7 Internal Quality Control Review

The Consultant will conduct an in-house quality control review. The quality control review will include engineers with no involvement in the Project who will be matched to their specific expertise to review the Project efficiently. Bluebeam software will be used to gather all comments in one central location. This information will be kept for records.

Task 3.8 Document Distribution

The Consultant will coordinate, prepare for, and attend a 60% Design Progress Meeting. This meeting is anticipated to be at the Tri-Cities Airport. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 3.9 Design Progress Meeting

The Consultant will coordinate, prepare for, and attend a 60% Design Progress Meeting. This meeting is anticipated to be via teleconference. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 3.10 Project Management

The Consultant will provide project management services including scheduling, resource allocation, project monitoring, and control for the development of 60% documents. The Consultant will also provide the Owner with updates on the Project's status.

Task 4 100% Design

The 100% design milestone will consist of the following tasks:

Task 4.1 Comment Resolution

The Consultant will review and respond to comments received from the 60% submittal and incorporate those into the 100% Design as applicable.

Task 4.2 Design Plans

The Consultant will prepare 100% contract drawings for the proposed Project. An approximation of the anticipated plan set is as follows:

- Title Sheet (1 page)
- Index of Drawings (1 page)
- General Notes (1 page)
- Project Layout Plan (1 page)
- Construction Safety and Phasing Plan (1 page)
- Safety Details (1 pages)
- Existing Conditions Plan (1 pages)
- Demolition Plan (1 pages)
- Site Plan (1 pages)
- Elevation Plan (1 pages)
- Marking Plan (1 pages)
- Typical Sections (1 pages)
- Electrical Layout Plan (1 pages)
- Paving Details (1 pages)
- Marking Details (1 pages)
- Utility Details (1 pages)
- Structural Details (1 pages)
- Baggage Cart Garage Details (2 pages)

Task 4.3 Project Manual

The Consultant will provide technical specifications.

Task 4.4 Opinion of Probable Construction Costs (OPCC)

The Consultant will develop a 100% OPCC.

Task 4.5 Engineer's Report

The Consultant will prepare 100% updates to the engineer's design report that includes findings from the data collection and site visits, horizontal geometrics, vertical geometrics, electrical and NAVAID impacts, pavement markings, utility adjustments, any modifications of standards, expected technical specifications, and OPCC.

Task 4.6 Construction and Safety Phasing Plan (CSPP)

The Consultant will finalize the CSPP in conformance with FAA Advisory Circular 150/5370-2, Operational Safety on Airports during Construction (latest edition) and submit it to the FAA for review and approval.

Task 4.7 FAA Form 7460

The Consultant will prepare an FAA Form 7460 with supporting documentation for the Project construction and shall submit it to the FAA for review and approval.

Task 4.8 Internal Quality Control Review

The Consultant will conduct an in-house quality control review. The quality control review will include engineers with no involvement in the Project who will be matched to their specific expertise to review the Project efficiently. Bluebeam software will be used to gather all comments in one central location. This information will be kept for records.

Task 4.9 Document Distribution

The Consultant will coordinate, prepare for, and attend a 100% Design Progress Meeting. This meeting is anticipated to be at the Tri-Cities Airport. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 4.10 Design Progress Meeting

The Consultant will coordinate, prepare for, and attend a100% Design Progress Meeting. This meeting is anticipated to be via teleconference. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 4.11 Project Management

The Consultant will provide project management services including scheduling, resource allocation, project monitoring, and control for the development of 100% documents. The Consultant will also provide the Owner with updates on the Project's status.

Task 5 Bid Phase Services

The bid phase services will consist of the following tasks:

Task 5.1 Preparation of Bid Advertisement

The Consultant will prepare an advertisement for bidders for TRI to issue to preferred media.

Task 5.2 Pre-Bid Conference

The Consultant will coordinate, prepare for, and attend a Pre-Bid Conference. This meeting is anticipated to be at the Tri-Cities Airport. The Consultant will prepare and distribute meeting minutes. The Sr. Project Manager and Professional Engineer will attend.

Task 5.3 Answer Questions and Prepare Addenda

The Consultant will assist TRI in answering questions from bidders during the bid period and will issue required addenda to revise plans, specifications, and other contract documents to provide clarifications, correct discrepancies, or correct errors and/or omissions.

Task 5.4 Bid Analysis and Award

The Consultant will collect the bids received and review them for accuracy, completeness, errors, omissions, and DBE participation requirements. The Consultant will call contractor references as appropriate, tabulate the bid results, and prepare a recommendation of award letter.

Task 5.5 Project Management

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

Exhibit 3

Project Schedule

The Consultant will complete the services listed above upon a mutually agreed upon schedule. Below is a draft schedule based on an 7/1/2025 Notice to Proceed (NTP) and the assumptions outlined below. Upon receipt of the fully executed contract, The Consultant will commence the services outlined in Exhibit 2.

- 7/1/25 Notice to Proceed
- 7/16/25 Kickoff Meeting
- 8/27/25 Concept Design Review
- 10/29/25 60% Design Review
- 1/14/26 100% Design Review
- 1/28/26 Advertise
- 3/4/26 Open Bids

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. 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	Project Initiation (w/ Survey and Geotech)	$ 19,106.00	LS
Task 2	Gate Planning	$ 20,796.00	LS
Task 3	60% Design	$ 42,486.00	LS
Task 4	100% Design	$ 46,696.00	LS
Task 5	Bid Phase Services	$ 10,136.00	LS
	Total Lump Sum Fee	$ 139,220.00	LS

LS: Lump Sum Fee

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope as requested by the Client, will be considered Additional Services and may be performed at our then-current hourly rates. Additional Services the Consultant can provide include, but are not limited to, the following:

- Environmental permitting
- Construction phase services
- Permitting fees
- Advertisement fees
- Safety Risk Management (SRM) Panel
- Other services as requested by the Client

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. See Attachment B for a breakdown of costs.

Opinion of Probable Construction Costs	$1,750,000.00
Airport Administration	$10,000.00
Design Phase Services	$139,220.00
Construction Phase Services (Estimated, Not in Contract (NIC)	$110,000.00
Total Project Costs	$2,009,220.00

ATTACHMENT A

Breakdown of Costs - Design Phase Services

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional I	Staff Engineer	Engineering Tech II	Engineering Tech I	Clerical	TOTAL
Task 1 Project Initiation									
Task 1.1	**Project Kick-Off and Coordination**		8	8					16
Task 1.2	**Data Collection**		4	8					12
Task 1.3	**Project Management**		8						8
Task 1.4	**Topographic Survey**		1	4					5
Task 1.5	**Geotechnical Investigation**		1	4					5
									0
	TOTAL HOURS	0	22	24	0	0	0	0	46
	BURDENED RATE	$ 280.00	$ 250.00	$ 160.00	$ 140.00	$ 120.00	$ 110.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$5,500	$3,840	$0	$0	$0	$0	$9,340
	OTHER DIRECT NON-SALARY COSTS								
	SPECIALTY SUBCONSULTANTS								
	Task 1.4 Thompson and Litton - Survey								$5,000
	Task 1.5 Foundation Systems - Geotechnical Investigation								$2,500
	TOTAL SPECIALTY SUBCONSULTANTS								$8,250
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	Kick-Off Mtg (1)	2	2		$600	$240	$436	$240	$1,516
									$0
								Total	$1,516
	TOTAL ODC's								$9,766
	Total Proposed Lump Sum Fee for:	**Task 1 Project Initiation**							**$19,106**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional I	Staff Engineer	Engineering Tech II	Engineering Tech I	Clerical	TOTAL
Task 2 Gate Planning									
Task 2.1	**Base File and Project Template Development**			2		8			10
Task 2.2	**Development of Design Criteria**		2	6					8
Task 2.3	**Concept Plans**								0
	Geometry Plan (3 pages)		1	8		16			25
	Marking Plan (3 Pages)		1	8		16			25
	Typical Sections		1	6		8			15
Task 2.4	**Opinion of Probable Construction Cost (OPCC)**		1	6		8			15
Task 2.5	**Internal Quality Control**			8					8
Task 2.6	**Document Distribution**			2		8			10
Task 2.7	**Design Progress Meeting**		4	4					8
Task 2.8	**Project Management**		8						8
									0
	TOTAL HOURS	0	18	50	0	64	0	0	132
	BURDENED RATE	$ 280.00	$ 250.00	$ 160.00	$ 140.00	$ 120.00	$ 110.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$4,500	$8,000	$0	$7,680	$0	$0	$20,180
	OTHER DIRECT NON-SALARY COSTS								
	SPECIALTY SUBCONSULTANTS								
	TOTAL SPECIALTY SUBCONSULTANTS								$0
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	Progress Mtg (1)	2	1			$120	$436	$60	$616
									$0
								Total	$616
	TOTAL ODC's								$616
	Total Proposed Lump Sum Fee for:	**Task 2 Gate Planning**							**$20,796**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional I	Staff Engineer	Engineering Tech II	Engineering Tech I	Clerical	TOTAL
Task 3 60% Design									
Task 3.1	**Comment Resolution**			4		8			12
Task 3.2	**Design Plans**								0
	Title Sheet		1			6			7
	Index of Drawings		1	2		8			11
	General Notes		1	2		8			11
	Project Layout Plan		2	4		8			14
	Construction Safety and Phasing Plan		2	6		12			20
	Safety Details		1	2		6			9
	Existing Conditions Plan		1	2		8			11
	Demolition Plan		1	2		8			11
	Site Plan		2	6		12			20
	Elevation Plan		2	6		12			20
	Marking Plan		2	8		12			22
	Typical Sections		1	4		8			13
	Electrical Layout Plan		1	6		12			19
Task 3.3	**Project Manual**		2	4					6
Task 3.4	**Opinion of Probable Construction Cost (OPCC)**		1	6		8			15
Task 3.5	**Engineers Report**		2	8					10
Task 3.6	**Construction Safety and Phasing Plan (CSPP)**		2	8					10
Task 3.7	**Internal Quality Control**			8					8
Task 3.8	**Document Distribution**			2		8			10
Task 3.9	**Design Progress Meeting**		4	4					8
Task 3.10	**Project Management**		8						8
									0
	TOTAL HOURS	0	37	94	0	144	0	0	275
	BURDENED RATE	$ 280.00	$ 250.00	$ 160.00	$ 140.00	$ 120.00	$ 110.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$9,250	$15,040	$0	$17,280	$0	$0	$41,570
	OTHER DIRECT NON-SALARY COSTS								
	SPECIALTY SUBCONSULTANTS								
	TOTAL SPECIALTY SUBCONSULTANTS								$0
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	Progress Mtg (1)	2	2			$240	$436	$240	$916
									$0
								Total	$916
	TOTAL ODC's								$916
	Total Proposed Lump Sum Fee for:	**Task 3 60% Design**							**$42,486**

	SCOPE / TASK TITLE	Group Manager	Sr. Project Manager	Professional I	Staff Engineer	Engineering Tech II	Engineering Tech I	Clerical	TOTAL
Task 4 100% Design									
Task 4.1	**Comment Resolution**			4		8			12
Task 4.2	**Design Plans**								0
	Title Sheet			1		4			5
	Index of Drawings			1		4			5
	General Notes			1		4			5
	Project Layout Plan		1	4		8			13
	Construction Safety and Phasing Plan		1	4		8			13
	Safety Details		1	2		6			9
	Existing Conditions Plan		1	2		6			9
	Demolition Plan		1	2		8			11
	Site Plan		2	4		8			14
	Elevation Plan		1	4		8			13
	Marking Plan		1	4		8			13
	Typical Sections		1	4		8			13
	Electrical Layout Plan		1	4		8			13
	Paving Details		1	4		8			13
	Marking Details		1	4		6			11
	Utility Details		1	4		8			13
	Structural Details		2	6		12			20
	Baggage Cart Garage Details		2	6		12			20
Task 4.3	**Project Manual**		8						8
Task 4.4	**Opinion of Probable Construction Cost (OPCC)**		1	6		8			15
Task 4.5	**Engineers Report**			8					8
Task 4.6	**Construction Safety and Phasing Plan (CSPP)**			4		8			12
Task 4.7	**FAA Form 7460**			4					4
Task 4.8	**Internal Quality Control**			8					8
Task 4.9	**Document Distribution**		1	2		8			11
Task 4.10	**Design Progress Meeting**		4	4					8
Task 4.11	**Project Management**		8						8
									0
	TOTAL HOURS	0	40	101	0	166	0	0	307
	BURDENED RATE	$ 280.00	$ 250.00	$ 160.00	$ 140.00	$ 120.00	$ 110.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$10,000	$16,160	$0	$19,920	$0	$0	$46,080
	OTHER DIRECT NON-SALARY COSTS								
	SPECIALTY SUBCONSULTANTS								
	TOTAL SPECIALTY SUBCONSULTANTS								$0
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	$80	$600	$120	$0.67	$60	
	Progress Mtg (1)	2	1			$120	$436	$60	$616
									$0
								Total	$616
	TOTAL ODC's								$616
	Total Proposed Lump Sum Fee for:	**Task 4 100% Design**							**$46,696**

SCOPE / TASK TITLE		Group Manager	Sr. Project Manager	Professional I	Staff Engineer	Engineering Tech II	Engineering Tech I	Clerical	TOTAL
Task 5 Bid Phase Services									
Task 5.1	**Preparation of Bid Advertisement**		2						2
Task 5.2	**Pre-Bid Conference**		8						8
Task 5.3	**Answer Questions and Prepare Addenda**		4	8		8			20
Task 5.4	**Bid Analysis and Award**		2	8					10
Task 5.5	**Project Management**		8						8
	TOTAL HOURS	0	24	16	0	8	0	0	48
	BURDENED RATE	$ 280.00	$ 250.00	$ 160.00	$ 140.00	$ 120.00	$ 110.00	$ 90.00	
	TOTAL BURDENED LABOR $	$0	$6,000	$2,560	$0	$960	$0	$0	$9,520
	OTHER DIRECT NON-SALARY COSTS								
	SPECIALTY SUBCONSULTANTS								
	TOTAL SPECIALTY SUBCONSULTANTS								$0
	TRAVEL			Car @	Airfare @	Lodging @	650 Miles @	Per Diem @	
		#People	#Days	80		$120	$0.67	$60	
	Meeting (1)	1	1		0	$120	$436	$60	$616
									$0
								Total	$616
	TOTAL ODC's								$616
	Total Proposed Lump Sum Fee for:	**Task 5 Bid Phase Services**							**$10,136**

$139,218

Tri-Cities Airport Authority
June 26, 2025

CONSIDER:

Consent Agenda

A. **Project: GA Box Hangar – Phase 2 – JA Street - Change Order # 5**

B. **Project: Public Parking Lot Expansion – Summers and Taylor - Change Order # 2**

C. **Project: Twy A Extension, Twy C Removal West of Rwy 23 and Rwy 5 RSA Improvements – Summers and Taylor, Inc. - Change Order # 4**

D. **Project: Twy R Pavement Rehab (Sinkhole Rehab)– Summers and Talor Purchase Order**

E. **Project: Twy R Pavement Rehab (Sinkhole Rehab) – Kimley-Horn Purchase Order**

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

Submitted by: David W. Jones
Chief Operating Officer

Tri-Cities Airport Authority
June 26, 2025

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
Change Order 4	$ 18,791.00
Current Request	
Change Order 5	**$ 84,913.85**
Total Revised Contract to Date	$ 2,637,774.29

Project State Grant Funding

State	95%	$ 2,738,526
Airport	5%	$ 144,133
	Total Project	$ 2,882,659

Project Estimated Costs

Administration	$ 15,000
Engineering/Architectural Services (Design/Bid)	$ 145,411
Engineering/Architectural Services (CA)	$ 128,800
Construction (JA Street)	$ 2,637,774
Total Project	$ 2,926,985
Construction Overrun Estimated	($ 44,326)

Previous Request: Change Order 1, 2, 3, 4 and 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, Deduct painting exterior, add parging exterior concrete wall, add asphalt paving for sanitary sewer line installation, add storm sewer yard inlets.
Current Request: Change Order 5: Deduct AOA temp/perm fence, add asphalt paving/milling, electrical chargers.

Submitted By: David W. Jones
Chief Operating Officer

CONTRACT CHANGE ORDER NO. 5

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	Quanity	Unit Price	Sub-Total Cost
1	Replace 3 charging outlets	L.S.	1	$6,275.85	$6,275.85
2	Additional 673 square yards of asphalt milling	S.Y.	673	$43.00	$28,939.00
3	Additinoal 331 tons of Binder and Surface Course	TON	331	$215.00	$71,165.00
4	Deduct - Not Installing Temp A.O.A Fence	L.F.	-125	$96.56	($12,070.00)
5	Deduct - Not Installing Permanent A.O.A. Fence	L.F.	-50	$187.92	($9,396.00)
				TOTAL	***$84,913.85***

Justification and Need:
Item #1-The Owner needed to change the charging outlets due to operational concerns. Items #2&3- The quantity amounts for these items on the original bid form turned out to not be correct and therefore an adjustment was needed. Items #4&5- Temporary and Permanant A.O.A Fencing turned out not to be required.

Total Additions or Reduction to Contract Price: $84,913.85
(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	$	57,860.44
Previous Revised Contract Price	$	2,552,860.44
This Change Order No. 5 ☑ Add ☐ Deduct	$	84,913.85
Revised Contract Price this Date	$	2,637,774.29

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:

Western Surety Company
(Company)

By: Christie Swinney Date: 5/20/25
Christie Swinney, Attorney-in-fact

Architect:

CainRashWest Architects

By: Kevin Pugsley Date: 5/20/25
Kevin Pugsley

Contractor:

JA Street & Associates

By: [signature] Date: 5-20-25

Owner:

Tri-Cities Airport Authority

By: ____________ Date: ______

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 CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Paul T. Bruflat

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
SEAL NOTARY PUBLIC SOUTH DAKOTA SEAL

M. Bent

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 May, 2025.

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

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.

B. Project: (USDA)

Contractor: Summers and Taylor, Inc. (Construction)

Original Agreement Sum:	$ 2,684,006.50
Change Order 1	$ 862.00
Current Request	
Change Order 2	**$ 192,454.00**
Total Revised Contract to Date	$ 2,877,322.50

Project USDA Loan Funding, Pending Final USDA Approval

USDA	100%	$ 3,190,002
	Total Project	$ 3,190,002

Project Estimated Costs

Administration	$ 7,500
Engineering/Architectural Services (Design/Bid)	$ 115,524
Engineering/Architectural Services (CA)	$ 189,655
Construction (S&T)	$ 2,877,323
Total Project	$ 3,190,002

Previous 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 plight pole.

Current Request: Change Order 2: Deduct select rock-fill embankment, add RAP fill material, add soil cement application 12” depth, 7% cement application

Submitted By: David W. Jones
Chief Operating Officer

CONTRACT CHANGE ORDER NO. 2

Tri-Cities Airport Authority
Blountville, TN

DATE: **6/18/2025** **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*
16	Select Rock-Fill Embankment	CY	2000	500	-1500	$85.00	($127,500.00)
CO2-1	RAP Fill Material	CY	0	2500	2500	$65.00	$162,500.00
CO2-2	Soil Cement Application 12" Depth 7% Cement	SY	0	6228	6228	$30.50	$189,954.00

TOTAL: ***$224,954.00***

JUSTIFICATION AND NEED:

This change order reflects the efforts needed to stabilized the subgrade

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	$862.00
PREVIOUS REVISED PRICE	$2,684,868.50
THIS CHANGE ORDER NO. 2	$224,954.00
REVISED CONTRACT PRICE THIS DATE	$2,909,822.50

EXTENSION OF TIME RESULTING FROM THIS CHANGE ORDER - 22 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 6/18/2025

Christie Swinney, Attorney-in-fact Date

CONTRACTOR:

SUMMERS-TAYLOR, INC.

By: 6/18/2025

Date

ENGINEER

Kimley-Horn

By: Ben Totty Digitally signed by Ben Totty Date: 2025.06.18 14:42:13-05'00' 6/18/2025

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

By: Robert D. Murray
Vice President

Dawn E. Brown

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, deposeth 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.

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 of 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 18th. day of June, 2025.

CORPORATE SEAL

CORPORATE SEAL

CORPORATE SEAL

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

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

Contractor: Summers and Taylor, Inc. (Construction)

Original Agreement Sum:	$ 7,375,279.00
Previous Request	
Change Order 1	$ 74,324.56
Change Order 2	$ (74,324.56)
Change Order 2	$ 56,650.00
Current Request	
Change Order 4	**$ 25,700.50**
Total Revised Contract to Date	$ 7,457,629.50

Project Federal AIP 84/BIL 85 Grant Funding		
Federal AIP/BIL	90%	$ 7,625,152
PFC	10%	$ 847,239
Total Project		$ 8,472,391

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)	$ 7,457,630
Total Project	$ 8,472,391

Current Request: Change Order 4: Three sinkhole and subgrade mitigation

Previous Request: Change Order 1, 2 & 3: Excavate, pre and refill stabilizing materials for Twy R sinkhole rehabilitation. 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

Submitted By: David W. Jones
Chief Operating Officer

CONTRACT CHANGE ORDER NO. 4

Tri-Cities Airport Authority
Blountville, TN

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

DATE: **6/18/2025**

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*	*Bid Quant.*	*Revised Quant.*	*Change*	*Unit Price*	*Sub-Total Cost*
CO4-1	INSTALL FLOWABLE FILL AT SINKHOLES	CY	0	98	98	$262.25	$25,700.50
						TOTAL:	***$25,700.50***

JUSTIFICATION AND NEED: This change order reflects additional materials required to repair sinkholes discovered during construction.

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	$56,650.00
PREVIOUS REVISED PRICE	$7,431,929.00
THIS CHANGE ORDER NO. 4	$25,700.50
REVISED CONTRACT PRICE THIS DATE	$7,457,629.50

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:	**CONTRACTOR:**
Fidelity and Deposit Company of Maryland	SUMMERS-TAYLOR, INC.
By: Christie Swinney 6/18/2025	By: 6/18/2025
Christie Swinney, Attorney-in-fact Date	Date
ENGINEER	**OWNER:**
Kimley-Horn	TRI-CITIES AIRPORT AUTHORITY
Ben Totty Digitally signed by Ben Totty Date: 2025.06.18 14:45:08-05'00'	
By: 6/18/2025	By:
Date	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.

CORPORATE SEAL — CORPORATE SEAL — CORPORATE SEAL

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

By: Robert D. Murray
Vice President

Dawn E. Brown

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, deposeth 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.

Iva Bethea

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 of 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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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 18th. day of June, 2025.

CORPORATE SEAL CORPORATE SEAL CORPORATE SEAL

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

D. Project: (Federal BIL/AIG)

Contractor: Summers and Taylor, Inc. (Construction)

Original Purchase Order Agreement: (Bid Estimate) $ 90,529

Estimated Project Federal AIG/BIL Grant Funding		
Federal BIL/AIG	90%	$ 94,475
PFC	10%	$ 10,497
Total Project		$ 104,972

Project Estimated Costs	
Engineering Services (Design/CA)	$ 14,443
Construction Bid Estimate (S&T)	$ 90,529
Total Project	$ 104,972

Current Request:
Issue a Purchase Order to Summers and Taylor for the Twy R Pavement Rehab (Sinkhole Rehab) for the estimated amount of $90,529.

Submitted By: David W. Jones
Chief Operating Officer

Summers-Taylor, Inc.

600 Sevier Street
Johnson City, TN 37604
Phone (423) 543-3181 Fax (423) 543-6189
www.summerstaylor.com

BID PROPOSAL

Proposal To: KIMLEY HORN ***Contact:*** JEFF REILLY

Phone: 615.314.5658 ***Bid Date:*** 6/12/2025

Project: TCA: TW-R EMERGENCY SINKHOLE REPAIR

Item	Description	Qty	Unit	Unit Price	Ext Price
10	GRADE CREW MOBILIZATION	1.000	LS	$2,520.00	$2,520.00
20	GRADE CREW - HOURLY	25.000	HR	$ 818.50	$20,462.50
30	MATERIAL: FLOWABLE FILL	86.000	CY	$ 216.00	$18,576.00
40	MATERIAL: BASE STONE	150.000	TN	$ 33.10	$4,965.00
50	GATE SECURITY	100.000	HR	$ 30.00	$3,000.00
60	MISC UNDERDRAIN MATERIALS	1.000	LS	$1,800.00	$1,800.00
70	ASPHALT CREW MOBILIZATION	1.000	LS	$3,780.00	$3,780.00
80	ASPHALT CREW HOURLY	20.000	HR	$1,559.00	$31,180.00
90	FAA BASE MIX	15.000	TN	$ 131.00	$1,965.00
100	FAA SURFACE MIX	10.000	TN	$ 148.00	$1,480.00
110	SEEDING • INCLUDES SEED AND STRAW	1.000	LS	$ 800.00	$ 800.00
				Grand Total:	**$90,528.50**

PROJECT SPECIFIC EXCLUSIONS/DISCLAIMERS/CLARIFICATIONS:

- PRICES QUOTED HEREIN INCLUDE ALL LABOR, EQUIPMENT, MATERIALS AND SUPERVISION NECESSARY FOR THEIR INSTALLATION AND ARE SUBJECT TO THE TERMS LISTED BELOW.

- PRICING REFLECTED ABOVE ARE UNIT RATES WITH AN ESTIMATED FINAL QUANTITY FOR BUDGETARY PURPOSES. ONLY ACTUAL FINAL QUANTITIES WILL BE BILLED.

- EXCAVATION OPERATIONS, REMOVAL OF DEBRIS, AND FILL OPERATIONS WILL BE PERFORMED UNDER THE OVERSIGHT AND DIRECTION OF TCRA GEOTECH REPRESENTATIVE ESPECIALLY IN REGARD TO FINAL DEPTH OF EXCAVATION AND REQUIRED FILL ELEVATIONS. SUMMERS-TAYLOR, INC DOES NOT ACCEPT ANY LIABILITY FOR DESIGN DETERMINATION OR EFFECTIVENESS OF THE REPAIR.

PROJECT SPECIFIC EXCLUSIONS:

  - BONDS, TESTING, PERMITS, FEES, TAP FEES,
  - ENGINEERING, LAYOUT, STAKING, AS BUILT DRAWINGS
  - SOIL ENGINEERING
  - ROCK BREAKING AND REMOVAL OF ROCK
  - ELECTRICAL, PLUMBING, SANITARY SEWER, STORM DRAINAGE WORK
  - THERMOPLASTIC, STRIPING
- IF BOND IS REQUIRED, PLEASE ADD 3/4 OF 1% TO OUR QUOTE

GENERAL TERMS & CONDITIONS:
A. All material is guaranteed to be as specified.
B. All work will be completed in a professional manner according to industry standard practices and all applicable codes.
C. Any deviations from the specifications or modification of the terms of this contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties to the making of such change. Summers-Taylor, Inc. will be compensated for any increase in our costs caused by such change, on the basis of the increase plus profit & overhead. If a time is set for the performance of work, and if, in our sole judgment, such change will increase the time necessary for our performance, Summers-Taylor, Inc will be granted a reasonable extension of time.
D. Price quote is good for 30 days from date signed by Summers - Taylor, Inc.
E. Final arrangement of compensation for work completed to be approved by both parties prior to starting work
F. Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the month next following. Final and complete payment for all work performed hereunder shall be made not later than thirty (30) days after the completion of such work. Interest at the highest rate allowable under the laws of the jurisdiction in which the contract is executed, or one- and one-half percent (11/2%) per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date Summers-Taylor, Inc. receive payment. All funds received or held by you for the purpose of paying Summers-Taylor, Inc. for our work shall be held in trust for our benefit, and not subject to attachment, levy, bankruptcy, or other legal proceeding.
G. If Summers- Taylor, Inc. employs an attorney in connection with the enforcement or collection of this contract, then the Owner/Contractor shall pay all attorney fees, court costs and any other applicable related costs incurred by Summers- Taylor, Inc.
H. The terms and conditions of this quotation will be incorporated into any contract/subcontract between both parties.
I. Summers-Taylor, Inc. will provide and pay for Workmen's Compensation Insurance covering our employee and Public Liability and Property Damage Insurance protecting ourselves. You agree to carry Public Liability and Property Damage Insurance sufficient to protect yourself against any and all claims arising from the performance of the work, including but not limited to claims arising under your agreement to indemnify and hold us harmless under the final paragraph of this Proposal and Contract.
J. Unless a time for the performance of our work is specified, Summers-Taylor, Inc. shall undertake the performance of our work in the course of our normal operating schedule. Summers-Taylor, Inc. shall not be liable for any failure to undertake or complete the work for causes beyond our control, including but not limited to fire, flood or other casualty; labor disputes or other disagreements, and accidents or other mishaps, whether affecting this work or other operations in which Summers-Taylor, Inc. is involved, directly or indirectly.
K. If for causes beyond our control our work is not completed within twelve (12) months after the date of your acceptance of the proposal, Summers-Taylor, Inc. may cancel this agreement at any time thereafter on ten (10) days notice. In such event Summers-Taylor, Inc. shall be relieved of any further obligation with respect to the balance of the work; and Summers-Taylor, Inc. shall be entitled to receive final and complete payment for all work performed by us to the date of cancellation within fifteen (15) days thereafter.
L. Summers-Taylor, Inc. shall not be responsible for, and you agree to indemnify and hold us harmless from, any suit, claim, or liability resulting from alleged damages to utilities or other facilities or objects buried beneath the surface, to sidewalks, driveways or other improvements located within our work area or designated areas of access, and to adjacent property and improvements, and any and all other alleged damages to persons or property, including but not limited to personal injury and death, arising from the performance of the work, unless such alleged damages arise from our sole negligence. It is further agreed that Summers-Taylor, Inc. shall not be responsible for any damage to or deterioration of any of our work, unless such alleged damages arise from our sole negligence. It is further agreed that Summers-Taylor, Inc. shall not be responsible for any damage to or deterioration of any of our work, whether completed or in process, resulting from any cause or causes beyond our control, including but not limited to failure of subgrade or failure or inadequacy of any labor or materials not furnished and installed by us, whether or not such failure or inadequacy was or could have been known at the time our work was undertaken. Summers-Taylor, Inc. shall have no responsibility for any preexisting environmental contamination on the worksite, and you agree to indemnify and hold us harmless from any liability or expense relating to such contamination. In the event that such contamination is encountered, Summers-Taylor, Inc. may cease work until it is remediated.
Thank you for the opportunity to earn your business!
We look forward to working together on this project. Should you require additional information please call.
Sincerely,
Summers - Taylor, Inc.
By: MIKE WILLIAMS
Date: 06/12/2025 Title: Estimator

THE TERMS SET FORTH ABOVE ARE HEREBY ACCEPTED:

By: ___________________________Date: _________ Title: ______________________________

E. Project: (Federal BIL/AIG)

Contractor: Kimley-Horn (Design/CA)

Original Purchase Order Agreement:		$ 14,443

Estimated Project Federal AIG/BIL Grant Funding		
Federal BIL/AIG	90%	$ 94,475
PFC	10%	$ 10,497
Total Project		$ 104,972

Project Estimated Costs	
Engineering Services (Design/CA)	$ 14,443
Construction Bid Estimate (S&T)	$ 90,529
Total Project	$ 104,972

Current Request:
Issue a Purchase Order to Kimley-Horn for the Twy R Pavement Rehab (Sinkhole Rehab) design/CA for the amount of $14,443.

Submitted By: David W. Jones
Chief Operating Officer

TAXIWAY R EMERGENCY SINKHOLE REHABILITATION

Design, Bid, and Construction Phase Services Scope of Work

Tri-Cities Airport

Blountville, TN

June 19, 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 design, bid and construction phase services associated with the Taxiway R Emergency Sink Hole Rehabilitation project (Project). The project to include services to investigate the geotechnical conditions and provide a repair design for the sinkhole that has opened up adjacent to Taxiway R as shown in Figure 1.

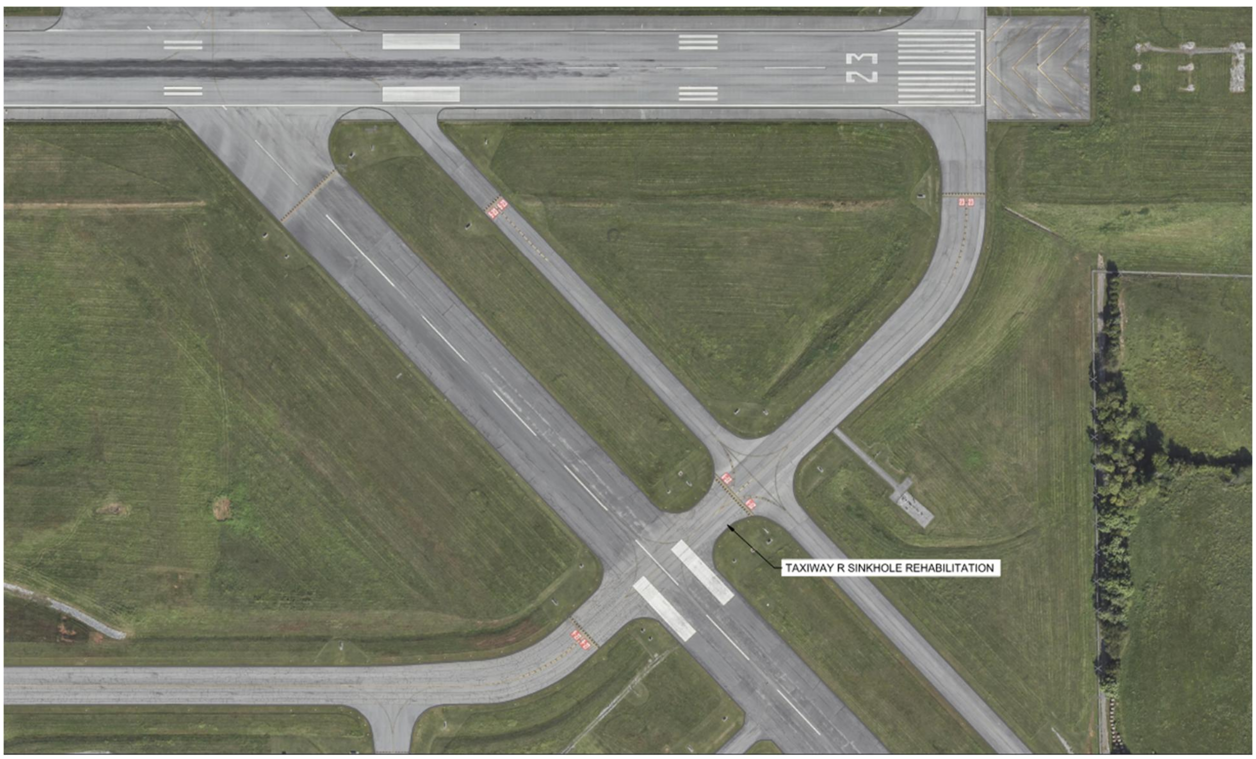


Figure 1 – Project Limits

Exhibit 2

Project Scope of Services

Task 1 Subsurface Investigation

Subconsultant UES Professional Solutions 19, LLC (UES) will provide the Subsurface Investigation and consists of the following tasks:

Task 1.1 Site Visits

UES personnel will to observe the sinkhole adjacent to Taxiway R.

Task 1.2 Geophysical Exploration – ERI Arrays

UES will perform Electrical Resistivity Imaging (ERI) at the sinkhole location to help evaluate subsurface conditions.

Task 1.3 Soil Test Borings

UES will explore the vicinity of the observed dropout with a total of three (3) soil test borings to auger refusal or 30' below the existing ground surface. Standard penetration resistance tests (SPT) will be performed in the upper 10 feet. All soil samples will be returned the lab where they will reviewed by a geotechnical engineer to classify the soils.

Task 1.4 Engineering Analysis and Report

UES will provide a recommendation on how to repair the observed sinkhole and report with summary of findings.

Exhibit 3

Project Schedule

The Consultant will complete the services listed above upon a mutually agreed upon schedule. Below is a draft schedule based on an 12/12/2024 Notice to Proceed (NTP) and the assumptions outlined below. Upon receipt of the fully executed contract, The Consultant will commence the services outlined in Exhibit 2.

- Site Visit June 16
- Soil Testing June 30
- Finalized Report July 10

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. 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 – Amendment 1		**Labor Fee**	**Fee Type**
Task 1	Geotechnical Investigation	$ 14,443.00	LS
	Total Lump Sum Fee	$ 14,443.00	LS

LS: Lump Sum Fee

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	$90,528.50
Engineering	$14,443.00
Total Project Costs	$104,971.50

Legal Counsel,
Stephen Darden

Verbal Report

Director of Finance,

Rachel Squibb

Tri-Cities Airport Authority
June 26, 2025

REPORT:

April 2025 Budget Report

Summary:

Revenues for the first ten months fiscal year 2025 were greater than budgeted amounts by $566,822 or 7.4%. The most significant positive variance revenue categories, revenues greater than budgeted, continue to be Parking Revenues, Rental Car and Other Revenues. The significant increase in Rental Car Revenue was approximately 18% over the year-to-date budget in the amount of $275,518. The actual increase in year-to-date car rentals from April 2024 to April 2025 was 12.7%.

Actual expenditures for the first ten months of fiscal year 2025 were less than budgeted by $193,731 or 2.6%. Results in the various categories of expenses are mixed. The most significant negative variance, expenses greater than budgeted, was for Airfield Area. Airfield Area cost center accounts for expenses related to the daily routine maintenance of the runways, taxiways and airfield. The overrun of budget for Airfield Area is due to a sinkhole repair cost and snow & ice control.

To summarize, actual results yielded Net Operating Income of $1,161,302 for the first ten months FY2025. This result exceeds the budgeted Net Operating Income amount by $760,553 expected for the period. Despite economic concerns and ongoing inflation, these strong financial results are encouraging. The overall net result appears reasonable and in line with statistics for the current year (FY 2025) versus last year (FY 2024).

Submitted by: Rachel Squibb
Director of Finance

Tri-Cities Airport Authority

FY 2025 Operating Budget
4/30/2025

Current Actual	Current Budget	Dollar$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date $ Variance
$59,561	$63,883	($4,322)		Airline Landing Fees	$629,087	$766,600	$638,830	($9,743)
147,824	149,766	(1,942)		Airline Rents	1,475,558	1,797,200	1,497,660	(22,102)
207,385	**213,649**	**(6,264)**		**TOTAL AIRLINE REVENUE**	**2,104,645**	**2,563,800**	**2,136,490**	**(31,845)**
102,709	95,292	7,417		General Aviation	973,368	1,143,500	952,920	20,448
8,132	9,050	(918)		Air Cargo	80,656	108,600	90,500	(9,844)
241,079	243,708	(2,629)		Parking Revenue	2,657,074	2,924,500	2,437,080	219,994
170,552	145,307	25,245		Rental Car Revenue	1,728,588	1,743,700	1,453,070	275,518
18,144	20,809	(2,665)		Terminal Concessions	205,011	249,700	208,090	(3,079)
10,101	9,374	727		Terminal Space Rents	76,934	112,500	93,740	(16,806)
37,036	29,792	7,244		Other Revenues	410,356	357,500	297,920	112,436
587,753	**553,332**	**34,421**		**TOTAL NON-AIRLINE REVENUE**	**6,131,987**	**6,640,000**	**5,533,320**	**598,667**
795,138	**766,981**	**28,157**		**TOTAL REVENUE**	**8,236,632**	**9,203,800**	**7,669,810**	**566,822**
20,787	10,689	10,098		Airfield Area	317,823	245,500	224,540	93,283
4,691	2,451	2,240		Aviation Properties	67,248	59,000	55,362	11,886
77,283	97,293	(20,010)		Terminal Area	838,165	884,100	771,185	66,980
1,980	1,216	764		Air Cargo Center	26,292	31,000	30,328	(4,036)
4,589	13,298	(8,709)		Other Properties	103,302	114,600	110,845	(7,543)
113,021	124,626	(11,605)		Public Safety	1,229,709	1,542,000	1,261,947	(32,238)
65,403	65,968	(565)		Maintenance Dept.	739,450	908,800	756,218	(16,768)
55,087	58,728	(3,641)		Janitorial Dept.	511,834	719,200	590,121	(78,287)
5,740	13,857	(8,117)		Airport Services	59,290	184,000	153,684	(94,394)
40,807	45,472	(4,665)		Public Parking	421,502	515,900	438,673	(17,171)
15,769	15,530	239		Trade Development	142,155	182,500	147,915	(5,760)
76,987	190,446	(113,459)		Marketing Dept.	688,002	934,600	768,222	(80,220)
23,743	13,330	10,413		Ground Handling Services	166,679	196,600	162,846	3,833
10,485	20,220	(9,735)		Airport Business Dev	86,041	181,000	167,467	(81,426)
158,870	148,879	9,991		Administrative	1,677,838	1,975,600	1,629,708	48,130
675,242	**822,003**	**(146,761)**		**TOTAL EXPENSES**	**7,075,330**	**8,674,400**	**7,269,061**	**(193,731)**
$119,896	**($55,022)**	**$174,918**			**$1,161,302**	**$529,400**	**$400,749**	**$760,553**

REPORT:

CASH BALANCE REPORT - April 30, 2025

Operating Cash	$	13,106,465
Dedicated Funds		5,505,986
PFC Funds - Restricted		1,198,759
CFC Funds - Restricted		796,660
Bond Fund - Aerospace Park - Restricted		2,372,429
Total Funds	$	22,980,299

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- April 30, 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)

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

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,

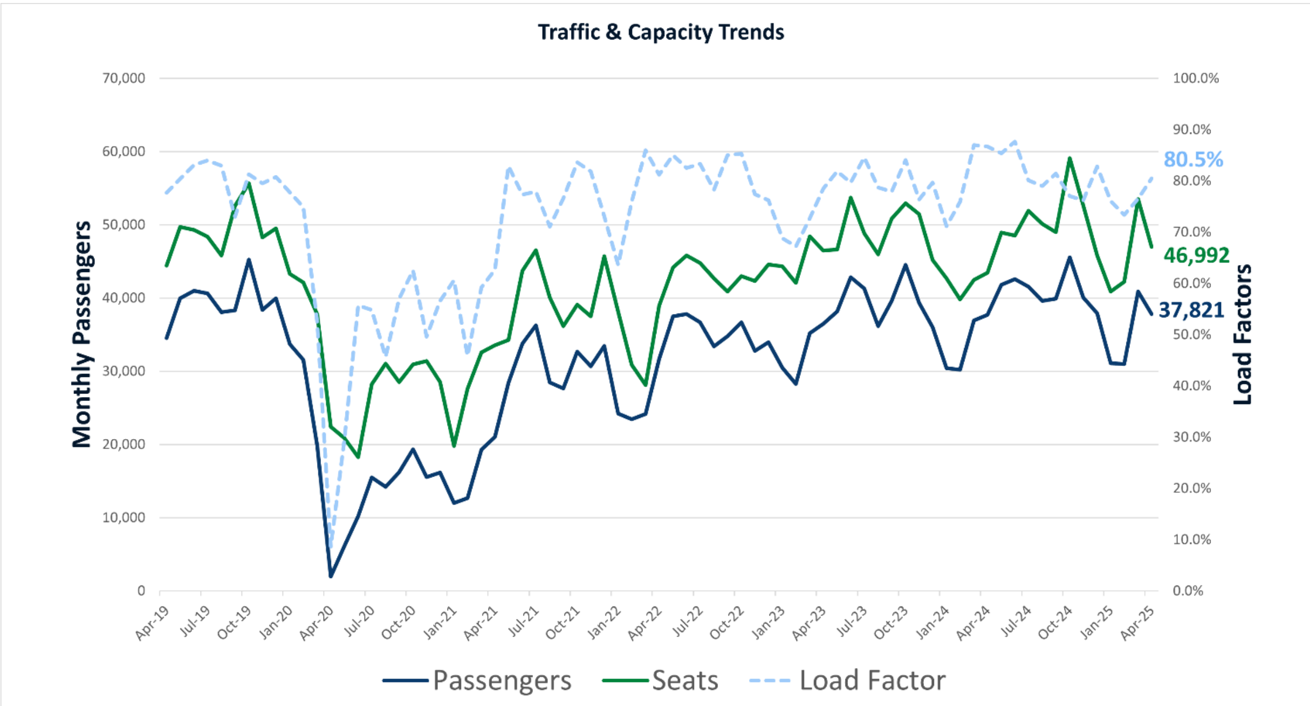
Trevor Rice

Tri-Cities Airport Authority
June 26, 2025

REPORT:

Air Service Development & Marketing Report

Air Service Development:



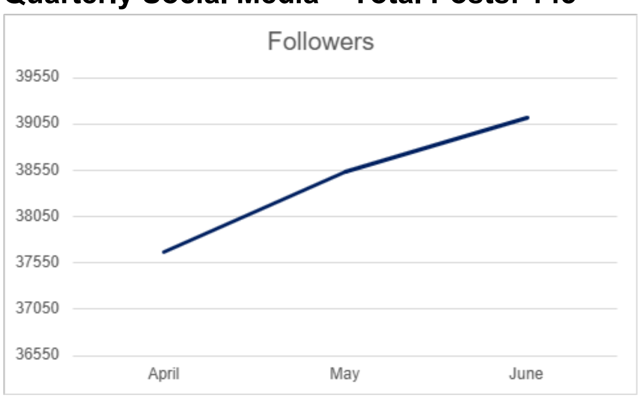
Traffic & Capacity Trends (Latest Available: April 2024)		
Metric	**April 2024**	**YoY Change**
Passengers	37,821	+0.3%
Seats	46,992	+8.1%
Load Factor	80.5%	-7.2 pts

Projected Seat Capacity (Forward-Looking)		
Month	**Projected Seats**	**YoY Change**
July	30,236	+12%
August	27,467	+7%
September	26,658	+9%
October	31,954	+8%
November	29,664	+13%

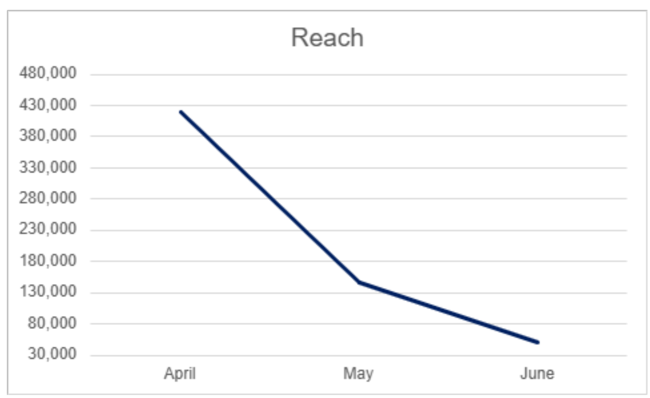
Airline Schedules (July - November)				
Airline	**Route**	**Frequency**	**Aircraft**	**Notable Changes**
Allegiant	PIE (St. Pete)	2x/week (thru July)	A320, B737	Seasonal service ends Aug 11
	SFB (Orlando)	3x/week → 2x/week (Aug 18–Sep 22) → Mix 2x/3x	A319/A320, B737	Stable
American	CLT (Charlotte)	Avg. 6 daily	ERJ-145	Stable
	DFW (Dallas)	2x/day (July–Sept.) → 1x/day (Nov - Feb)	ERJ-175/170	Frequency drops to 1x/day Nov-Feb '26
Delta	ATL (Atlanta)	Avg. 6 daily	CRJ-700/900, B717	B717 3x/day thru Nov

Advertising, Community Relations, Customer Experience:

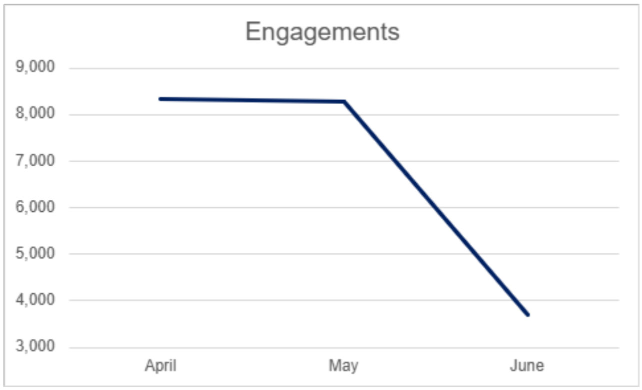
Quarterly Social Media – Total Posts: 145



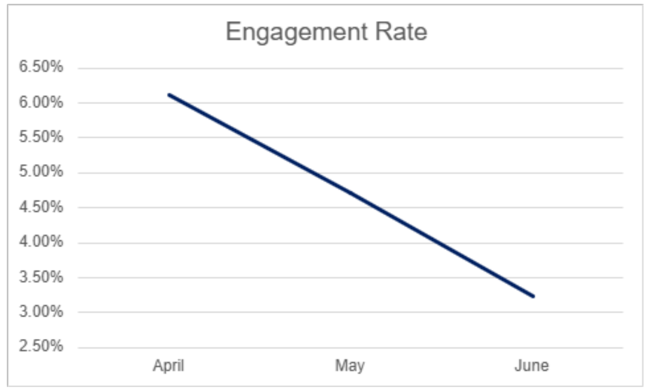
Total Followers: 39,121



Total Reach: 616,586



Total Engagements: 18,203



Average Engagement Rate: 4.68%

- Overall, we saw strong performance across all platforms, with continued gains in followers and consistent audience engagement.
  April stood out as a high point, thanks to several top-performing posts that significantly expanded our reach. We hit 402,000 in reach that month, which is well above our 127,000 monthly average for the year. As a result, May and June appear lower by comparison, but the dip reflects a return to normal performance levels following April's unusually strong results.
- June numbers are projected based on monthly performance at the time of this report.

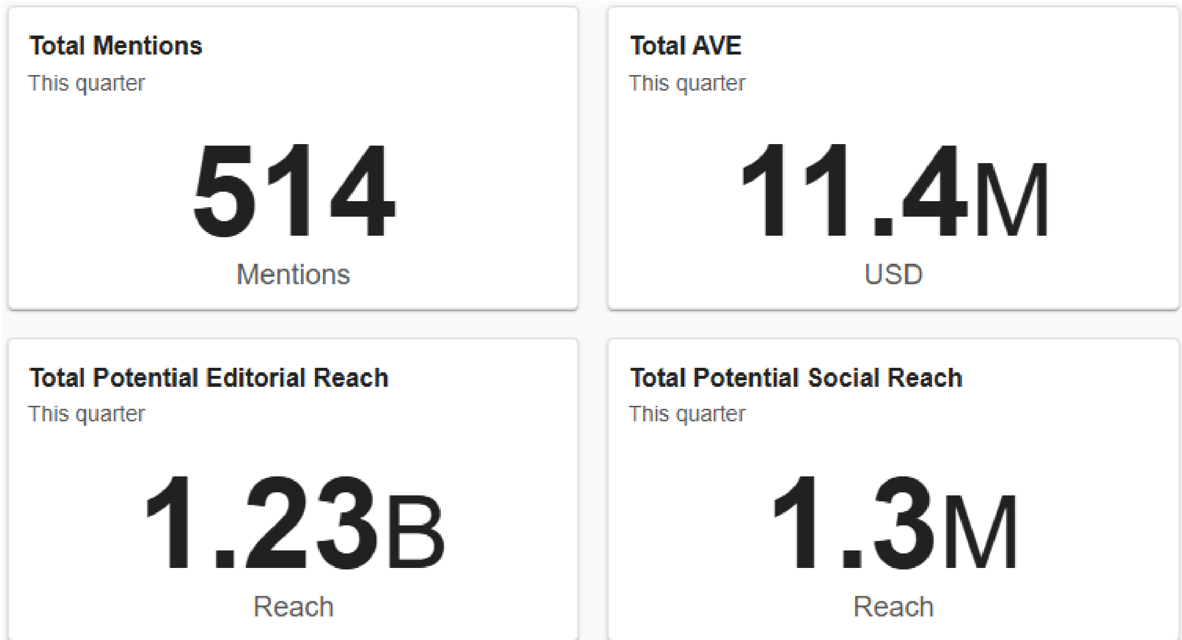
Quarterly Email - Total Campaigns: 2

Monitor performance
Apr 1, 2025 - Jun 19, 2025

Total sends	Open rate	Click rate	Unsubscribe rate
2,760	45.3%	1.5%	0.37%

- This quarter saw fewer campaigns overall, but engagement remained strong with open rates improving and unsubscribe rates holding steady.
  A key highlight was the 67% increase in our subscriber list, growing from 1,378 to 2,297. This growth was driven primarily by giveaway campaigns on social media, which proved to be an effective tool for expanding our audience.
  At the time of this report, two additional campaigns were scheduled before quarter-end, which will help round out this quarter's activity.

Quarterly Earned Media:



- This quarter brought strong media value and expanded editorial reach, even with fewer total mentions. Coverage was driven by high-impact stories, including the new potential air service agreement, updates on FTZ204 & Aerospace Park, as well as travel-focused features highlighting local destinations accessible via TRI.

- The Fly Local advertising campaign continues with a mix of deployed tactics including programmatic display, paid search, paid social, cable, OTT, billboards, mixed digital and broadcast, and radio. Looking ahead, refreshed creative will be introduced in FY26. While the new visuals align with the existing campaign message, they will feature updated imagery to keep the campaign fresh and engaging.

- Connected with our passengers through giveaways for Mother's Day & Father's Day. In the terminal, fresh flower arrangements for Mother's Day were a simple but impactful addition, drawing positive feedback from passengers and tenants throughout the month.

Since the April TCAA meeting:

- Participated in monthly ACI-NA Air Service Committee Steering Group meeting.
- Staff attended the ACI-NA JumpStart Air Service Development conference and met with 7 airlines.
- Staff met with community partners regarding upcoming tours.
- Staff provided air service data to community partners.
- Held the Marketing & Air Service Development Committee.
- Staff attended TCAA Board Retreat.
- Staff attended Aviation Festival Americas and gave a presentation about our recent Fly Local campaign.
- Staff attended PRSA Travel & Tourism conference.
- Staff attended the Economic Development Committee.
- Staff participated in internal meetings to discuss the FBO transition.

- Staff participated in meetings with potential fuel vendors to discuss the FBO transition.
- Represented TRI at community events.
- Participated in internal meetings discussing various updates and possible improvements at TRI.
- Staff helped with planning and attended the FTZ Lunch & Learn.
- Hosted site visit for MLB to discuss logistics pertaining to the MLB Speedway Classic game happening on August 2.
- Met with potential in-airport advertisers.
- Provided multiple airport tours.
- Handled media inquiries and scheduled interviews.
- The 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:

- Due to the extremely high interest in tariffs and imports we hosted an FTZ “Lunch and Learn” event on May 6th at the Ron Ramsey Center for Agriculture in Blountville. We had approximately 70-80 people in attendance and the response from the event has been positive.

- I will be speaking at another FTZ event hosted by the ETSU Innovation Lab in late July or early August. They work with international small businesses to help attract job growth and investment to northeast Tennessee.

- We completed interviews with all three finalists from our Aerospace Park Spec Hangar RFQ. As of the date and time of this report, DavCon was tentatively scheduled to visit on June 25. Pure Development will visit second and we will wrap up with JA Street after that. After site visits, we will have a better idea of the developer’s vision for developing the site and constructing a large maintenance hangar.

- On June 10, I participated in a walkthrough of Turtleson LLC’s clothing distribution center in Bristol, TN. The walkthrough is a required component of the FTZ activation phase, the purpose of which is so that Customs and Border Protection (CBP) can recommend physical security changes to a prospective user’s facility or record-and-inventory-keeping practice changes. Because Turtleson’s inventory tracking system is so advanced, relatively minor changes are all that we expect in CBP’s assessment.

- I will be attending the NAFTZ Annual Conference in Kansas City in September.

- I will be attending NBAA-BACE in Las Vegas in October.

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, will be finalized in the coming months.

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

2. **Airport Terminal Public Adress 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	80%

FY 2025 CAPITAL PROJECTS

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

   Summers and Taylor, Inc. - The contractor continues grading and preparing subgrade for base stone, installing storm sewer pipe and electrical conduit.

Project Amount	$ $ 1,538,221.00
Estimated Project Percent Completion	35%

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

   Summers and Taylor, Inc. - The contractor continues with subgrade fill material, temporary pavement markings, electrical lighting, erosion control and demolition.

Project Amount	$ $ 7,375,279.00
Estimated Project Percent Completion	35%

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 are in progress.

Project Amount	$	$ 2,497,855.00
Estimated Project Percent Completion		100%

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

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

Project Amount	$	806,792.00
Estimated Project Percent Completion		10%

Submitted by: David W. Jones
Chief Operating Officer

President/CEO,
Gene Cossey

Verbal Report