



BOARD MEETING AGENDA
TRI-CITIES AIRPORT AUTHORITY
BOARD OF COMMISSIONERS — REGULAR MEETING
August 27, 2026 — 10:00am — TCAA Board Room

Acknowledgement: Tri-Cities Airport Authority received GFOA Award for FY2025 Financial Report

OPENING

1. Call to Order
2. Roll Call / Establishment of Quorum
3. CONSIDER: Appoint Officers and Cover By-Laws – Gene Cossey
4. CONSIDER: Approval of the Agenda
5. CONSIDER: Minutes from the June 12, 2026, Board Meeting
6. Special Presentation – Meagan Frazier

PUBLIC COMMENT

7. Public Comment

CONSENT AGENDA

8. CONSIDER: Consent Agenda
 - a. PARCS Change Order #4
 - b. CUPSS Change Order #2
 - c. Terminal Ramp Markings Change Order #1

CONSIDER ITEMS

9. CONSIDER: Open Meetings Policy – Gene Cossey
10. CONSIDER: Public Records Policy – Gene Cossey
11. CONSIDER: Data Retention Policy – Rebecca O’Quinn
12. CONSIDER: Airport Christmas Tree – Big Tree and Company, LLC. – Rebecca O’Quinn
13. CONSIDER: Damaged Boarding Ramp Replacement – Award Timberline GSE – Chris Stipo
14. CONSIDER: Runway 5/23 Sinkhole Scanning - Award UES Professional Services 29, Inc. – Chris Stipo
15. CONSIDER: Runway 5/23 Sinkhole Cap and Compaction Grouting – Award Rembco Geotechnical Contractors. Inc. – Chris Stipo
16. CONSIDER: FBO & Maintenance Additional Equipment - Award Multiple Companies – Chris Stipo
17. CONSIDER: GA Development PER – Award Kimley – Chris Stipo

REPORTS

18. REPORT: FBO Update – Erick Lanier

STAFF REPORTS

19. Staff Reports:
 - a. Legal Counsel
 - b. Finance
 - c. Business Development
 - d. Marketing
 - e. Director of Operations
 - f. President/CEO



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CLOSE

- 20.** Other Business / Announcements
- 21.** Next Meeting — Thursday, October 22nd
- 22.** Adjournment

Note: The Board may act on a matter not listed above only if it follows its bylaws or properly adopted rules and all applicable law, and not to avoid public disclosure. Agenda posted Friday, August 21st on the Tri-Cities Airport Website and Admin Offices.

Call to Order

Roll Call / Establishment of Quorum

Appoint Officers and Cover By-Laws

BY-LAWS
OF
TRI-CITIES AIRPORT AUTHORITY

ARTICLE I

FORMATION

The Tri-Cities Airport Authority was created by the Owners of the Tri-Cities Airport, TN/VA, (herein, "Airport"), same being the City of Bristol, Tennessee, the City of Bristol, Virginia, the City of Johnson City, Tennessee, the City of Kingsport, Tennessee, Sullivan County, Tennessee, and Washington County, Tennessee, (herein, "Creating Municipality") pursuant to the procedure set forth in T.C.A. § 42-3-104 (a) (3) and T.C.A. § 42-3-105. Prior to the creation of the Tri-Cities Airport Authority, the Airport had operated as an unincorporated joint venture of said Creating Municipalities who appointed an Airport Commission, consisting of twelve (12) persons, to operate and manage said Airport. The By-Laws of that Airport Commission are hereby revoked and rendered null and void.

ARTICLE II

PURPOSE OF AUTHORITY

The purpose of the Authority is to own and operate the Tri-Cities Airport, TN/VA, exercise all powers granted to Regional Airport Authorities under the Airport Authorities Act, T.C.A. § 42-3-101 *et seq.*, (only as applicable to Regional Airport Authorities) and exercise all other powers granted generally to Regional Airport Authorities under the laws of the State of Tennessee and the County of Sullivan, Tennessee.

The Authority assumes all contracts, obligations, real property, personal property, employer-related obligations, and any other requirements and assets previously held and assumed by the Tri-Cities Airport Commission and/or performed by the Tri-Cities Airport

Commission on behalf of the Creating Municipalities prior to the formation of the Authority. This assumption of contracts, obligations, etc., shall not include assumption of any outstanding bond obligations as of the date of the issuance of the Charter of the Authority by the State of Tennessee, as said bond obligations reside and will remain the obligations of Sullivan County, Tennessee, supported by indemnity agreements executed by the other Creating Municipalities. However, the Authority will continue to administer said bond obligations in a manner identical to that previously performed by the Tri-Cities Airport Commission. All employees of the Tri-Cities Airport Commission will become employees of the Authority at the same compensation rates and with the same benefits enjoyed as employees of the Tri-Cities Airport Commission, subject to any changes the Authority may hereafter make. All employees of the Authority shall be at-will employees, with there being no civil service or similar systems.

ARTICLE III

NAME AND OFFICES

Section 1. Name

The name of the Regional Airport Authority created pursuant to T.C.A. § 42-3-104 (a) (3) and T.C.A. § 42-3-105 is Tri-Cities Airport Authority (“Authority”).

Section 2. Principal Office

The principal office of the Authority is Tri-Cities Regional Airport, TN/VA, 2525 Highway 75, Suite 301, Blountville, TN 37617, or such other location as may be established by the Board.

ARTICLE IV

COMMISSION

Section 1. Appointment; Term

The Authority shall be governed by a Board of Commissioners (herein, sometimes, “Board”) in alignment with TCA (TBD) adopted by the Tennessee Legislature in (month) of 2026 shall be appointed by the by the Governor of Tennessee, the Speaker of the Senate of Tennessee, the Speaker of the House of Tennessee, and the Creating Municipalities excluding Bristol Virginia in the same numbers as said Creating Municipalities formerly appointed Commissioners to the Tri-Cities Airport Commission prior to the creation of the Authority. The Board shall be comprised of twelve (12) persons, each with one vote, appointed as follows:

Creating Municipality City of Bristol, TN	1 member	Appointed by Bristol TN
Creating Municipality City of Bristol, VA	1 member	Appointed by Speaker of House
Creating Municipality City of Johnson City, TN	1 member	Appointed by Johnson City TN
	1 member	Appointed by The Governor of TN
	1 member	Appointed by Speaker of Senate
Creating Municipality City of Kingsport, TN	1 member	Appointed by Kingsport TN
	1 member	Appointed by Speaker of Senate
Creating Municipality Sullivan County, TN	1 member	Appointed by Sullivan County
	1 member	Appointed by Speaker of House
Creating Municipality Washington County, TN	1 member	Appointed by Washington County
	1 member	Appointed by The Governor of TN
	1 member	Appointed by The Governor of TN

Board members, as appointed, shall serve at the pleasure of the Creating Municipality or government official which appointed the Board member(s). Beginning July 1, 2026 board members shall serve the following initial terms:

Appointed by the Governor of TN – two-year terms,

Appointed by the Speaker of the House – three-year terms,

Appointed by the Speaker of the Senate – four-year terms,

Appointed by the Creating Municipality – five-year terms.

Following the expiration of the initial terms, all terms are four-year terms to begin on July 1 and to terminate on June 30, four-years thereafter.

Section 2. Removal

The removal of a Board members shall be in accordance with the policies and practices of the Creating Municipality or government official that appointed the Board member to the Board, unless State Law provides a different means of removal, and any other manner provided by Tennessee law.

Section 3. Resignation

Any Board member may resign by submitting a written resignation to the Board and to the governing body of the Creating Municipality and/or government official which appointed him/her. Membership on the Board of Commissioners is non-transferable or assignable by a Board member.

Section 4. Powers and Duties

The Board of Commissioners shall be the governing body of the Authority. The Board shall have and exercise on behalf of the Authority all of the powers provided in Airport Authorities Act, T.C.A. § 42-3-101 *et seq.*, (as applicable to Regional Airport Authorities), and otherwise vested in the Authority by the laws of the State of Tennessee and the County of Sullivan, Tennessee.

Section 5. Officers

The officers of the Board shall consist of a Chair, Vice-Chair, a Secretary-Treasurer, and an Assistant Secretary-Treasurer, each of whom shall be voting members of the Board:

- A. Chair: The Chair of the Board shall:
 - (1) Preside at all regular and special meetings of the Board,
 - (2) Sign all official documents requiring formal action/or approval of the Board;

- (3) Appoint committees and committee chairmen as required to review and report on matters affecting the Board; and
- (4) Serve as the primary liaison between the Board and management, and coordinate activities of the President and Chief Executive Officer and Board.

B. Vice-Chair: The Vice-Chair shall serve in such elected capacity in the same manner as specified for the Chair. In the absence of the duly-elected Chair, the Vice-Chair shall act as Chair of the Board, performing all duties and responsibilities normally performed by the regular Chair.

C. Secretary-Treasurer: The Secretary-Treasurer shall oversee the preparation, accuracy, and dissemination of minutes of Board meetings and all Authority financial reports only as instructed by the Board. In the absence of the duly elected Chair and Vice-Chair, the Secretary-Treasurer shall act as the Chair of the Board, performing all duties and responsibilities normally performed by the regular Chair.

D. Assistant Secretary-Treasurer: The Assistant Secretary-Treasurer shall serve in the absence of the Secretary-Treasurer.

Section 6. Terms of Office

The officers of the Board shall be elected to a two-year term of office commencing on July 1 of even-numbered years, or until a successor is elected.

Section 7. Election of Officers

Beginning July 1, 2026 the full board shall meet to appoint and elect officers, thereafter in succeeding years the Chair shall appoint a nominating committee from the Board comprised of a presiding officer and not more than three (3) members to recommend a slate of officers. Said recommendations and any nominations from the Board will be presented to the full Board for a vote prior to commencement of the new term on July 1 of the following year.

To be nominated and elected, candidates for board officers must have a minimum of two-years' experience either serving on the Board or serving on a committee of the Board prior to being qualified to serve as an officer.

Section 8. Vacancies

In the case of vacancies in the above-discussed officers' positions through death, resignation, disqualification, removal, incapacitation, or other cause, the remaining Board members, by affirmative vote of Board, shall fill such vacancy; and, the person elected shall hold office for the unexpired portion of the term in respect of which such vacancy occurred or was created, or until the appointment of a successor. Should a successor be appointed to replace the Board member who has been elected to fill the unexpired term, the office shall be, once again, filled by affirmative vote of the full Board or a quorum thereof to serve the remainder of the unexpired term.

ARTICLE V

MEETINGS OF THE BOARD OF COMMISSIONERS

Section 1. Regular and Special Meetings

A. The Board of Commissioners shall meet regularly on a bi-monthly schedule at 10:00 a.m. on the fourth Thursday of each February, April, June, August, October, and December at the Tri-Cities Airport, TN/VA, or at such other location, date, and time as the Board may designate. All meetings shall be open to the public unless otherwise permitted by law. The President and Chief Executive Officer shall cause a written agenda to be prepared and distributed with the Notice of the regular or special meeting to each Board member not less than three (3) days prior to each such meeting. The Notice shall be given in person or by electronic, rapid delivery, or any other means which the President and Chief Executive Officer deems appropriate. If Notice is given other than in person, it shall be sent to the street address or electronic address of the Board member as shown on the records of the Authority. Attendance by a Board member at a meeting shall constitute a waiver of notice of such meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Whenever any notice is required to be given a Board member under the law of the State of Tennessee or these By-Laws, a waiver thereof in writing, signed by the Board member entitled to said Notice, whether before or after the time stated therein, shall have the full legal effect of notice properly given.

B. Notwithstanding the foregoing, each Board member shall be entitled to bring to the Board's attention any issue or matter of general or specific concern to the Board or otherwise relevant to the business of Tri-Cities Airport Authority.

C. In the event a meeting date falls on a holiday or in the event a quorum cannot be achieved, such meeting shall be rescheduled by the Chair to a more convenient date, with all Board members being duly notified of such change.

D. Special meetings may be called by the Chair, or in his/her absence, by the Vice—Chair, or at any time by any seven (7) Board members.

Section 2. Action by the Board of Commissioners

A majority of the Board shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers. Action taken by the Board upon a vote of not less than a majority of the Board members present will constitute valid and binding action by the Board of Commissioners.

ARTICLE VI

RECORDS AND MINUTES

All actions of the Board shall be made a part of the minutes of each and every meeting. These minutes shall constitute the official record of the Authority actions and shall be maintained on a calendar year basis.

All minutes of the Board shall be approved and signed as directed by the Board , after which a copy shall be furnished to each Board member not less than three (3)

days prior to the next regular meeting of the Board. A record copy of all minutes shall become a part of the permanent official records of the Authority, and made available for public inspection.

Actions of the Board shall be introduced in the form of a motion or resolution. In addition to the above mentioned minutes, all actions approved by the Board shall become part of the official records of the Authority.

ARTICLE VII

COMMITTEES

Section 1. Designation

The Board may, from time to time, establish such standing and special Committees as it deems advisable and in the best interests of the Authority. Such Committees shall work with the President and Chief Executive Officer in developing recommendations for presentation to the full Board. Although such Committees shall be advisory in nature, they may be authorized to make decisions which are binding on the full Board with prior approval by the Board and subject to applicable open meetings laws. In any instance where the Board furnishes such prior approval to a Committee, such authorization shall be with reference to a specific item or issue and shall be limited to such item or issue.

Section 2. Committee Members

Each Committee shall be comprised of Board members; provided, however, the Chair may appoint non-Board members as Committee members in instances where the Chair believes the Committee process will be benefited or improved. Subject to Section 7 herein, Board members shall represent a majority of the total membership of each standing or special committee. Any appointment by the Chair of a non-Board member to a Committee shall be approved in advance by the Board. Committee members shall be appointed by the Commission Chair on an annual basis for a one year term, or on such other basis or for such other terms as are set forth in the resolutions establishing such committees. Notwithstanding, members of Committees shall serve at the pleasure of the Board. Vacancies on a Committee due to death, resignation, expiration of term, or removal shall be filled by the Commission Chair.

Section 3. Voting and Quorum Requirements

All Committee meetings shall be held in public unless otherwise authorized by law. A majority of the members of a Committee shall constitute a quorum; provided, however, for Committees which include non-Board members, a quorum shall also require that a majority of the Board members appointed to such Committee must be in attendance. Except as otherwise limited by the Board, all actions of a Committee shall require the affirmative vote of the majority of the members of the Committee in attendance at a meeting at which a quorum is present. Committee members may participate in any Committee meeting by means of a conference telephone or other similar communications equipment through which all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. Each Committee shall have a presiding officer who shall be a Board member and who shall be appointed by the Commission Chair. The presiding officer of each Committee shall participate in all discussions and shall vote on all matters presented for a formal Committee vote. Each Committee shall hold such meetings as it deems appropriate or as otherwise required by the Board.

Section 4. Standing Committees

The Board of Commissioners shall have the following standing committees: Executive Committee; Administration/Operations Committee; Marketing and Air Service Development Committee; Airfield Development Committee; and Economic Development Committee.

Section 5. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary-Treasurer, and the most immediate Past Chair still serving on the board. Duties of the Executive Committee shall be as follows: Monitoring legal actions and formal complaints involving the Authority or Board; consideration of changes to the By-Laws of the Authority; monitoring and/or formulating state and federal legislation affecting the Authority or the Airport; and such other duties as may be assigned by the Board from time to time. The Executive Committee shall be empowered to act and make decisions on behalf of the Board under emergency circumstances, subject to ratification by the Board after the fact. For purposes of this Section, "emergency circumstances" shall mean those circumstances or conditions which (i) could not have been addressed in the ordinary course of the Board's business, and (ii) require reasonably immediate action in the interests of public safety or in order to avoid material prejudice to the interests of the Authority. Executive Committee Action under "emergency conditions" requires the consent of at least two of its members.

Section 6. Administration/Operations Committee

The Administration/Operations Committee shall be responsible for the oversight of financial matters affecting the Authority including leases and contracts; fixed based operators; specialized aviation service operators; private and corporate aviation operations; coordination of and compliance with issues related to federal and state regulatory agencies; environmental issues and considerations; general revenue development matters; banking and investments; review of all debt obligations; insurance; financial audits and other financial reports; engagement of independent public accountants and other financial consultants; review of annual budgets; selection and coordination of Authority matters with legal counsel; organizational structure, staffing, personnel policies, job descriptions, and performance reviews; annual review of wages, salaries and fringe benefits; and such other issues as may be assigned by the Board from time to time.

Section 7. Marketing and Air Service Development Committee

The Marketing and Air Service Development Committee shall be responsible for promoting the Airport and its facilities and services and shall be particularly responsible for oversight in the development, implementation and execution of appropriate marketing plans; development of new or improved passenger air service; selection and engagement of marketing and air service consultants; coordination of Airport business with local and regional travel entities; community public relations; coordination with Chambers of Commerce, tourism agencies, and convention and visitor bureaus; and such other issues as may be assigned by the Board from time to time.

The Chair, with input from the Executive Director and the TCAA Director of Marketing, shall appoint the following persons to the Committee: (i) Committee Chair and a Co-Chair, both of whom shall be members of the TCAA Board of Commissioners; (ii) a representative of the Northeast Tennessee regional tourism organization; (iii) a representative of the Southwest Virginia regional tourism organization; (iv) three (3) representatives of local regional Chambers of Commerce; (v) a representative of large business; and (vi) a representative of small business; and (vii) an at-large representative of a regional attraction, lodging or other regional tourism asset. Appointments to the Marketing and Air Service Development Committee shall be approved by the TCAA Board of Commissioners. The Marketing and Air Service Development Committee will be advisory only and will not be authorized to make decisions on the Board's behalf.

Section 8. Airfield Development Committee

The Airfield Development Committee shall be responsible for oversight related to planning of long range capital projects and other improvements to the Authority's physical facilities including development, review and updating of the Authority's master plan; development and review of the capital projects budget and capital expenditures; matters related to federal and state funding grants; capital development funding sources; buildings and grounds improvements; land acquisition; engineering, architectural and other related professional services; aviation-related and non-aviation related airfield improvements; and such other issues as may be assigned by the Board from time to time.

Section 9. Economic Development Committee

This Committee, formerly the Foreign Trade Zone Committee, shall provide advice and guidance to the TCAA Board of Commissioners regarding (i) the promotion of economic development on TCAA property; (ii) the promotion of aeronautical economic development in Northeast Tennessee, Southwest Virginia, and other areas served by Tri-Cities Airport; (iii) the development of and recruitment to TCAA Aerospace Park; (iv) the development of air cargo; (v) the development of TCAA non-aeronautical property; (vi) the development of general aviation business and activity; (vii) the development and promotion of aviation education; (viii) the administration of Foreign Trade Zone #204; (ix) the development of foreign trade and promotion and coordination with the U.S. Customs Port located on TCAA property; (x) the coordination and cooperation with regional, state, and national economic development organizations; (xi) the coordination, communication, and collaboration with other regional governmental organizations as necessary; and (xii) other economic development issues as they arise. The Chair shall appoint the following members to the Committee: one (1) committee member each from Bristol, Virginia; Bristol, Tennessee; Kingsport, Tennessee; Johnson City, Tennessee; Washington County, Tennessee; Sullivan County, Tennessee; and two (2) additional members from the TCAA Board of Commissioners. The Chair shall appoint a Committee Chair and Co-Chair. Non-board appointments to the Economic Development Committee will be approved by the TCAA Board of Commissioners. The Economic Development Committee will be advisory only and will not be authorized to make decisions on the Board's behalf.

Section 10. Chairman of the Authority Commission - Committee Role

The Chair of the Board of Commissioners shall be an ex-officio, voting member of all standing Committees of the Board.

ARTICLE VIII

CONDUCT OF COMMISSIONERS AND OTHERS

Section 1. Contracts/Transactions

No Member of the Board, non-Board member of a Committee, and/or employee of the Authority nor any member of their respective immediate families shall, directly or indirectly, be personally interested in any contract or transaction to which the Authority is a party. Any Member of the Board, non-Board member of a Committee, or employee of the Authority who becomes aware that he/she may have an interest in a contract or transaction, whether directly or indirectly, shall immediately advise the President and Chief Executive Officer and Chair of the Board of Commissioners, fully and accurately of said circumstance. In a case of doubt as to the propriety of entering into a contract or transaction which could be subject to this Article VIII, the Board member, Committee member and/or employee shall make a full disclosure to the Board which shall, in turn, after a consideration of all relevant facts, advise said person(s) as to the propriety of such proposed actions. The Board may refer the matter to legal counsel who shall determine whether such contract/transaction is a violation of applicable law or these By-Laws.

Section 2. Investments

No Member of the Board, non-Board member of a Committee, or employee of the Authority shall own, hold, or invest in any bonds, warrants, or other evidences of indebtedness of the Authority.

Section 3. Compensation of Board Members; Gratuities

No Member of the Board nor non-Board members of a Committee shall receive any compensation for the performance of their duties. They shall, however, be entitled to payment of reasonable and proper expenses incurred in the course and scope of their official duties. No employee of the Authority shall be entitled to receive or retain any extra remuneration, pay, compensation, or gratuity except as may be directly and properly payable in the discharge of his/her official duties or as may represent proper disbursement of expenses incurred in the course and scope of his/her official duties.

Section 4. Scope

It is intended that these provisions shall be addition to and supplement all applicable laws concerning conflicts of interest and the interests of public officials in public contracts and transactions.

ARTICLE IX

PRESIDENT AND CHIEF EXECUTIVE OFFICER

The Authority shall employ a President and Chief Executive Officer who will be the chief administrative officer of the Authority and the Airport, and who shall serve under the oversight of the Board as pursuant to the terms of the Employment Agreement between the Board and the President and Chief Executive Officer. The President and Chief Executive Officer shall be a person with experience in an executive or major administrative position, being knowledgeable and familiar with the administration and operation of civil airports and state and federal rules and regulations concerning public aviation and airport operations, business administration, transportation and similar issues pertinent to airport operation and administration.

The President and Chief Executive Officer should attend all meetings of the Board, report on operations of the Airport, and provide information requested by the Board; but shall have no vote. The President and Chief Executive Officer shall hire and terminate all employees of the Authority, subject to guidelines established by the Board, in order to carry out the policies of the Authority.

In the temporary absence of the President and Chief Executive Officer, the President and Chief Executive Officer shall appoint a person to serve in his/her capacity until such time as the President and Chief Executive Officer returns to duty.

In the temporary incapacity of the President and Chief Executive Officer, the Board shall appoint a person to serve in his/her capacity until the President and Chief Executive Officer returns to duty, or a permanent replacement is named by the Board. The Board shall cause an annual review of the President and Chief Executive Officer's performance to be undertaken no later than June 30 of each year. The results of such reviews shall be reduced to writing by the Chair of the Board of Commissioners and reported to the Board.

ARTICLE X

GENERAL POLICIES OF THE AUTHORITY

Section 1. Personnel Administration

For the effective conduct of the business affairs of the Authority, the Board shall adopt a personnel policy embodying the principles of open competition and merit based selection. The President and Chief Executive Officer shall be responsible for overseeing, developing and fostering the effectiveness of the personnel policy.

The President and Chief Executive Officer shall recommend to the Board for approval, a classification and salary plan containing:

- A. A job description of each classification.
- B. An assignment of each classification to salary ranges equitably related to each other on the basis of function, responsibility and non-wage benefits, if any.

It shall be the responsibility of the President and Chief Executive Officer to recommend needed changes to the adopted classification and salary plan in order that said adopted plans are internally equitable and externally competitive with other similar positions in the public sector.

The Board will either adopt or otherwise provide for an employee fringe benefit system which may, among other programs, include a retirement plan, hospitalization/insurance benefits and provisions for vacation, sick leave, holidays and other related benefits.

Section 2. Purchasing

For the effective conduct of the business affairs of the Authority, the Board shall adopt a purchasing policy embodying the principles of free and open competition.

The President and Chief Executive Officer shall be responsible for implementing the purchasing policy in the procurement of various services and supplies, including but not limited

to professional services, service/maintenance contracts, capital expenditures, and commodities and supplies.

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.

Section 3. Fiscal Affairs

The Authority's fiscal year is July 1 through June 30, inclusive. The Board shall approve and enter into a contract appointing an accounting firm qualified to conduct an independent annual financial and compliance audit of the Authority's financial and fiscal affairs and public reports relative thereto.

Annual independent audits shall be completed following the close of the Authority's fiscal year with results relative thereto published in printed form being delivered to all Board members within one hundred eighty (180) days following the close of each fiscal year

A. The accounts for administration, management and operation activities shall be maintained as a self-balancing group and kept on a double entry basis.

B. A general ledger shall be maintained in which all transactions are posted. Also, journals shall be kept in which day-to-day entries shall be made and summarized.

C. Financial reports shall be prepared on at least a quarterly basis to show the results of operations. Also, special financial information shall be provided as required.

Section 4. Contracts, Leases and Agreements

No person, agency or corporation, public or private, shall utilize nor be authorized to utilize any portion of the Authority's real property or any structure thereon for revenue producing commercial or private activities except under the terms of a contract, lease, agreement, or privilege permit entered into and executed by the Board.

In determining the rates, fees and charges, the Board shall adhere to sound business practices, prudent operating methods and good real estate management principles, insuring establishment of fair and equitable rates, fees and charges for use of the Airport and appurtenances relative thereto.

All contracts, leases, agreements or privilege permits entered into and executed by or on behalf of the Authority shall be made a part of the Authority's official records and a matter of public record.

Section 5. Airport Rules and Regulations

The Board shall adopt and approve rules and regulations relating to the operation and control of Airport. A permanent record of such rules and regulations shall be kept available for public inspection.

The President and Chief Executive Officer will recommend necessary rules and regulations to the Board for adoption. All users of and persons on the Airport shall be governed by these regulations and the directions of the President and Chief Executive Officer and/or designated representative. In addition, all concessionaires utilizing Authority facilities or services shall be governed by minimum standards as adopted by the Board.

ARTICLE XI

INSPECTION OF BOOKS AND RECORDS

All books and records of the Authority shall be maintained in its principal office or at such remote locations as the President and Chief Executive Officer may deem necessary and proper, and may be inspected by citizens and residents of the State of Tennessee and the Commonwealth of Virginia, at such times and under such conditions as are provided under Tennessee law and under the procedures established by the President and Chief Executive Officer and approved by the Board.

ARTICE XII

AMENDMENT OF BY-LAWS

These By-Laws may be amended by a vote of a majority of the entire membership of the Board at any regular or special meeting of the Board, provided notice of such proposed amendment be provided to Members of the Board no less than thirty (30) days prior to the Board meeting where the Amendment(s) will be considered.

ARTICLE XIII

DISSOLUTION

Should the Airport cease to be a functioning commercial and general aviation airport, the Board shall direct that proper filings be made to dissolve the Authority and, once dissolved, ownership of the Airport facility and all Authority assets and liabilities shall be conveyed back to the Creating Municipalities in the same ownership percentages as existed prior to the creation of the Authority, same being:

City of Bristol, TN	10%
City of Bristol, VA	10%
City of Johnson City, TN	20%
City of Kingsport, TN	20%
Sullivan County, TN	20%
Washington County, TN	20%

CONSIDER:

Approval of the Agenda

**Tri-Cities Airport Authority Board Meeting
June 12, 2026, at 10:00 a.m.
Held in the TCAA Boardroom**

Board Members

Mr. Parker Smith
Mr. Mark Ireson
Mr. Chris McCartt
Mr. Ken Huffine
Mr. Todd Hensley
Mr. Lewis Wexler
Mr. Zane Vanover
Ms. Cathy Ball
Mr. Jeff Bedard
Mr. Todd Hensley

Staff

Gene Cossey
Mark Canty
Trevor Rice
Chris Stipo
Rachel Squibb
Rebecca O'Quinn
Jennifer Solorio
Dan Martin
Jason Arnold
Kylie Toler
Travis Meade
Erick Lanier

Others

Stephen Darden - HS&D Attorney
Clay Walker - NETWORKS
Leisa Hackney - UNIFI
Rick Wagner – Six Rivers Media
Pam Phillips – Tri-City Aviation
Mike Lloyd – Tri-City Aviation

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

The board members not in attendance were Mr. John Hunter and Ms. Tamrya Spradlin.

CONSIDER: Minutes from April 23, 2026, TCAA Board Meeting

TCAA 06/12/2026 – 1 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Jeff Bedard, the following was adopted: BE IT RESOLVED the Minutes from April 23, 2026, TCAA Board Meeting was approved as presented.

The motion passed unanimously.

REPORT: Committee Updates

Mr. Parker Smith stated that both the Administration and Operations and Airfield Development Committee meetings went very well. Tall items presented at the meetings are being presented in this Board meeting. He also stated that the Executive Committee Meeting met as well and the items they were over will be presented as well.

CONSIDER: President/CEO Contract Renewal and Performance Evaluation

The Executive Committee met on June 6, 2026, to conduct the annual performance evaluation of the President and CEO and to consider for recommendation to the full board an amended and restated renewal of the employment contract between TCAA and the President and CEO. The Board Chair, in cooperation with the President and CEO, worked with TCAA Legal Counsel to develop amended and restated contract. Mr. Parker Smith stated that during the Executive Committee that was held, they had a great discussion and evaluation. Mr. Stephen Darden then explained to the Board the changes that were made in the contract making it a less one sided agreement than it was before.

TCAA 06/12/2026 – 2 Upon the motion made by Mr. Mark Ireson, seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the TCAA approved the President/CEO Contract Renewal and Performance Evaluation.

The motion passed unanimously.

CONSIDER: By-Laws Update

To remain compliant and ensure our operations align with the updated legal framework, we are amending our by-laws to reflect new statutory requirements for board composition, officer roles, and term limits. These amendments will ensure the TCAA Board operates within the current legal framework, maintains good standing and continues to serve our mission effectively. The first notice of the By-Laws update was during the last Board meeting on April 23, 2026. Mr. Stephen Darden discussed the updates to the By-Laws and explained that these changes are just to keep everything in line with the new State Legislation that may be passed. Mr. Parker Smith made an amendment that we need to begin these changes when and if the new legislation goes into effect instead of July 1st, 2026.

TCAA 06/12/2026 – 3 Upon the motion made by Mr. Kenneth Huffien, seconded by Mr. Jeff Bedard, the following was adopted: BE IT RESOLVED the TCAA approved the By-Laws Update beginning with the implantation of the new state legislation.

The motion passed unanimously.

CONSIDER: FY2027 Personnel Compensation Program

The FY2027 Personnel Compensation Program includes a general wage adjustment of 5% to the annual base salary for all employees. A one-time award of 5% of employees base salary for FY2026 which would be payable in June 2026. We have two employees that are scheduled to receive a longevity award in FY2026 based on length of service. Finally, the annual holiday pay has been budgeted at 1% of annual salary for all full-time employees and \$200 for part-time employees. The pay will be dispersed to employees in November 2026.

TCAA 06/12/2026 – 4 Upon the motion made by Mr. Chris McCartt, seconded by Mr. Jeff Bedard, the following was adopted: BE IT RESOLVED the TCAA approved the FY2027 Personnel Compensation Program.

The motion passed unanimously.

CONSIDER: Travel Policy

Ms. Rebecca O'Quinn presented some key changes that have been made to the proposed Travel Policy which are updated language, added travel outside of the continental US, Mexico, and Canada, flights must originate from Tri-Cities Airport, Extended flights are eligible for upgrades with approval, per diem adjustments for extended travel days, and long distance calling has been removed.

TCAA 06/12/2026 – 5 Upon the motion made by Ms. Cathy Ball, seconded by Mr. Lewis Wexler, the following was adopted: BE IT RESOLVED the TCAA approved the Travel Policy.

The motion passed unanimously.

CONSIDER: FY2027 Rates and Charges – Airlines

The Tri-Cities Airport Authority has completed an update to the Airline Rates and Charges model for FY 2027, incorporating data and statistics available through April 2026. 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, 2026, through June 30, 2027, and will apply to all scheduled passenger airlines, as well as non-scheduled charter and air cargo operations serving Tri-Cities Airport.

TCAA 06/12/2026 – 6 Upon the motion made by Mr. Lewis Wexler, and seconded by Ms. Cathy Ball, the following was adopted: BE IT RESOLVED the TCAA approved the FY2027 Rates and Charges – Airlines.

The motion passed unanimously.

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

**CONSIDER: FY2026 Operating Results
FY2027 Operating Budget**

The Projected FY2026 operating results have been developed using the most current actual financial data available. The forecast begins with actual operating results for the six months ending December 31, 2025, and projects the remaining six months using a proportionate allocation of the approved FY2026 budget, adjusted to reflect current trends, operational statistics and economic conditions observed during the fiscal year. Passenger Traffic trends remain strong, with enplanements increasing 10.8% compared to the same period in the prior fiscal year. Rental car activity has also demonstrated favorable performance, with on-airport car rentals increasing 9.5% over the prior fiscal year. Parking trends show modest growth of 1.1% in the number of cars from July through February as compared to the previous year, during this time of construction and rehab of the parking system. Projected expenditures for FY2026 are estimated to exceed the approved budget by \$136,507 or 1.4%. The proposed FY2027 operating budget has been developed using the most current financial data and reflects a conservative approach based on current operational trends. Total revenues for FY2027 are budgeted to increase approximately 10% compared to the FY2026 budget. Total operating expenses are projected to increase 12.5%, primarily due to the addition of new positions required to support expanded airline service and cost / pricing increases in the goods and services. There are several factors which the staff is monitoring closely that will have an impact on the proposed FY2027 operating budget.

TCAA 06/12/2026 – 7 Upon a motion made by Mr. Kenneth Huffine and seconded by Mr. Mark Ireson, the following was adopted: BE IT RESOLVED the TCAA approved the FY2026 Operating Results and FY2027 Operating Budget.

The motion passed unanimously.

CONSIDER: Primary Server End-of-Life Replacement

The primary server that hosts the airport's virtual servers is now 7 years old. It has reached the end-of-life point in its life cycle. Continuing operation of this server presents increasing risks to system reliability, cybersecurity vulnerabilities, vendor support limitations, and potential service disruptions that could negatively impact daily airport operations. To help ensure operational stability, it is recommended that the existing primary server be replaced. This replacement will provide improved performance, enhanced security features, and compatibility with current software and operating system requirements. The total cost will be \$35, 903.91.

TCAA 06/12/2026– 8 Upon a motion made by Mr. Jeff Bedard, and seconded by Mr. Todd Hensley, the following was adopted: BE IT RESOLVED the TCAA approved the Primary Server End-of-Life Replacement.

The motion passed unanimously.

CONSIDER: Meade & Hunt Air Service Consulting Services Agreement Renewal

Since 2021, Mead & Hunt has provided strategic air service development support that has contributed to significant air service growth, including increased airline capacity, the addition of three new destinations, and the recruitment of two new airline partners. The current agreement for Air Service Consulting Services between the Tri-Cities Airport Authority and Mead & Hunt is set to expire on August 31, 2026.

TCAA 06/12/2026– 9 Upon a motion made by Mr. Jeff Bedard and seconded by Mr. Todd Hensley, the following as adopted: BE IT RESOLVED the TCAA authorized the President/CEO to execute the agreement renewal for Air Service Consulting Services with Meade & Hunt for the period of September 1, 2026, through August 31, 2031, at an average annual cost of \$102,000, billed monthly at \$8,500, plus reimbursable expenses.

The motion passed unanimously.

CONSIDER: Public Safety Axon Body Camera and Taser Program

The Department of Public Safety is requesting approval to implement an Axon Body-Worn Camera and Taser Program for Public Safety Officers. The proposed program includes Axon Body cameras, Taser 10 conducted energy weapons, Evidence.com digital evidence management software, training, warranties, and ongoing support services. This program will enhance officer and public safety, improve transparency and accountability, provide secure digital evidence management, and reduce organizational liability through documented officer interactions and incidents. The Taser 10 system provides officers with an additional less-lethal force option designed to reduce injuries to officers and subjects while supporting de-escalation efforts.

TCAA 02/26/2026 – 10 Upon a motion made by Mr. Mark Ireson and seconded by Mr. Lewis Wexler, the following as adopted: BE IT RESOLVED the TCAA authorized the Chair to execute an agreement with Axon Enterprise for body-worn cameras, Taser 10 devices, evidence management software, training, and support services in the amount of \$159,070.40 over a five-year period.

The motion passed unanimously.

CONSIDER: Airport Operations Management Software- Award Aerosimple

Federal Aviation Administration 14 CFR 139 requires the airport to conduct various airfield related inspections and track all related work orders. As the airport has recently grown, the airport's current software is limited in its ability to keep up. A Request for Proposals (RFP) was created for an airport operations management software that accomplished areas of work such as operations, maintenance, permit management, incident management, lease management, and training. A selection committee of various airport staff was created to evaluate the two proposals that were received with Aerosimple having the highest rated proposal. The initial term is for a two-year contract with the option of a three-year renewal.

TCAA 06/12/2026–11 Upon a motion made by Mr. Todd Hensley and seconded by Mr. Kenneth Huffine, the following as adopted: BE IT RESOLVED TCAA approved the Airport Operations Management Software agreement with Aerosimple for a two-year contract with the option for a three year renewal in the amount of \$390,000 to go to the board for approval.

The motion passed unanimously.

CONSIDER: FBO and Maintenance Equipment Acquisitions – Award Multiple

The TCAA's Fixed Based Operator (FBO) and Maintenance Departments maintain a wide variety of equipment and vehicles. New equipment was procured in anticipation of the airport run FBO and to enhance Maintenance's capabilities. Seventeen pieces of equipment were advertised for bid with fifteen receiving bids. The equipment will be funded using a combination of state aeronautics grant funds and miscellaneous capital expenditures. The funding plan.

TCAA 06/12/2026 – 12 Upon a motion made by Mr. Mark Ireson and seconded by Mr. Lewis Wexler, the following as adopted: BE IT RESOLVED the TCAA authorized the Authorize the Director of Operations to issue purchase orders for the equipment listed in the amount of \$1,135,612.06 pending state aeronautics grant funding approval.

The motion passed unanimously.

CONSIDER: Capital Improvement Program

Each year the airport develops a CIP that includes the financial allocations for each federal, state, and local funded capital improvement project over the next five fiscal years. The first two fiscal years of the program are firm in their forecasting but could change in the event of unanticipated additional grant opportunities or additional airport growth, such as additional air service. Any project listed on the CIP will be brought to the board for approval before commencement of the project. The last three years of the program are shown for planning purposes only and are likely to change.

TCAA 06/12/2026 – 13 Upon a motion made by Mr. Jeff Bedard and seconded by Mr. Chris McCartt, the following as adopted: BE IT RESOLVED the TCAA approved the CIP as shown with changes to the CIP being brought to the board for additional approval as needed.

The motion passed unanimously.

CONSIDER: Consent Agenda Items

- a. PARCS Change Order #3
- b. ARFF Truck Change Order #1
- c. Administrative Hallway Renovations Change Order #1
- d. Record management System (RMS) Change Order # 1

TCAA 06/12/2026 – 14 Upon the motion made by Mr. 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 updates to give to the Board.

Director of Finance, Rachel Squibb – She went over the FY2026 Financial Snapshot for the period ending on April 30, 2026, showing that the Authority achieved an approximate Net Operating Income of \$1, 405, 862. Some revenue highlights are that we are 16% over budget, increase seen in ground handling services due to adding Breeze, 3.1 year over year increase in number of rental cars, and an increase in parking revenue and car count. A few expense highlights were that certain variances are above budget, however they are directly related to new air service growth and will generate corresponding revenue in the future. Some exceeding budget trends were in ground handling services due to equipment and cost associated with servicing the new breeze flights and in the airfield area due to markings on the terminal apron and Runway 5/23 centerline markings. Revenue performance, particularly within key non-aeronautical categories, has strengthened the Authority's financial position and provided flexibility as we enter a period of expansion. At the same time, disciplined expense management remains a priority. Each department continues to focus on operational efficiency while strategically investing in equipment needs and readiness efforts necessary to support new routes and airline growth in 2026.

Director of Marketing and Air Service, Trevor Rice – Trevor gave some traffic and capacity updates showing that the passengers are up 16/6% year over year and seats are 20.8\$ year over year. He then presented the airline schedules for June-November 2026. Ms. Kylie Toler then presented that social media performance showed strong year-over-year growth across key metrics. Audience size continues to grow, along with reach and total engagements reflecting continued and increasing interest in airport content. Engagement rate declined slightly as reach expanded; however, overall interaction volume increased, demonstrating the overall success of our social strategy while indicating a potential need to focus on more engaging content. Email marketing continued to show significant growth year over year. Earned media results strengthened considerably compared to FY25, driven by major air service announcements, inaugural flights, community initiatives, and ongoing operational communications. Some community engagement events included inaugural flight celebration, holiday and seasonal

activations, sponsorships supporting regional events and organizations, and ongoing opportunities to connect directly with passengers and community members.

Director of Business Development, Mark Canty – Mr. Mark Canty reported that Eastman's FTZ expansion application was approved with conditions. The Foreign-Trade Zones Board limited the quantity of highly dissolvable wood pulp that may be admitted into the zone through 2027; however, the approval remains a positive development for the company and the region. He then reported that Turtleson's FTZ activation is nearly complete with only a few minor items remaining. Port Director Thomas Cook is working with them to complete the process. He also received a proposal from J.A. Street and Associates to construct a speculative hangar adjacent to the ramp in Aerospace Park. The proposal is under review, and a feasibility analysis is underway to determine whether the lease rate aligns with our market. Finally, he reported that construction has begun on the Aviation New Generation Hangar, with completion currently estimated for mid-November.

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

CAPITAL PROJECTS

- 1. Airport Master Plan Update Project (FAA Review)**
 - a. Project Amount \$ 1,432,847.00
 - b. Estimated Project Percent Completion 90%
- 2. Sound System Improvements (Design/Bid)**
 - a. Project Amount \$ 141,070.00
 - b. Estimated Project Percent Completion 80%
- 3. Airport - Public Parking Lot Expansion (Construction)**
 - a. Project Amount \$ 2,684,006.50
 - b. Estimated Project Percent Completion 90%
- 4. Airport - TWY A Extension, TWY C Removal West of RWY 23 and RWY 5 RSA Improvements (Construction)**
 - a. Project Amount \$ 7,375,279.00
 - b. Estimated Project Percent Completion 90%
- 5. Airport – Parking and Revenue Control System (PARCS) (Construction)**
 - a. Project Amount \$ 806,792.00
 - b. Estimated Project Percent Completion 60%
- 6. Airport – LT Parking Rehab/Exit Plaza Replacement/Cell Phone Lot Expansion (Construction)**
 - a. Project Amount \$ 3,047,200.00
 - b. Estimated Project Percent Completion 10%
- 7. Airport – Terminal/Concourse – Passenger Check Point Expansion (Construction)**
 - a. Project Amount \$ 9,434,527.51.00
 - b. Estimated Project Percent Completion 5%

8. Airport – TWY A Bank Slide Rehabilitation (Closeout)		
a.	Project Amount	\$ 268,496.90
b.	Estimated Project Percent Completion	95%
9. Airport – TWY R1 Corporate Hangar Expansion Project (Construction)		
a.	Project Amount	\$ 4,229,200.00
b.	Estimated Project Percent Completion	5%
10. Airport – Terminal Ramp Markings (Design/Bid)		
a.	Project Amount	\$ 24,862.00
b.	Estimated Project Percent Completion	50%
11. Airport – Fuel Farm Expansion (Design/Bid)		
a.	Project Amount	\$ 376,136.00
b.	Estimated Project Percent Completion	20%

President/CEO, Gene Cossey – Mr. Gene Cossey thanked everyone for attending the board meeting and reminded everyone to take the plaques that was made for each Board member to commemorate their service on the TCAA Board. Mr. Cossey and Mr. Parker Smith thanked all the Board members for their service and dedication over the past few years of being on the Board.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Parker Smith, TCAA Chair

Chris McCartt, TCAA Secretary/Treasurer

Tri-Cities Airport Authority Board Meeting
June 12, 2026, at 10:00 a.m.
In the Boardroom

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.

Special Presentation – Meagan Frazier

Public Comment

CONSIDER:

CONSENT AGENDA

- A. PARCS Change Order #4
- B. CUPPS Change Order #2
- C. Terminal Apron Pavement Marking Change Order #1

A. PARCS Change Order #4

Summary:

A new exit plaza is in the process of being constructed for the Premium and Standard Lots. During the construction, it was discovered that the plan fiber run would not be enough with the discovered conditions. An additional run of fiber was needed to ensure the parking revenue control system would be able to function at the new exit plaza. The change order has been reviewed by Kimley-Horn.

PARCS – Funding Plan

Original Project Price	\$806,792.40
Previous Change Orders	\$ 83,307.50
Change Order #3	<u>\$ 9,324.00</u>
Revised Project Price	\$899,423.90

Recommendation:

Authorize Change Order #4 for an additional cost of \$9,324.00.

CONTRACT CHANGE ORDER NO. 4

Tri-Cities Airport Authority
Blountville, TN

DATE: 6/15/2026 **PROJECT:** Comprehensive Upgrade of PARCS and Communication Infrastructure

TO: Amano McGann, Inc.
6825 Shiloh Road E, Suite B6
Alpharetta, GA 30005

TCAA PROJECT NO. 20899-000 (TAD#0768)
KIMLEY-HORN PROJECT NO. 118579021

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 28th day of April, 2025 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.		Unit	Bid Quant.	Revised Quant.	Change	Unit Price	Sub-Total Cost
CO4-1	Standard Safety Bollard	EA	0	2	2	\$275.00	\$550.00
CO4-2	Civil Work - Saw cut and trench between island, provide and install(1)3/4" conduit between islands, patch concrete, and install pull string	LS	0	1	1	\$8,304.00	\$8,304.00
CO4-3	Labor	EA	0	2	2	\$190.00	\$380.00
CO4-4	Shipping	LS	0	1	1	\$90.00	\$90.00

TOTAL: \$9,324.00

JUSTIFICATION AND NEED:

The change order is required to repair a damaged conduit and install protective bollards.

TOTAL ADDITIONS OR REDUCTION TO CONTRACT PRICE**(Note: Numbers in parentheses are deductions).**

ORIGINAL CONTRACT PRICE	\$806,792.40
NET TOTAL OF PREVIOUS CHANGE ORDERS	\$83,307.50
PREVIOUS REVISED PRICE	\$890,099.90
THIS CHANGE ORDER NO. 4	\$9,324.00
REVISED CONTRACT PRICE THIS DATE	\$899,423.90

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.

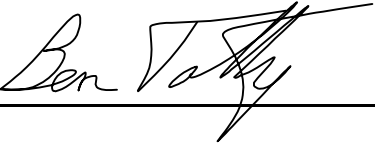
The Contractor and Owner(s) hereby agree to the terms of this Change Order as contained herein.

CONSENT OF SURETY:

By: _____
Date

ENGINEER

Kimley-Horn

By:  _____
Date 6/15/2026

CONTRACTOR:

Amano McGann, Inc.

By: _____
Date

OWNER:

TRI-CITIES AIRPORT AUTHORITY

By: _____
Date

B. CUPPS Change Order #2

Summary:

AeroCloud was previously approved by the board to become the TCAA's Common Use Passenger Processing System (CUPPS) and Flight Information Display System (FIDS) provider. It was discovered that the previous change order had the wrong printer specification, and this current change order will supply the correct printers.

CUPPS/FIDS – Funding Plan

Original Project Price	\$660,011.71
Previous Change Orders	\$281,344.76
Change Order #2	<u>\$ 0.00</u>
Revised Project Price	\$941,387.72

Recommendation:

Authorize Change Order #2 for an additional cost of \$0.00.

EXHIBIT - COMMERCIAL ADDENDUM

This Commercial Addendum shall incorporate by reference, terms agreed in the 'Framework Agreement' dated _____ for the provisions of subscription services and ancillary support services between: (1) AeroCloud Systems Inc and (2) Tri-Cities Airport Authority ("Framework Agreement").

If you are entering into the Commercial Addendum for an entity, such as the company you work for, you represent that you have legal authority to bind that entity.

The Commercial Addendum may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one Commercial Addendum. Transmission of the executed signature page of a counterpart of the Commercial Addendum by email (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of the Commercial Addendum. If either method of delivery is adopted, without prejudice to the validity of the Commercial Addendum made, each party shall provide the other with the original of such counterpart as soon as reasonably possible thereafter. No counterpart shall be effective until each party has executed at least one (1) counterpart.

Hardware	
Description and quantity: Replace Dot Matrix LX350 with HP 4001dn printers. There are 7x total across both contracts, which is the correct quantity. Remove 2x BGR and add 2x BCR (hand scanners)	
Signature:	
AeroCloud	Subscriber
Name: George Richardson	Name: David E. Cossey
Title: CEO	Title: President / CEO
Signature: DocuSigned by: George Richardson 49C8374EF38D4B2...	Signature: 
Date: 6/19/2026	Date: Jun 19, 2026

ANNEX – PASSENGER PROCESSING SOLUTION SUPPORT SERVICE LEVELS**1. Purpose of this Annex**

The purpose of this Annex is to set out the service levels for the supply of the Incident support services by AeroCloud to the Subscriber in respect of the Passenger Processing Solutions only. For the avoidance of doubt, the support service levels set out in Section 4.4 shall apply to all Subscription Services (except for the Passenger Processing Solutions) provided by AeroCloud to the Subscriber.

2. Support Hours

Unless otherwise agreed by AeroCloud in writing, the support services set out in paragraphs 3 and 4 of this Annex will be provided between 08.00 - 18.00 (UK Time) during AeroCloud's normal business days, except for critical and severe Incidents which shall be provided 24/7 by AeroCloud.

Subscriber must notify AeroCloud of all critical Incidents by phone to ensure the Incident is handled promptly.

3. Priority Levels and Target Response Times

The priority levels and target response times which apply to all Incidents relating to Passenger Processing Solutions only are as follows:

Reporting Method	Priority Level	Target Response Time*
Telephone		
	Priority 1 (Critical)	15 minutes
	Priority 2 (Severe)	15 minutes
	Priority 3 (Medium)	4 working hours
	Priority 4 (Minor)	8 working hours
Email		
	Priority 1 (Critical)	4 hours
	Priority 2 (Severe)	4 hours
	Priority 3 (Medium)	4 working hours
	Priority 4 (Minor)	8 working hours

*target response times shall apply from when the Incident notification is received by AeroCloud. Where AeroCloud sends a Response by email, such Response shall be deemed to have been received by the Subscriber if AeroCloud has not received an error message.

AeroCloud shall only be required to Respond to the applicable Incident using one of the reporting methods above and the reporting method shall be chosen by AeroCloud (at its discretion).

4. Priority Levels and Target Resolution Times

The priority levels and target resolution times which apply to all Incidents relating to Passenger Processing Solutions only are as follows:

Priority Level	Target Resolution Time*	Update Frequency
Priority 1 (Critical)	2 hours	30 minutes
Priority 2 (Severe)	4 hours	60 minutes
Priority 3 (Medium)	2 working days	Daily during working days
Priority 4 (Minor)	1 month	Weekly
Requests	Advised on request received	Advised on request received

*target resolution times shall apply from the point AeroCloud Responds to an Incident.

AeroCloud shall provide the Subscriber with regular updates on the Resolution status of the applicable Incident in accordance with the update frequency timescales set out in the above table.

5. Priority Levels

For the purpose of paragraphs 3 and 4 of this Annex, the priority levels shall be defined as follows:

Priority Level	Priority Level Description
Priority 1 (Critical)	An Incident which would make the applicable Passenger Processing Solution inoperable or unworkable. Critical Business Impact: Total system failure and interruption of business- critical applications affecting all customers or gateways

	to partner networks. Alternative or bypass is unavailable. Impact is to all customers.
Priority 2 (Severe)	An Incident which would make the applicable Passenger Processing Solution operationally inconvenient in use. Severe Business Impact: Complete or partial service interruption of business-critical applications affecting multiple customers or gateway to partner networks. Acceptable bypass is available. Impact is to more than 50% of customers or devices.
Priority 3 (Medium)	An Incident which is inconvenient but does not reduce the system's operational capacity. Medium Business Impact: Partial service interruption of business-critical applications affecting a single customer or gateway to partner networks. Operational impact is minimal with no immediate impact on service delivery. Workaround is available. Impact is to less than 50% of customers or devices.
Priority 4 (Minor)	An Incident of a minor nature. Minimal Business Impact: Component, procedure, or personal application not critical to a customer is unusable. Alternative is available; deferred maintenance is acceptable (problems reported to suppliers). Impact is to individual customer and service delivery minimal; possible minor inconvenience.
Requests	Non-operational requests such as requests for information, additional users etc. No Business Impact: Non-service affecting faults. Alternative or bypass is not applicable. Impact to customer is non-existent.

C. Terminal Apron Pavement Marking Change Order #1

Summary:

The terminal ramp markings were replaced to accommodate additional airlines and future growth. During the work, the markings for Gate 6 and 7 were discovered to be incompatible with the jet bridges. The change order covers the cost of the additional markings and remobilization for the work. The change order has been reviewed by Kimley-Horn.

Terminal Apron Pavement Marking – Funding Plan

Original Project Price	\$126,890.00
Previous Change Orders	\$ 0.00
Change Order #1	<u>\$ 7,500.00</u>
Revised Project Price	\$134,390.00

Recommendation:

Authorize Change Order #1 for an additional cost of \$7,500.00.

Submitted By: Chris Stipo
Director of Operations

3909 Riverdale Rd
Greensboro, NC 27406
Office: (336) 643-5557
Fax: (336) 643-1977
contact@hascousa.com
www.hascousa.com

Estimate Date: July 31, 2026
Revised Date: August 13, 2026
Contact: Austin.Macha@hi-lite.com

Project Name: Terminal Apron Pavement Marking
Airport Name: Tri-Cities Airport
City, State: Bristol/Johnson/Kingsport, TN

[illegible]

Any alteration or deviation from the specification involving extra costs will be executed only on written orders, and will become an extra charge over and above the price contained in this proposal. Our performance is contingent on and may be excused, suspended, or extended on account of strikes, accidents, delays, or conditions beyond our reasonable control.

ACCEPTANCE OR PROPOSAL: (Please note proposal may be withdrawn if not accepted within 30 days) The terms, conditions, specifications, and estimate as detailed are satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made in full within ten (10) days of completion of each stage of the work.

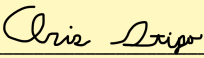
ATTORNEY'S FEES: In the event that the Owner fails to comply with any of the provisions of the contract and the Contractor incurs any expenses or attorney's fees enforcing any of its provisions, Contractor shall be entitled to recover from Owner the attorney's fees, costs, and expenses of every nature incurred in enforcing this agreement.

Date of Acceptance August 18, 2026

Signature Chris Stripo

Note: It is the responsibility of the Contractor to provide a Surveyor. If a bond is required, our bonding rate is 0.9%.

*** PAGES 1 AND 2 MUST BE SIGNED FOR ACCEPTANCE ***

Quote Remarks	
Price Includes Up To (1) Mobilizations ***Any additional mobilizations will be charged at \$7,500 per occurrence*** •All notes and remarks are to be included in any subcontract HASCO agrees upon. Such notes will take precedence over conflicting language in the subcontract. •Badging not included; GC to provide escorts for HASCO to perform work. •No Surface Prep of Removal Included. •No Fog Seal or Seal Coat Included in Marking Removal Areas. •Quoted quantities are estimates only. Actual quantities will be field measured and verified for invoicing. •All barricades, traffic control, set up, and tear down provided by others. •GC to provide survey and install key layout points. •GC to provide construction staking and/or as-built drawings as required by Owner. •HASCO will not be held responsible for any damage, adhesion failure, or premature deterioration of sealants, coatings, or surface treatments that have not reached full manufacturer-recommended cure or adhesion time prior to commencement of water blasting, cleaning, or surface preparation activities. Any damage resulting from premature work performed at the GC/Owner's direction shall be the GC/Owner's responsibility. •GC to provide adequate on-site water source near project location. •GC to provide adequate dump site for solid/liquid debris with access for a truck over 100,000lbs. •Surface must be clean and free of FOD prior to painting. •No surface preparation will be performed outside HASCO's scope of work. HASCO will not be responsible for cleaning other contractor's/construction debris. •Stand-by-time caused by others will be billed at \$1000/hour. •HASCO will not be liable for any liquidated damages due to time constraints caused by others. •All work must be performed in dry weather, with acceptable temperatures, if our warranty is to be in effect. •Minimum of 10 days' notice required for scheduling. •Any changes to the Scope, Plans & Specifications herein that affects HASCO's work will require a reevaluation of the price. •Retainage not to exceed Owner's retention or a maximum of 5%, whichever is less. •If additional Insurance coverage/endorsements are required by the GC, (above project specifications) then HASCO will be reimbursed by the GC. •Upon request to Contractor, Contractor shall provide Owner-approved payment applications as basis to calculate unit-price line items that relate to HASCO's work •HASCO will not be signatory to any Union or sign any PLA for the project. Further HASCO will not be bound to any agreements between any Union and the Prime Contractor. •Bonds are not included; if Payment and Performance Bonds are requested, add 0.9% to the total price. •HASCO certifies it will comply with 49 USC 50101 by installing only products produced in the United States or for which the FAA has issued a waiver as indicated by the current FAA Nationwide Buy American Waivers Issued listing.	
August 18, 2026 Date of Acceptance _____	Signature  _____ Chris Stipo, Director of Operations Name & Title _____
*** PAGES 1 AND 2 MUST BE SIGNED FOR ACCEPTANCE ***	

CONSIDER:

Consider: Open Meetings Policy

Summary:

This policy establishes the procedures by which the Board and its Committees conduct meetings in compliance with the Tennessee Open Meetings Act, commonly known as the "Sunshine Law".

Recommendation:

Staff recommends Board approval of the Open Meetings Policy.

Submitted by: Gene Cossey
President/CEO

Policy / Procedure Number 135	Title Open Meetings Policy
Approved By TCAA Board	Approval Date [Pending Adoption]
Short File Name Policy135OpenMeetings	Version Number 1
Author gcossey	Version Date July 8, 2026

Administrative Policies and Procedures
Tri-Cities Airport Authority

OPEN MEETINGS POLICY

Compliance with the Tennessee Open Meetings Act (T.C.A. § 8-44-101 et seq.)

DRAFT — Pending Board Adoption and Legal Review

1. PURPOSE AND AUTHORITY

It is the policy of the Tri-Cities Airport Authority (the “Authority”) that the formation of public policy and decisions is public business and shall not be conducted in secret. This policy establishes the procedures by which the Authority’s Board of Commissioners (the “Board”) and its committees conduct meetings in compliance with the Tennessee Open Meetings Act, commonly known as the “Sunshine Law,” codified at *T.C.A. § 8-44-101 et seq.*, and applicable case law.

As a public airport authority whose origin and authority trace to legislative action, the Authority is a “governing body” subject to the Act. Airport authorities are expressly identified as a covered local governmental body under *T.C.A. § 8-44-110*. See also *Lewis v. Cleveland Mun. Airport Auth.*, 289 S.W.3d 808 (Tenn. Ct. App. 2009).

Where any provision of this policy conflicts with a controlling statute, court decision, or the Authority’s enabling legislation, the controlling law governs. This policy is a compliance guide and is not a substitute for advice of the Authority’s legal counsel.

2. DEFINITIONS

Governing body — the Board of Commissioners and any committee or subcommittee of two or more members with authority to make decisions for, or recommendations to, the Board on policy or administration.

Meeting — the convening of a governing body for which a quorum is required to decide or to deliberate toward a decision on any matter of public business. This includes formal and informal gatherings at which members deliberate toward a decision.

Quorum — the number of members required by the Authority’s bylaws to transact business.

Adequate public notice — notice reasonable under the totality of the circumstances, posted where the public can become aware of it and sufficiently in advance to allow attendance.

3. OPEN MEETINGS

All meetings of the Board and its committees are declared to be public meetings, open to the public at all times, except as otherwise permitted by the Constitution of Tennessee or a specific statutory exemption. *T.C.A. § 8-44-102*.

The public right to be present applies whenever a quorum deliberates toward or decides on public business. Serial or sequential communications among members (for example, one-on-one conversations that together involve a quorum, sometimes called “polling”) that are used to deliberate or reach a decision are prohibited.

4. PUBLIC NOTICE

The Authority shall give adequate public notice of every regular and special meeting. *T.C.A. § 8-44-103*. Because “adequate public notice” is judged under the totality of the circumstances rather than by a fixed formula, and to fairly inform the public the Authority serves, notice shall be given through all the following channels and shall not rely on any single channel alone:

- **Authority website** — the notice, together with the agenda, shall be posted on the Authority’s website.
- **Public posting at the administration offices** — the notice shall be posted in a place accessible to the public at the Authority’s administration offices.
- **Constituent counties and cities** — notice shall be transmitted to each participating county and municipality served by or represented on the Authority [list the specific counties and cities].
- **Board and committee members** — notice shall be delivered to each member of the Board and of any committee that will meet.
- **News media** — notice shall be provided to local news media of general circulation in the region and to any news organization that has requested to be placed on the Authority’s meeting-notice list.

Regular meetings. A schedule of regular meetings should be established and published annually. Notice of each regular meeting shall be given through the channels above.

Special or called meetings. Notice of any special or called meeting shall state the purpose of the meeting, shall be given through the same channels, and shall be issued sufficiently in advance for the public to become aware of and attend.

Timing. Notice shall be issued far enough in advance so that interested citizens have a reasonable opportunity to become aware of and attend the meeting.

Additional notice. These requirements are in addition to, not a substitute for, any other notice required by law or by the Authority’s enabling act or bylaws.

5. AGENDA (48-HOUR RULE)

At least **forty-eight (48) hours** prior to each regular meeting, the Authority shall make the agenda available to the public at no charge in a place accessible to the public. Because the Authority maintains a website, posting the agenda on the website satisfies this requirement. *T.C.A. § 8-44-110*.

The agenda must reasonably describe matters to be deliberated or acted upon. The Board may deliberate or act on a matter not listed on the posted agenda only if it follows its bylaws or properly adopted rules and procedures and complies with all other applicable laws. This authority shall not be used to circumvent the Act by withholding items to avoid public disclosure. A standard agenda format is provided in Template B.

6. PUBLIC COMMENT PERIOD

At each meeting that includes an actionable item on the agenda, the Board shall reserve a period for public comment on matters germane to the agenda items. *T.C.A. § 8-44-112 (2023 Public Chapter 300)*.

- The Board may adopt reasonable restrictions, including the total length of the comment period, the number of speakers, and the time allotted to each speaker.
- The Board may require advance notice from persons wishing to speak. If it does, the meeting notice shall describe how a person indicates the desire to comment (for example, a sign-up procedure).
- The Board shall take all practicable steps to ensure that opposing viewpoints are represented fairly.

Exceptions: a public comment period is not required for a disciplinary hearing concerning a member of the governing body or a person whose profession or activities fall within the Authority's jurisdiction, or for a meeting with no actionable items on the agenda.

7. MINUTES

Minutes of each meeting shall be promptly and fully recorded, shall be open to public inspection, and shall include, at a minimum: the members present; all motions, proposals, and resolutions offered; the results of all votes; and, on any roll-call vote, a record of each member's individual vote. *T.C.A. § 8-44-104(a)*.

The Authority keeps summary minutes: a record of each action taken together with a brief, neutral synopsis of the discussion. Minutes are not a verbatim transcript. Template C provides the standard format, and Appendix A provides detailed guidance for the preparer, including how much discussion detail to capture.

8. VOTING

All votes shall be by public vote, public ballot, or public roll call. Secret ballots and secret votes are prohibited. *T.C.A. § 8-44-104(b)*.

9. ELECTRONIC COMMUNICATION

The Act generally reserves electronic participation for state governing bodies; that authority does not generally extend to local governing bodies. *T.C.A. § 8-44-108*. Accordingly, members shall not use email, text messages, group chats, social media, or other electronic means to deliberate toward or decide on public business among a quorum.

10. GATHERINGS NOT REQUIRED TO BE OPEN

Tennessee law does not provide a general "executive session." The following limited gatherings are not required to be open, and shall be used only within their recognized bounds:

- On-site inspections of projects or programs, with no deliberation toward a decision.
- Chance meetings of members at which no public business is deliberated or decided.
- Consultations with the Authority's attorney concerning pending or threatened litigation; any decision on the litigation must be made in open session.
- Strategy sessions in labor negotiations, provided that the actual negotiations are conducted in public.

11. CONSEQUENCES OF VIOLATION

Any action taken in a meeting held in violation of the Act is void, except for actions related to public indebtedness. A court may enjoin future violations, and it retains jurisdiction over the governing body for one year, during which the body may be required to file periodic compliance reports. *T.C.A. § 8-44-105, -106.*

12. ADMINISTRATION AND REVIEW

The President/CEO, or a designee, is responsible for implementing this policy, maintaining posting and notice practices, and coordinating with legal counsel. This policy shall be reviewed periodically and updated as the law changes.

Adopted by the Board of Commissioners of the Tri-Cities Airport Authority on [date].

[Name], Chair, Board of Commissioners

[Name], Secretary / Treasurer

TEMPLATE A — PUBLIC MEETING NOTICE

Post at least 48 hours before a regular meeting; for a special/called meeting, state the purpose. Distribute through every channel in Section 4. Replace all bracketed fields.

TRI-CITIES AIRPORT AUTHORITY — NOTICE OF PUBLIC MEETING

Meeting type	[Regular / Special / Committee: name]
Date	[Weekday, Month DD, YYYY]
Time	[00:00 a.m./p.m.]
Location	[Room / building / full address]
Purpose	[Required for special/called meetings — reasonably describe the purpose or action to be taken]
Public comment	[If sign-up required: how and by when a person indicates a desire to speak]
Accessibility / ADA	[Contact and phone/email to request accommodations]

The agenda is available at least 48 hours in advance at [office address] and at [website URL].

Distribution (check when completed):

- Posted on Authority website
- Posted at administration offices
- Sent to constituent counties and cities
- Sent to Board and committee members
- Sent to news media / notice list

Issued by: [Name / title] Date/time issued: [____]

TEMPLATE B — BOARD MEETING AGENDA

*Publish at least 48 hours before a regular meeting. Labels: **CONSIDER** = action item requiring a vote; **REPORT** = information item, no vote (separate from the departmental Staff Reports). Each item must reasonably describe the matter and, for actions, name the action (adopt / approve / award), the party, and the dollar amount.*

TRI-CITIES AIRPORT AUTHORITY

BOARD OF COMMISSIONERS — [REGULAR / SPECIAL] MEETING

[Date] — [Time] — [Location] — Presiding: [Chair]

OPENING

1. Call to Order
2. Roll Call / Establishment of Quorum
3. CONSIDER: Approval of the Agenda
4. CONSIDER: Minutes from the [prior meeting date] Board meeting

PUBLIC COMMENT

5. Public Comment *[on matters germane to items on this agenda; note any sign-up or time limit]*

CONSENT AGENDA

6. CONSIDER: Consent Agenda *[single motion; any commissioner may pull an item for separate discussion]*
 - a. [routine item]
 - b. [routine item]
 - c. [routine item]

CONSIDER ITEMS — each a separate vote

7. CONSIDER: [Adopt / Approve / Award — item — party — \$ amount]
8. CONSIDER: [...]
9. CONSIDER: [...]

(add items as needed)

REPORTS — information only, no action

10. REPORT: [e.g., FY 20XX Projected Operating Results — presenter]
11. REPORT: [other informational item, if any]

Tip: if a report should inform a specific CONSIDER item, place it immediately before that item instead of here.

STAFF REPORTS

12. Staff Reports:
 - a. Legal Counsel
 - b. Finance
 - c. Marketing
 - d. Business Development
 - e. Director of Operations
 - f. President/CEO

CLOSE

13. Other Business / Announcements
14. Next Meeting — [date]
15. Adjournment

Note: The Board may act on a matter not listed above only if it follows its bylaws or properly adopted rules and all applicable law, and not to avoid public disclosure. Agenda posted [date/time] at [locations + website].

TEMPLATE C — BOARD MEETING MINUTES

Summary-style minutes. Record every action (with mover, seconder, numbered resolution, and result) and a brief, neutral synopsis of discussion. See Appendix A for how much detail to capture. Not a verbatim transcript.

TRI-CITIES AIRPORT AUTHORITY BOARD MEETING

[Month DD, YYYY], at [time]

Held in the [location]

Board Members Present	Staff Present	Others Present
[names]	[names]	[names]

With a quorum present, the meeting was called to order at [time] by TCAA Chair [name]. Members not in attendance were [names].

Public Comment: *The Chair opened the floor for public comment on agenda items. [Summarize each speaker and topic, or state “No public comment was offered.”]*

CONSIDER: [Item title]

[One or two sentences stating what is proposed — may draw from the packet.] [Then the record of what happened: who presented, the substance of the discussion, questions raised and answered, any amendment. For a routine item with no discussion, this may be a single line.]

TCAA [MM/DD/YYYY] – [#] Upon a motion made by [name] and seconded by [name], the following was adopted: BE IT RESOLVED [the TCAA approved / authorized ...].

The motion passed [unanimously / by a vote of __ to __; see roll call below]. [Note any abstention, recusal, or member who had departed.]

(Repeat the block above for each CONSIDER item, numbering resolutions sequentially: – 1, – 2, – 3 ... Confirm the date in each resolution number matches this meeting.)

REPORT: [Item title]

[Brief neutral summary of what was reported and any key figures or upcoming decisions. No motion — information only.]

Staff Reports

[Each presenter, followed by a short summary of what was reported. Capital-project lists with amounts and percent-complete may be included as presented.]

Roll-Call Vote Record (complete only for votes taken by roll call or that are not unanimous)

Commissioner	Aye	Nay	Abstain	Absent
[Name]				
[Name]				
[Name]				

The meeting was adjourned at [time].

Respectfully submitted,

[Name], TCAA Chair

[Name], TCAA Secretary/Treasurer

Minutes taken by: [name]

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

APPENDIX A — GUIDANCE FOR PREPARING MINUTES

A practical reference for the minute-taker. It supplements Section 7 and Template C.

A.1 What Minutes Are For

Minutes are the Authority's official legal record of what the Board decided and, in summary, why. They are open to public inspection, may be relied on in court, and are the memory of the organization. They are not a transcript. The goal is that a member of the public who did not attend could read the minutes and understand what was decided, who moved and seconded it, how the vote came out, and the gist of any discussion.

A.2 Every Set of Minutes Must Contain

- Date, start time, and location; the time the Chair called the meeting to order.
- Attendance: Board members present, Board members absent, staff present, and others present (name and affiliation).
- A statement that a quorum was present.
- The public comment period: that it was offered, and a brief note of each speaker and topic, or "no public comment was offered."
- Each agenda item, under its label (CONSIDER or REPORT).
- For each action: the motion, the mover, the seconder, the numbered resolution, and the result of the vote.
- Individual votes for any roll-call vote; any abstention or recusal; any member who arrived late or left early, with the effect on later votes.
- The time of adjournment.
- Signature lines (Chair; Secretary/Treasurer), the name of the preparer, and the non-verbatim note.

A.3 The Most Important Habit: Separate the Proposal from What Happened

The description in the board packet tells you what is being proposed. That is a useful starting sentence, but it is not the minutes. After stating the proposal in a sentence or two, record what occurred in the room: who presented it, the substance of the discussion, questions the Board asked and how they were answered, any concerns raised, and any amendment. If an item drew no discussion and passed without comment, say so briefly — one line is fine. The error to avoid is pasting the packet paragraph and then jumping straight to the motion as if no meeting took place.

A.4 How Much Discussion Detail to Capture

Capture the substance, not the play-by-play. A good synopsis records:

- The main points or arguments raised, attributed by role or name where it matters (e.g., "Counsel explained ...," "A commissioner asked whether ...").
- Significant concerns, alternatives considered, and the reason the Board went the way it did.
- Any amendment to the motion and the final wording that was adopted.

Leave out verbatim exchanges, every speaker's every word, repetition, and personal asides. Write in neutral, past-tense, third-person prose; summarize positions rather than characterizing people. A simple test: if it reads like a transcript, it is too much; if a reader cannot tell what was decided or why, it is too little.

A.5 Recording Motions and Votes

House format (keep it): “Upon a motion made by [name] and seconded by [name], the following was adopted: BE IT RESOLVED ...” Number each resolution TCAA [MM/DD/YYYY] – [#], sequentially within the meeting. Confirm the date in the number matches the meeting date — a carried-over date is a common and avoidable error.

- Record the result exactly. “Passed unanimously” is correct only when every member eligible to vote was present and voted yes. Otherwise record the tally (e.g., “approved 8–0”) or complete the roll-call table.
- If a member has left, arrived, abstained, or recused, note it and adjust the count for that vote (e.g., “One member having departed, the motion passed 8–0 of those present”).

A.6 Amendments

When a motion is changed on the floor, make the record unambiguous. Note whether the change was accepted as a friendly amendment (incorporated by the mover and seconder) or moved and voted separately and then state the final wording that was adopted. The adopted resolution should reflect the amended terms, not the original proposal.

A.7 Conflicts of Interest and Recusals

If a member has a personal or financial interest in a matter — including any matter concerning that member directly — the minutes should state that the member disclosed the interest and whether the member recused (left the discussion and did not vote) or abstained. Recording this protects both the member and the Authority; silence in the record looks worse than a clean note that the member stepped aside.

A.8 REPORT and Staff Report Items

For a REPORT (information item) and for departmental Staff Reports, give a short neutral summary of what was presented and any key figures or decisions coming to a future meeting. No motion is recorded because no action is taken. Length can vary with the report — an operations update with a capital-projects list may run longer than a brief marketing note — but each presenter should get at least a sentence.

A.9 Accuracy and Consistency Checklist

- Names spelled consistently every time — keep a current roster of commissioners, staff, and recurring vendors and check against it.
- Dollar amounts formatted consistently, with no stray spaces or double decimal points.
- Resolution numbers sequential and dated to this meeting.
- Motion wording (“was adopted,” not “as adopted”) and vendor names verified against the packet.
- Spell-check run before circulation.

A.10 Process and Retention

Draft the minutes promptly while the meeting is fresh. Route the draft to the President/CEO and, where appropriate, legal counsel for review before it goes in the board packet. Present the minutes for approval at the next regular meeting; corrections are made by motion and reflected in that meeting’s minutes. Retain the signed, approved copy as a public record available for inspection.

CONSIDER:

Consider: Public Records Policy

Summary:

The Tennessee Public Records Act provides that all state, county, and municipal records shall, at all times during business hours, be open for personal inspection by any citizen of the State of Tennessee, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. Personnel of TCAA shall timely and efficiently provide access and assistance to individuals requesting to view or receive copies of public records. No provision of this Policy should be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of TCAA, shall be protected as provided by current law. Concerns about this Policy should be addressed to the President/CEO of Tri-Cities Airport Authority or to the Tennessee Office of Open Records Counsel.

Recommendation:

Staff recommends Board approval of the Public Records Policy.

Submitted by: Gene Cossey
President/CEO

Policy / Procedure Number 130	Title Public Records Policy
Approved By TCAA Board	Approval Date [Pending Adoption]
Short File Name Policy130PublicRecords	Version Number 2.0
Author gcossey	Version Date July 8, 2026

Administrative Policies and Procedures
Tri-Cities Airport Authority

PUBLIC RECORDS POLICY OF TRI-CITIES AIRPORT AUTHORITY

DRAFT — Pending Board Adoption and Legal Review

Pursuant to T.C.A. § 10-7-503(g), the following is the Public Records Policy of Tri-Cities Airport Authority, adopted to provide economical and efficient access to public records as required under the Tennessee Public Records Act (“TPRA”) in T.C.A. § 10-7-501 et seq.

The TPRA provides that all state, county, and municipal records shall, at all times during business hours, be open for personal inspection by any citizen of the State of Tennessee, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See T.C.A. § 10-7-503(a)(2)(A). Accordingly, the public records of Tri-Cities Airport Authority (“TCAA”) are presumed open for inspection unless otherwise provided by law. In addition to citizens of the State of Tennessee, the public records of TCAA are also open to citizens of the Commonwealth of Virginia, who must comply with all requirements herein placed on citizens of the State of Tennessee.

Personnel of TCAA shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provision of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of TCAA, shall be protected as provided by current law. Concerns about this Policy should be addressed to the President/CEO of Tri-Cities Airport Authority or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the President/CEO of Tri-Cities Airport Authority, located at 2525 Highway 75, Suite 301, Blountville, Tennessee 37617. This Policy shall be reviewed every two (2) years.

Attached as EXHIBIT 1 is a compilation of exceptions to the Public Records Act based on confidentiality as discussed in T.C.A. § 10-7-504. Persons questioning a determination by a records custodian that a request must be denied based on the application of T.C.A. § 10-7-504 should consult an attorney. A complete copy of T.C.A. § 10-7-504 is available for review at the Tri-Cities Airport Authority office, 2525 Highway 75, Suite 301, Blountville, Tennessee 37617, (423) 325-6001.

I. DEFINITIONS

- A. *Records Custodian*: the office, official, or employee lawfully responsible for direct custody and care of a public record. See T.C.A. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. *Public Records*: all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by TCAA. See T.C.A. § 10-7-503(a)(1)(A).

- C. *Public Records Request Coordinator*: the individual(s) designated in Section III.A.3 of this Policy who has the responsibility to ensure public record requests are routed to the appropriate records custodian and fulfilled in accordance with the TPRA. See T.C.A. § 10-7-503(a)(1)(B). The Public Records Request Coordinator (“PRRC”) may also be a records custodian.
- D. *Requestor*: a person seeking access to a public record, whether for inspection or duplication.

II. REQUESTING ACCESS TO PUBLIC RECORDS

- A. Public record requests shall be made to the Public Records Request Coordinator (“PRRC”), or the PRRC’s designee, to ensure requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally (or in writing using Public Records Request Form A) at the Tri-Cities Airport Authority President/CEO’s Office, 2525 Highway 75, Suite 301, Blountville, Tennessee 37617.
- D. Requests for copies, or for inspection and copies, shall be made in writing using Public Records Request Form A at the Tri-Cities Airport Authority President/CEO’s Office, 2525 Highway 75, Suite 301, Blountville, Tennessee 37617. (A copy of this Policy shall be attached to Public Records Request Form A.)
- E. Adequate proof of Tennessee or Virginia citizenship is required as a condition to inspect or receive copies of public records from TCAA. Citizenship may be established by presenting valid government-issued photo identification that includes the requestor’s address (for example, a Tennessee or Virginia driver’s license or other state-issued identification card). The PRRC may waive the requirement to present photo identification if the requestor has previously provided proof of citizenship or provides other reliable evidence of citizenship.

III. RESPONDING TO PUBLIC RECORDS REQUESTS

A. Public Records Request Coordinator

- 1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. Whether the requestor provided adequate proof of Tennessee or Virginia citizenship;
 - b. Whether the records requested are described with sufficient specificity to identify them; and
 - c. Whether TCAA is the custodian of the records.
- 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate actions:
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee or Virginia citizenship (government-issued photo ID showing the requestor’s address; the PRRC may waive as provided in Section II.E);
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.

- b. If appropriate, deny the request in writing, providing the appropriate ground, such as one of the following:
 - i. The requestor is not, or has not presented adequate proof of being, a citizen of Tennessee or Virginia.
 - ii. The request lacks specificity.
 - iii. Exemption makes the record not subject to disclosure under the TPRA (provide the exemption in the written denial).
 - iv. TCAA is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in TCAA.
 - e. If the requested records are in the custody of a different governmental entity and the PRRC knows the correct entity, advise the requestor of that entity and its PRRC, if known.
3. The designated PRRC is:
- a. Name or title: Executive Assistant to the President/CEO of Tri-Cities Airport Authority
 - b. Contact information: 2525 Highway 75, Suite 301, Blountville, Tennessee 37617, (423) 325-6001

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall, within seven (7) business days, respond as follows:
 - a. Make the information available to the requestor;
 - b. Deny the request in writing by submitting to the requestor a Public Record Request Response Form B; or
 - c. Furnish the requestor a Public Record Request Response Form B stating the time reasonably necessary to produce the record or information.
 - d. If a records custodian reasonably determines production should be segmented because the request is for a large volume of records, or additional time is necessary to prepare the records for access, the custodian shall use Form B to notify the requestor that production will be in segments and that a production schedule will be provided as expeditiously as practicable. If appropriate, the custodian should contact the requestor to see if the request can be narrowed.
 - e. If a records custodian discovers responsive records were omitted, the custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the custodian should coordinate with counsel or other appropriate parties regarding review and redaction. The custodian and the PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given shall be general in nature and shall not disclose confidential information.

IV. INSPECTION OF RECORDS

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of TCAA shall be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection at an alternate location.

V. COPIES OF RECORDS

- A. A records custodian shall promptly respond to a request for copies in the most economical and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the records custodian.
- C. Upon payment for postage by the requestor, copies will be delivered to the address specified by the requestor via the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment.

VI. FEES, CHARGES, AND PROCEDURES FOR BILLING AND PAYMENT

- A. Fees and charges for copies of public records shall not be used to hinder access to public records.
- B. Records custodians shall provide requestors with an itemized estimate of the charges using Form B prior to producing copies, and may require pre-payment before producing requested records.
- C. When fees for copies and labor do not exceed \$5.00, the fees may be waived. Requests for waivers above \$5.00 must be presented to the President/CEO of Tri-Cities Airport Authority, who will determine whether a waiver is in the best interest of TCAA and for the public good. Fees associated with aggregated requests will generally not be waived.
- D. Fees and charges for copies are as follows:
 1. \$0.15 per page for letter- and legal-size black-and-white copies.
 2. \$0.50 per page for letter- and legal-size color copies.
 3. Other: _____
 4. Labor when time exceeds one (1) hour.
 5. If an outside vendor is used, the actual costs are assessed by the vendor.
- E. Payment is to be made in cash or by personal check payable to Tri-Cities Airport Authority.
- F. Payment in advance will be required when costs are estimated to exceed \$25.00.
- G. The Authority will aggregate records requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than four (4) requests are received within a calendar month from either a single individual or a group of individuals deemed to be working in concert.

**TRI-CITIES AIRPORT AUTHORITY
PUBLIC RECORDS REQUEST — FORM A**

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or to create or recreate records that do not exist.

To: Tri-Cities Airport Authority and _____, Public Records Request Coordinator

From (name and address of requestor):

Proof of Tennessee or Virginia citizenship (government-issued photo ID showing your address, such as a driver's license or state ID) is required to inspect or receive copies. The Coordinator may waive presentation of ID if you have previously provided proof or provide other reliable evidence of citizenship.

Is the requestor a citizen of Tennessee? Yes _____ No _____ or Virginia? Yes _____ No _____

Request type: _____ Inspection (the TPRA does not permit fees or require a written request for inspection only.)

_____ Copy / Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here:

Delivery preference: _____ On-site pick-up _____ Electronic _____ USPS First-Class Mail _____ Other:

Records Requested

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) time frame or dates for the records sought; and (3) subject matter or key words. Under the TPRA, requests must be sufficiently detailed to enable the records custodian to identify the specific records sought.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

Note: T.C.A. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

TRI-CITIES AIRPORT AUTHORITY
PUBLIC RECORD REQUEST RESPONSE — FORM B

Requestor's name and contact information: _____

In response to your records request received on _____, our office is taking the action(s) indicated below:

_____ Public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & time: _____

_____ Copies of public record(s) responsive to your request are:

_____ Attached;

_____ Available for pickup at: _____; or

_____ Being delivered via: _____ electronic delivery _____ USPS First-Class Mail

_____ Your request is denied on the following grounds:

_____ Your request was not sufficiently detailed to enable identification of the specific record(s). You need to provide additional information to identify the requested record(s).

_____ No such record(s) exists, or this office does not maintain record(s) responsive to your request.

_____ No adequate proof of Tennessee or Virginia citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

_____ You are not a Tennessee citizen. _____ You are not a Commonwealth of Virginia citizen.

_____ You have not paid the estimated copying/production fees.

_____ The following state, federal, or other applicable law prohibits disclosure of the requested records:

_____ It is not practicable for the records requested to be made promptly available for inspection and/or copying because:

_____ It has not yet been determined that responsive records exist; or

_____ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information, and/or to determine a proper response, is: _____

If you have any additional questions regarding your record request, please contact

_____.

Sincerely,

Gene Cossey, President/CEO, Tri-Cities Airport Authority

CONSIDER

Data Retention Policy

Summary:

TCAA staff has reviewed the current Records Management Policy dated February 23, 2017. Upon review changes were made to the title and policy to reflect more accurate industry and statutory standards.

Recommendation:

Staff recommends the Board approve the revisions made to the Data Retention Policy effective September 1, 2026.

Submitted by:
Rebecca O'Quinn
Director of Administration & HR

Tri-Cities Airport Authority Administrative Policies and Procedures

Policy and Procedure Number 131	Subject: Records Management Policy
Approved by: Tri-Cities Airport Authority	Approval Date 02/23/2017
Effective Date 02/23/2017	Update of previous policy

Tri-Cities Airport Authority (TCAA) establishes this Records Management Policy (RMP) to promote efficiency in the creation, organization, maintenance, retention, use, and disposition of the Authority's official records, in compliance with applicable state and federal laws, and the rules for electronic discovery. Official records include without limitation all documents, papers, letters, maps, books, photographs, microfilms, electronic files and output, emails, films, sound or video recordings, machine-readable records, or other material, regardless of physical form or characteristics, made or received by any officer or employee in connection with the transaction of Authority business.

The goals of this RMP are to:

1. Retain important documents for reference and future use;
2. Delete documents that are no longer necessary for the proper functioning of TCAA; and
3. Organize important documents for efficient retrieval.

Retention of records extends to any additional guidelines that may be established by the State of Tennessee; however, presently the state of Tennessee has adopted the requirements when set forth by federal law. T.C.A. § 10-7-702 recognizes the Municipal Technical Advisory Service (MTAS) as the agency to create a records management manual to be used as guides in establishing retention schedules for all records created by municipal governments. The Airport Authority hereby adopts a Records Retention Schedule which reflects the guidelines established by MTAS dated January 2009 in accordance with state law and as supplemented by the Airport Authority. The Records Retention Schedule (RRS) (Exhibit A) further incorporates guidance by legal counsel and financial auditors. The schedule also references Internal Control and Compliance Manual for Tennessee Municipalities June 2010 edition. Retention period for selected documents may exceed the guideline due to business needs.

TYPES OF RECORDS

Exhibit "A" of this RMP identified as a Records Retention Schedule (RRS) lists several categories of records, specific documents, and the suggested retention periods. Documents not listed shall be classified as temporary, final, or permanent.

To the extent that TCAA creates or maintains the specific records, the RRS will define the retention period.

Department heads will determine if specific retention periods are required by a governing agency i.e. Federal Aviation Administration or Transportation Security Agency. The retention period will comply with the specific direction of the agency.

Temporary files include documents on projects that have not been completed. Temporary files either written or electronic can be deleted when the document is finalized.

Final records can be letters, minutes, design/plan specifications, cost estimates, etc.

Permanent records include but not limited to certain contracts, proposals, expert opinions, annual financial statements, payroll registers, etc. Except as provided in the RRS, final documents can be discarded ten (10) years after the close of a project/case/file. Except as provided in the RRS, all permanent documents are to be retained indefinitely.

Workplace Records include, but not limited to, bylaws, meeting minutes, deeds and titles, leases, policy statements, contracts and agreements, etc. Unless otherwise specified in the RRS, Workplace Records shall be retained indefinitely.

Legal Records include, but not limited to, all contracts, court proceedings, pleadings, judgments, statements, public findings, and the like same shall be retained, for a minimum of twenty (20) years unless specific action is taken to increase or decrease such retention period.

Historical Records are records no longer in use by TCAA but by virtue of their historical or research value may be of significance to TCAA. These records shall be retained indefinitely.

The Executive Director may issue instructions to protect, maintain, or retain specific records required for legal actions or administrative proceedings. When such instructions are issued, the records are to be retained until specific authorization is granted for their destruction. "Legal or administrative proceedings" shall include, but be not limited to, pending controversies, claims, disputes, causes of action, claims for relief and the like.

Electronic Records

T.C.A. § 47-10-112 states that if a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which accurately reflects the information set forth in the record and remains accessible for later reference.

Confidential Records

Confidential records shall include those which would provide information to an unauthorized person to access information to which they should not be allowed access, i.e. bank information, or other protected personal information.

Destruction of Files

Files containing confidential information should be destroyed by shredding or other means that will render them unreadable. Confidential records shall include all such records identified in T.C.A. § 10-7-504 and any other applicable state or federal statutes which place restrictions on the dissemination of records deemed confidential and shall also include those records which would provide same to persons unauthorized to obtain same otherwise.

Although e-mail and other electronic records that you "delete" remain in the computer, the information technology contractor will be responsible for permanently removing deleted e-mails and other electronic files from the computer.

The Executive Director or designated Department Head will have authority to implement the DRP and oversee the destruction of all files as set forth in this policy.

Tri-Cities Airport Authority
Administrative Policies and Procedures

Policy and Procedure Number: 131	Subject: DATA RETENTION POLICY
Approved by: TCAA Board	Approval Date: 08/27/2026
Effective Date: September 1, 2026	New, Revision, Rescinds: Revision: 08/27/2026

Purpose

This policy establishes requirements for the retention, storage, protection, archival, and disposal of records and data maintained by the Tri-Cities Airport Authority (TCAA). The policy ensures compliance with applicable federal, state, regulatory, operational, and business requirements while reducing risk associated with unnecessary data retention.

Scope

This policy applies to all TCAA employees, contractors, consultants, tenants, and third parties who create, access, process, store, transmit, or dispose of airport information in physical or electronic form.

Policy

TCAA records shall be retained for the periods specified in this schedule or longer when required by FAA regulations, TSA security programs, Tennessee law, litigation holds, audits, investigations, grant requirements, or contractual obligations. Where multiple retention requirements apply, the longest retention period shall govern. Records containing Sensitive Security Information (SSI), Personally Identifiable Information (PII), or confidential business information shall be destroyed using secure methods that prevent reconstruction or unauthorized disclosure.

Retention Periods

Data Type	Retention Period	Disposal Method	Basis
Flight Operations Records	7 Years	Secure Deletion	Operational / FAA
Airport Security Logs	5 Years	Secure Deletion	Security Requirements
CCTV Footage	90 Days; 1 year for incidents under investigation	Automated Overwrite / Secure Deletion	Operational Security
Access Control Logs	5 Years	Secure Deletion	Security Best Practice

Incident Reports	7 Years	Secure Destruction	Risk Management
Financial Records	7 Years	Secure Destruction	Tax & Audit Requirements
Payroll Records	7 Years	Secure Destruction	Labor Regulations
Employee Personnel Files	7 Years After Separation	Secure Destruction	Employment Regulations
Vendor Contracts	7 Years After Expiration	Secure Destruction	Contract Requirements
Email Communications	5 Years	Automated Deletion	Business Operations
IT System Logs	3 Years	Automated Deletion	Cybersecurity
Network Security Logs	3 Years	Secure Deletion	Cybersecurity
Backup Data	1 Year	Automated Expiration	Disaster Recovery
Training Records	5 Years	Secure Destruction	Compliance
Environmental Records	10 Years	Secure Destruction	Environmental Compliance
Facility Maintenance Records	7 Years	Secure Destruction	Operational Requirements
Aircraft Maintenance Records	Life of Aircraft / Transfer with Aircraft	Secure Destruction	Operational / FAA
Historical Records	Permanent	Archive Permanently	Organizational

Roles & Responsibilities

- Department Directors: Ensure records under their control are maintained according to this policy.
- Data Owners: Classify and manage records appropriately.
- Information Technology Department: Implement retention controls, backups, archival processes, and secure destruction.
- Human Resources: Manage employee records retention.
- Finance Department: Manage financial record retention.
- Executive Management: Provide oversight and policy governance for any questions regarding specific record retention, removal, destruction.
- Removal / Destruction

Naming Convention

The following naming convention will be used so that we can establish a uniform format that will allow for easier determination of what the file is, who it belongs to and when it was created as well as if it has other versions to assist with version controls.

[Department]_[DocumentType]_[Subject]_[YYYY-MM-DD]_v#

Examples...

HR_PersonnelRecord_JSmith_2026-07-01_v1.pdf

HR_TrainingRecord_AirfieldSafety_2026-06-15_v2.pdf

Backup and Archival Requirements

Daily backups shall be retained for 30 days. Weekly backups shall be retained for 12 weeks. Monthly backups shall be retained for 12 months. Archived records shall be encrypted and accessible only to authorized personnel. Users are required to store all critical in-house data on the file server, which is then backed up to an on-site backup appliance provided by IT Decisions, with secondary backup copies being made off-site. Off-site backups are then further protected by additional "air-gapped" backup copies that are generated weekly and managed separately by the off-site storage provider. These backups are fully audited with restore testing included on an annual basis.

Record Destruction

Paper records shall be shredded or destroyed by an approved destruction service. Electronic records shall be securely erased using industry-accepted methods and applicable NIST guidance. Personally Identifiable Information (PII) should be destroyed as soon as it is no longer needed.

Legal Hold

When litigation, investigation, audit, public records request, or regulatory review is anticipated or underway, normal destruction schedules shall be suspended for relevant records until the hold is released by authorized management or legal counsel.

Policy Review

This policy shall be reviewed annually by Information Technology, Human Resources, and the President/CEO and updated as necessary to address operational, legal, regulatory, and cybersecurity requirements.

Policy and Procedure Number: 131-Data Retention Policy	End of Section
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CONSIDER:

Consider: Airport Christmas Tree – Big Tree and Company, LLC.

Summary:

The supporting proposal from Big Tree and Company, LLC states that the year one investment is \$27,800.82 which includes the 20-foot Giant Everest Commercial Christmas Tree, all décor/materials, installation, removal, packing, and off-season storage. The next two years are \$5,400.00 for the annual service of them storing the tree, installation, dismantling, and packing. The proposed total cost after three years is \$38,600.82. The Annual Seasonal Services are optional.

Option One

Year One – Tree, Décor, Seasonal Service	\$ 27,800.82
Year Two – Annual Seasonal Service	\$ 5,400.00
Year Three – Annual Seasonal Service	\$ 5,400.00
Total	\$ 38,600.82

Option Two

Year One – Tree, Décor, Seasonal Service	
Total	\$ 27,800.82

Recommendation:

Staff recommends the Board select and approve the purchase of the 20-foot Giant Everest Commercial Christmas Tree with or without associated seasonal services from Big Tree and Company, LLC.

Submitted by: Gracie Beach
Executive Assistant



20-FOOT GIANT EVEREST COMMERCIAL CHRISTMAS TREE

A turn-key signature holiday display for
Tri-Cities Airport

Professional Design • Installation • Decorating • Removal • Storage

A Grand Holiday Welcome

Few symbols capture the holiday season like a beautifully decorated Christmas tree. A grand tree creates an immediate sense of warmth, celebration, tradition, and arrival - making it especially meaningful in an airport, where travelers are reuniting with family, beginning holiday journeys, and returning home.

For Tri-Cities Airport, the proposed 20-foot Giant Everest Commercial Christmas Tree will serve as a striking seasonal centerpiece and a welcoming visual landmark for passengers, visitors, employees, and the communities the airport serves.

TURN-KEY YEAR ONE INVESTMENT

\$27,800.82

Includes the commercial tree, décor/material investment, professional design, installation, decorating, removal, packing and secure off-season storage.

Year One Scope

- Purchase of a 20-foot Giant Everest Commercial Christmas Tree and associated commercial-grade materials
- Professional holiday décor and decorative elements selected to create a polished, high-impact display
- Delivery, complete setup and professional installation
- Professional decorating by an experienced holiday display team
- Thoughtful design incorporating Tri-Cities Airport's vision and desired holiday atmosphere
- Coordination and assistance with a tree-lighting ceremony, if desired
- End-of-season dismantling and careful packing
- Transportation of the investment to secure off-season storage

The goal is simple: provide the airport with a professionally executed holiday experience while Big Tree and Company manages the seasonal work from start to finish.

An Annual Holiday Tradition

The primary tree and décor investment is made in Year One. Beginning in Year Two, Big Tree and Company can return each season to deliver, install, decorate, dismantle, pack, and store the display - allowing Tri-Cities Airport to maintain a signature holiday centerpiece without repeating the initial material investment.

YEAR 2+ ANNUAL SEASONAL SERVICE	\$5,400
---------------------------------	---------

Annual service includes:

- Delivery and setup
- Professional decorating by an experienced team
- Thoughtful design and placement reflecting the customer's vision
- Coordination and assistance with a tree-lighting ceremony, if desired
- End-of-season dismantling and packing
- Transportation to and secure storage of the tree and décor investment

Investment Summary

Season	Scope	Investment
Year 1	Tree, décor/materials + complete turn-key seasonal service	\$27,800.82
Year 2	Annual seasonal service	\$5,400.00
Year 3	Annual seasonal service	\$5,400.00
3-Year Total	Signature display + three seasons of service	\$38,600.82

Why Big Tree and Company

Big Tree and Company, LLC creates complete holiday experiences designed to make seasonal decorating effortless for our customers. From concept and installation through takedown and storage, our team manages the details while delivering a polished display that can become a tradition people look forward to year after year.

We appreciate the opportunity to help Tri-Cities Airport create a memorable holiday welcome for the region.

Future-year pricing assumes reuse of the existing tree and décor package. Significant design changes, replacement décor, additional materials, electrical work, or services outside the stated scope would be quoted separately.

CONSIDER:
Damaged Boarding Ramp Replacement
Award Timberline GSE

Summary:

The TCAA maintains multiple passenger boarding ramps to support airline and Fixed Based Operator (FBO) operations. The airport's boarding ramp that is used for smaller regional jets was damaged by another airline, damaging the ramp beyond repair. A Request for Bids (RFB) was advertised for a new boarding ramp to replace the damaged one, and the opportunity was taken to add a roof canopy and walkway lighting upgrades. The equipment will be funded through a mix of funds from the insurance claim, miscellaneous capital expenditures, and possible reimbursement from Piedmont. The insurance claim will only cover the cost of the replacement, with the requested upgrades being funded by the TCAA. The following is the proposed funding plan:

Damaged Boarding Ramp Replacement – Funding Plan

Damaged Boarding Ramp Replacement	<u>\$43,450.00</u>
Estimated Total	\$43,450.00

Funding Plan

Insurance Claim	\$ 6,760.00
Airport (Upgrades)	\$ 6,700.00
Piedmont/Airport	<u>\$29,990.00</u>
Estimated Total	\$43,450.00

Recommendation:

Authorize the Director of Operations to issue purchase order for a boarding ramp from Timberline GSE in the amount of \$43,450.00.

Submitted By: Chris Stipo
Director of Operations



BID TAB SHEET
FBO – Passenger Boarding Ramp RFB
Bid Date: August 14, 2026

FIRM NAME & ADDRESS	EQUIPMENT	TOTAL BID
Timberline GSE 2215 S Industrial Park Rd Richfield, UT 84701	TM-XPR-25	\$43,450.00
Aviramp Stafford Park 15 Telford TF3 3BB, United Kingdom	Domestic Flyer SK	\$123,696.20



Timberline GSE inc
2215 S Industrial Park Rd
Richfield, UT 84701 USA
+14359794502
sales@timberlinegse.com
www.timberlinegse.com

Estimate

ADDRESS

Tri-Cities Airport Authority
2525 Highway 75
Suite 301
Blountville, TN 37617

SHIP TO

Tri-Cities Airport Authority
2525 Highway 75
Suite 301
Blountville, TN 37617

ESTIMATE #	DATE	
1185	08/13/2026	

	DESCRIPTION	QTY	RATE	AMOUNT
TM-XPR-25	TM-XPR-25 Express Ramp ERJ135, ERJ145, CRJ200, CRJ700, CRJ900	1	32,500.00	32,500.00
Canopy	Metal Roof Style Canopy	1	3,500.00	3,500.00
LED	LED Walkway Lighting with 110 Volt and Solar Charging System.	1	3,200.00	3,200.00
Shipping	Shipping Charges	1	4,250.00	4,250.00

** Quote Includes **

SUBTOTAL 43,450.00

TAX 0.00

TOTAL **\$43,450.00**

Two-Year Warranty

** Fiber Grade Anti-Slip Walking Surface **

Installation and Training

Current Lead-Time is 6-8 Weeks

Accepted By

Accepted Date

CONSIDER:

Runway 5/23 Sinkhole Scanning
Award UES Professional Services 29, Inc. (UES)

Summary:

On June 9, 2026 a sinkhole formed on Runway 5/23 at the Taxiway Y intersection. The sinkhole was fixed within five hours and after a twenty-four hour curing period the runway reopened for traffic. As previously discussed, the initial repair was the beginning of a multi-month process to evaluate the root cause and make long-term repairs. The first step in the process was to have UES conduct two different types of scans. The first would evaluate the grade four to five feet below the runway, the second would evaluate the grade fifteen to twenty feet below the runway. The original proposal from UES was for \$62,500, with an additional \$15,000 of work being added due to some additional sinkholes forming in the Runway Safety Area (RSA) around the same time. The work will be funded initially with miscellaneous capital improvement funds, with emergency state aeronautics grant funds potentially being used for reimbursement in the future. The following is the funding plan:

Runway 5/23 Sinkhole Scanning – Funding Plan

Scanning	<u>\$77,500.00</u>
Estimated Total	\$77,500.00

FY27 State Grant Funding

State Funds	\$73,625.00
Airport	<u>\$ 3,875.00</u>
Estimated Total	\$77,500.00

Recommendation:

Authorize the Chair to retroactively approve the Runway 5/23 Sinkhole Scanning from UES in the amount of \$77,500.00.

Submitted By: Chris Stipo
Director of Operations

Runway 5/23 Sinkhole Repairs		
Tri-Cities Airport Authority		
Estimated Cost Summary		
	Initial Cost	Actual Cost
Airport Administration	\$ 7,500.00	\$ -
Initial Repair	\$ -	\$ 22,050.00
Surveying	\$ 77,500.00	\$ 77,500.00
Remediation	\$ 318,668.00	\$ -
Remediation Construction Administration	\$ 13,500.00	\$ -
Current Cost	\$409,668.00	\$99,550.00
State Funds	\$ 389,184.60	\$ 94,572.50
Airport Funds	\$ 20,483.40	\$ 4,977.50
Total	\$ 409,668.00	\$ 99,550.00



**Mr. Ben Totty
Kimley-Horn
10 Lea Ave. Suite 400
Nashville, TN 37210
Ben.Totty@kimley-horn.com
Phone: 615.649.4792**

Proposal for Geophysical and Mapping Services

**Tri-Cities Airport Sinkhole Evaluation
2525 TN-75 Suite 301, Blountville, TN 37617**

**Proposal No.
June 19, 2026**



June 19, 2026
Kimley-Horn
Ben Totty
10 Lea Ave. Suite 400
Nashville, TN 37210
Email: Ben.Totty@kimley-horn.com
Phone: 615.649.4792

Subject: **Proposal for Geophysical and Mapping Services
Tri-Cities Airport Sinkhole Evaluation
2525 TN-75 Suite 301, Blountville, TN 37617
Proposal No.**

UES Professional Solutions 29, Inc. (UES) is pleased to submit this proposal to provide geophysical and mapping services for the upcoming work at the Tri-Cities Airport in Blountville, Tennessee. This proposal includes our project understanding, scope of services, scheduling, and fee estimate.

PROPOSED PROJECT

This proposal is based upon the following information provided:

- Email correspondence between Mr. Ben Totty and Mr. Alexander Merritt on June 19, 2026.

We understand that the Tri-City Airport would like to engage UES to identify potential voiding or sinkhole formation across the runway at the Tri-City Airport. This investigation is a direct response and result to the sinkhole that formed on June 9th, 2026. The sinkhole/void that appeared was approximately 20 feet wide by approximately 20-25 feet deep. This investigation will be utilized as a limited geophysical investigation and will be supplemented with additional techniques as requested by the client. The photo below shows the extent of the existing sinkhole on the project site. The survey area is approximately 40 acres shown with the runway 5-23 being approximately 1.5 miles in length in Figure 1.



Figure 1 – Requested Survey Area

PROPOSED SCOPE OF SERVICES

The following summarizes our proposed scope of services based on our understanding of the project requirements. If the needs of the project and/or scope should change, we can provide a revised proposal.

This investigation will require a multi-geophysical technique investigation:

- **VEHICLE MOUNTED MULTI-CHANNEL GROUND PENETRATING RADAR (GPR)** – Perform a GPR investigation that consists of a Kontur Ground-PG-1821 multi-channel 3D array system mounted to the rear of a survey vehicle. The system collects a 5-foot-wide swath of data with each pass while traveling at speeds of up to approximately 30 mph. The survey vehicle will be equipped with an electronic distance-measuring instrument (DMI), which provides continuous distance data during GPR collection. It is expected that the GPR data will reach depths of about 4-5 feet below grade and will be the primary source of identifying areas that may have subsurface voiding occurring. GPR will unlikely be able to determine information deeper in the ground due to the conductivity of the soils in the ground, which includes clay.
- **TERRAIN CONDUCTIVITY** - The conductivity measurements will be collected using an EM-31 terrain conductivity meter manufactured by Geonics, Inc. This transmitting and receiving antenna unit is typically operated at walking speed; however, due to the size of the project limits, it will be towed from the survey vehicle at approximately 10 mph, with data collected at approximately 5-foot intervals across the width of the runway. Position accuracy for both systems will be recorded using high-resolution RTK GPS mounted to the vehicle. Conductivity data will not show inherently whether there is void formation occurring; however, the technique may show areas of concern that may be related to an open-aired or water-filled void space. Additionally, terrain conductivity data averages subsurface conditions in the top 15-20 feet below grade. Items that may affect the data quality include surface metals and metals that may be in or below the pavement.

ITEMS PROVIDED BY OTHERS

- Information showing the project limits, alignments, profiles, survey control points, benchmark data, drainages, coordinate data, relevant design and topographic CADD files, aerial photographs, and any other applicable information.

- Obtain all necessary right-of-entries, permitting, security clearances, etc. (including private land access) to allow UES and their team members and subcontractors' field personnel to work and assist as necessary with obtaining permissions for access to private utility facilities.

LIMITATIONS AND ASSUMPTIONS

- Data collection will be completed between 12:00 a.m. and 5:00 a.m. during the scheduled runway shutdown period. UES and its team will coordinate closely with the airfield crew to maintain appropriate access, communication, and safety throughout the work. The collected data will be recorded to the respective systems' internal memory for subsequent processing and assembly into GPS-referenced results maps for graphical and tabular presentation.
- GPR has major limitations when collected over soils including clays, wet soils, and electrically conductive soils. These types of soil decrease the overall penetration of GPR and results in low penetration depths. Due to this constraint, it is not expected that GPR will reach greater than 5 feet on this project site.
- Terrain Conductivity is a method that will indirectly inform us about the potential for void formation. This technique does not directly determine whether voiding is occurring, rather, it will be used in conjunction with GPR data to identify potential areas of concern.
- It is understood that this investigation is preliminary and may require the evaluation of other geophysical techniques if necessary. UES can provide guidance and additional geophysical and geotechnical services if deemed necessary by the client.
- The Scope of Work proposed assumes that runway access, airfield escort, traffic control/closure coordination, and security clearances will be provided by others.
- There will be one mobilization with 3 consecutive nighttime collection windows. Nighttime collection windows must be uninterrupted and if interrupted, a change order will be submitted.

SCHEDULING

The Client is responsible for scheduling UES's testing dates. UES requests at least 2 weeks' advance notice for scheduling fieldwork. UES may be able to arrange field work with less notice; however, this increases the likelihood of scheduling conflicts. Provided communication is maintained and substantial notice is provided throughout the project, UES has the resources available to meet your project needs.



LUMP SUM FEE

We will perform the scope of services above for the following items:

- The proposed data collection plan includes 1 night of data acquisition for GPR and 2 nights of acquisition for the terrain conductivity mapping. After data acquisition, a formal report will be prepared and submitted to the client. The total fee will be for a lump sum fee of \$62,500.00.

This fee includes travel and expenses where applicable. We will issue monthly invoices on a percent complete basis. With each monthly invoice you will receive a copy of the project backup for the specific invoicing period, which will include field reports and any formal recommendations made.

Any fees for additional services that are required or are requested will only be incurred after a change order has been submitted to the client and written approval from the client has been received. If required, work on weekends and holidays will be subject to additional costs. This proposal is valid for 30 calendar days, after which UES reserves the right to modify the fees and/or schedule.

AUTHORIZATION

If this proposal is acceptable, please provide formal authorization by signing the attached service agreement and returning it to us. We will then send you a fully executed copy for your files.

CLOSING

UES appreciates the opportunity to provide our professional services for you on this project. If you have any questions concerning the information in this proposal or if we may be of further service, please contact us at 980.230.4644.

Sincerely,
UES Professional Solutions 29, Inc. (UES)


Aaron Goldstein, P.G.
Geophysics Department Manager


James P. Slusher, P.E.
National Director



Attachment:

Equipment Portfolio
2D Deliverable Example
3D Deliverable Example
Proposal Acceptance
Terms and Conditions

UES EQUIPMENT PORTFOLIO

KONTUR GROUND-DG-1821 MULTICHANNEL GPR

The Ground-DG-1821 system developed by Kontur is a massive multichannel ground penetrating radar (MCGPR) that is configured with 20 antenna channels at a width of 5 feet, is a modulated-stepped frequency antenna between 30 and 4,500 MHz. In addition, the multichannel system boasts the ability to collect data in both directions simultaneously. The system is air launched on the back of a vehicle and hovers approximately 2 inches above the ground and can be collected at highway speeds. The GPR is connected to a GNSS and IMU. Data can be collected in 1/8 of the time of a traditional push-behind GPR such as the GSSI Dual Frequency GPR, which cannot be georeferenced, and relies on old technology. Also included is a powerful processing software suite that can automatically detect and locate utilities. The main limitation associated with GPR is the depth of investigation, which can be impacted due to moist and conductive soils, such as clay.



Example of the Ground-DG-1821 System

GEONICS EM31-MK2 TERRAIN CONDUCTIVITY METER

The Geonics EM31-MK2 system is a terrain conductivity meter that can map geological variations such as groundwater contaminants and changes in ground conductivity such as buried underground utilities. With this inductive method, large amounts of data can be collected in a short amount of time in comparison to traditional electrode style systems. The major limitation of this technique is that above grade features such as metal may affect the data resolution.



Example of the EM31-MK2 system

UES PROFESSIONAL SOLUTIONS 29, INC.
Work Authorization / Proposal Acceptance Form

PLEASE SIGN AND RETURN ONE COPY VIA EMAIL OR FAX.

UES PROFESSIONAL SOLUTIONS 29, INC (UES) is pleased to provide the services described below. The purpose of this document is to describe the terms under which the services will be provided and to obtain formal authorization.

Opportunity Name: Tri-Cities Airport Sinkhole Evaluation **Date:** June 19, 2026
Opportunity Location: 2525 TN-75 Suite 301, Blountville, TN 37617
Client Name: Tri-Cities Airport Authority **Contact:** Chris Stipo
Contact Business Address: 2525 Highway 75, Suite 301, Blountville, TN 37617
Contact Fax Number: _____ **Contact Phone:** 423-325-6055 **Email:** cstipo@flytri.com

I. Scope of Services & Understanding of Project (See attached proposal or as indicated below).

UES Project No.:

II. Contract Documents. The following documents form part of the Agreement and are incorporated herein by referral:

A. UES General Conditions.

In the event of any inconsistency or conflict among the Contract Documents, the provision in that Contract Documents first listed above shall govern.

III. Authority to proceed and for payment. (To be completed by Client)

A. For payment of Services, invoice to the account of:

Firm: Tri-Cities Airport Authority Social Security Number or
Federal Identification No.: _____
Address: 2525 Highway 75, Suite 301 **City:** Blountville **Zip Code:** 37617
Attention: Chris Stipo **Title:** Director of Operations
Phone: 423-325-6055 **Email:** cstipo@flytri.com

B. If the invoice is to be mailed for approval to someone other than the account charged, please indicate where, below:

Firm: _____
Address: _____ **City:** _____ **Zip Code:** _____
Attention: _____ **Title:** _____
Phone: _____ **Email:** _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives
this 23rd day of June, 2026.

CLIENT: Tri-Cities Airport Authority **UES PROFESSIONAL SOLUTIONS 29, INC (UES)**
BY (signature): [Signature] **BY (signature):** _____
NAME: Gene Cossey **SIGNATORY:** _____
TITLE: President/CEO **TITLE:** _____
DATE: 23/06/26 **DATE:** _____

UES PROFESSIONAL SOLUTIONS 29, INC (UES)



DELIVERABLE DISTRIBUTION LIST

CLIENT (PROPOSAL ADDRESSEE):

(Invoices/Reports)

UES ONLINE SHAREFILE DATABASE

CLIENT WILL BE PROVIDED WITH ACCESS TO VIEW REPORTS VIA

PURCHASE ORDER/JOB NO.?:

Deliverables will be emailed to all below parties.

ADDITIONAL COPIES-1:

(Reports)

Name of Company Tri-Cities Airport Authority

Attn: Chris Stipo

Address 2525 Highway 75, Suite 301, Blountville, TN 37617

Phone 423-325-6055

Fax _____

Email Address cstipo@flytri.com

ADDITIONAL COPIES-2:

(Reports)

Name of Company Kimley-Horn

Attn: Ben Totty

Address 10 Lea Ave. Suite 400, Nashville, TN 37210

Phone 615-649-4792

Fax _____

Email Address ben.totty@kimley-horn.com

ADDITIONAL COPIES-3:

(Reports)

Name of Company _____

Attn: _____

Address _____

Phone _____

Fax _____

Email Address _____

ADDITIONAL COPIES-4:

(Reports)

Name of Company _____

Attn: _____

Address _____

Phone _____

Fax _____

Email Address _____

General Terms and Conditions

Section 1: Binding Agreement

- 1.1** By accepting the Proposal, Client accepts and agrees to be bound by all terms set forth in the Proposal and these General Terms and Conditions and any applicable addendum attached hereto. Client acknowledges and agrees that these General Terms and Conditions include certain state-specific terms and conditions that are applicable based on the location where the Services (as hereinafter defined) are to be performed. Attached hereto are State-specific Addenda, each corresponding to a particular state or region.
- 1.2** If the Services are performed in Florida, Texas, California, Nevada, Oregon, Washington or Arizona, the State-specific Addendum attached hereto is incorporated into and made a part of these General Terms and Conditions.
- 1.3** In the event of any conflict between these General Terms and Conditions and the terms of the applicable State-specific Addendum, the terms of the State-specific Addendum shall govern and control for Services performed in that state or region.
- 1.4** The Proposal and these General Terms and Conditions (collectively, the "Agreement") represent and contain the entire and only agreement and understanding among UES Professional Solutions, LLC, a Florida limited liability company and its affiliates (the "Company") and Client with respect to the subject matter of this Agreement and supersede any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among the parties.

Section 2: Services

- 2.1** The Company is responsible for providing the services described under the Scope of Services ("Services") of the Proposal to which these General Terms and Conditions form a part. The term "the Company" as used herein includes all the Company's agents, employees, professional staff, and subcontractors.
- 2.2** The Company shall provide revised or additional services, including changes to the Services necessary due to changed or unforeseen conditions, only in accordance with a written addendum or change order (collectively, "Change Order") to the Agreement agreed to by the Company and Client, and only to the extent set forth in that Change Order.
- 2.3** The Company shall not be responsible for any delays, fees or costs associated with adverse or unusual weather conditions that prevent the Services from being safely conducted.
- 2.4** The Company shall provide the personnel, equipment, Level D personal protective equipment (as defined by the Occupational Safety and Health Administration ("OSHA"), and other materials necessary to provide the Services. The Company, at its sole discretion, may retain subcontractors or other third parties to assist it in the provision of the Services.
- 2.5** The terms "Project" and "Site" as used interchangeably in these General Terms and Conditions refer to the land and/or construction project on which or to which the Company is to provide Services under this Agreement.
- 2.6** The Company shall perform all Services hereunder as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture, or relationship of principal and agent or master and servant, or employer and employee between the parties hereto or any affiliates or subsidiaries thereof, or to provide either party with the right, power or authority, whether express or implied, to create any such duty or obligation on behalf of the other party.

Section 3: Professional Standard of Care

- 3.1** The Company will provide its Services under this Agreement in a manner consistent with the level of professional care and skill ordinarily exercised by similar professionals practicing contemporaneously under similar conditions in the locality of the Project. NO OTHER WARRANTY CONCERNING THE SERVICES THE COMPANY PROVIDES UNDER THE AGREEMENT OR ANY ADDENDUM OR CHANGE ORDER, EXPRESS OR IMPLIED, IS MADE, AND ALL OTHER WARRANTIES, INCLUDING THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED TO THE FULL EXTENT PERMITTED BY APPLICABLE LAW.
- 3.2** Client understands that subsurface investigations may involve drilling, boring, excavating or sampling through varied subsurface soil and water strata which, consistent with the prevailing standard of professional care, may result in the unavoidable or inadvertent cross-mingling of soil and water and any hazardous substances or constituents contained in them, and that this risk cannot be eliminated despite the exercise of professional care. IF SUBSURFACE INVESTIGATIONS ARE PART OF THE SERVICES, CLIENT WAIVES ANY CLAIM AGAINST THE COMPANY, AND SHALL INDEMNIFY, DEFEND, AND HOLD THE COMPANY HARMLESS FROM ANY CLAIM OR LIABILITY FOR INJURY OR LOSS ARISING FROM CROSS-CONTAMINATION RELATED TO SUCH SUBSURFACE EXPLORATIONS.
- 3.3** The Company will take reasonable precautions to minimize damage to the Site, but it is understood by Client that, in the normal course of the provision of the Services, including sampling or drilling, some damage to, or alteration of the Site is possible. The repair of such damage shall not be part of the Services unless explicitly specified in writing in the Agreement.
- 3.4** Execution and delivery of this Agreement by the Company is not a representation that the Company has visited the site, become generally familiar with local conditions under which the work is to be performed, or correlated personal observations with the requirements of the Scope of Services.
- 3.5** Client's payment in full of the amount owed for Services rendered shall be taken to mean that Client is satisfied with and has accepted the Company's Services.

Section 4: Responsibilities

- 4.1** Client is responsible for providing the Company with a clear understanding of the project's nature and scope. Client shall supply the Company with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys, plans and specifications, and designs, to allow the Company to properly complete the Services. Client assumes all liability for information not provided to the Company that may affect the quality or sufficiency of the Services.
- 4.2** Client acknowledges that the Company's responsibilities in providing the Services is limited to those services described in the Proposal, and the Client hereby assumes any collateral or affiliated duties necessitated by or for those Services. Such duties may include, but are not limited to, the provision of any required notices to any third party, or the securing of necessary permits or permissions from any third parties required for the Company's provision of the Services.

Section 5: Site Access and Site Condition

- 5.1** Client will grant or obtain at its expense lawful and safe access to the Site as needed for the Company to perform the Services and will notify all affected persons and entities in writing of the Company's presence. The access shall be adequate to allow the Company to conduct the Services, including bringing and storing equipment and tools on the Site and any necessary access to exterior and interior areas. The Company shall not be responsible for any delays, fees or costs caused by delayed or restricted access that prevents or slows the delivery of the Services. If the Site is not owned or operated by Client or the Client does not otherwise have the authority to grant the Company lawful access, Client shall be responsible for obtaining, at its own expense, an access agreement for the Site and any facilities located thereon and are necessary to perform the Services. The Company reserves the right to delay, without penalty, any Site visit and the provision of Services if a site access agreement, in the Company's reasonable judgment and discretion, would impose conditions, liabilities or risks on the Company in excess of those set forth in these General Terms and Conditions or the Agreement. IF THE SITE IS NOT OWNED BY CLIENT, CLIENT AGREES TO DEFEND, RELEASE, AND HOLD THE COMPANY, INCLUDING ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AGENTS, AFFILIATES AND SUCCESSORS (THE "COMPANY INDEMNITEES") HARMLESS FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES OR LIABILITIES ALLEGED BY THE SITE OWNER OR THE SITE OWNER'S EMPLOYEES, AGENTS, CONTRACTORS OR OTHER PERSONS OR ENTITIES ARISING FROM THE COMPANY'S PERFORMANCE OF SERVICES AT SUCH SITE.
- 5.2** Client shall be responsible for the safety of the Site where the Project is conducted and for providing a safe environment for the Company to provide the Services. The Company shall be responsible for the safe and compliant conduct of its personnel at the Site and shall also comply with the reasonable and lawful work rules for the Site. As required by applicable laws, the Company will prepare a site-specific Health and Safety Plan (HASP) applicable to its personnel for the Services provided at the Site. The Company shall not be responsible for the safety of other personnel at the Site, nor shall it be responsible for ensuring that the Site complies with environmental, health and safety laws, or reporting any unsafe conduct or non-compliance that it may observe. If the Company encounters conditions at the Site that are unsafe for its personnel, it reserves the right at its sole discretion to suspend or halt work until such conditions are cured. The Company shall not be responsible for any fees, costs or damages associated with any safety-related delays. Unless otherwise provided for in the Agreement, the Company shall not work in conditions that require personal protective equipment beyond that classified as Level D by OSHA, unless otherwise identified in the Proposal.
- 5.3** Client is responsible for accurately identifying to the Company in writing the existence and location of all subterranean structures and utilities on or affecting the Site and the Services. The Company will take reasonable precautions to avoid affecting subterranean structures and utilities disclosed to it in writing by Client. If included in the Agreement, Client may authorize the Company to conduct applicable private utility identification and clearance requirements on behalf of Client.
- 5.4** Unless otherwise stated in the Proposal, any soil or groundwater monitoring activities that are included in the Services are based on the assumption that soil borings and monitoring wells can be installed using standard truck-mounted drilling equipment, the locations are accessible to such equipment, and that surface conditions at each location consists of non-reinforced asphalt or concrete not exceeding six (6) inches in thickness and no concrete or asphalt cutting will be required. If the Company encounters materially different conditions at the Site, the Company shall inform Client, and a Change Order shall be agreed to that addresses any changes in schedule, fees or costs associated with the changed conditions.

Section 6: Hazardous Substances and Environmental Conditions

6.1 Client represents it has informed the Company of all known or suspected Hazardous Substances on, under or near the Site of which it is aware, and that it has provided the Company with all studies, reports, investigations, or similar documents in its possession about the environmental conditions at the Site, including any documents and correspondence involving Federal, State or local environmental, health or safety regulatory notifications.

6.2 For purposes of the Agreement and these General Terms and Conditions, the term "Hazardous Substances" includes materials defined or regulated as hazardous substances, hazardous materials, hazardous wastes, hazardous constituents, solid wastes, pollutants, or toxic substances under any Federal, State or local environmental, health, safety or natural resources law, statute, regulation or ordinance, including but not limited to petroleum products, polychlorinated biphenyls, per- and polyfluoroalkyl substances, asbestos, and any other material or substance listed or identified by the United States Environmental Protection Agency or any similar State or local agency as presenting a potential danger to health, safety or the environment.

6.3 Except to the extent required by law, the Company shall not be responsible for making any disclosures to governmental agencies or the Site owner regarding the presence or release of Hazardous Substances on, under, from or around a Site.

6.4 **FOR ENVIRONMENTAL INVESTIGATION, GEOTECHNICAL AND REMEDIATION PROJECTS**, the discovery of Hazardous Substances or other environmental conditions on, under or near the Site not contemplated within the Services may constitute a changed condition, necessitating a Change Order. Although unlikely, Client acknowledges that such a discovery of Hazardous Substances may make it necessary for the Company to take immediate measures to protect the health and safety of its employees and other persons, or to arrange for others to do so, including and up to delaying or terminating work. Client agrees to compensate the Company for all expenses incurred or caused by the discovery of unanticipated Hazardous Substances or environmental conditions encountered at the Site, including but not limited to those related to worker protection and exposure, emergency response actions and equipment decontamination.

6.5 **FOR ENVIRONMENTAL INVESTIGATION AND REMEDIATION PROJECTS**, all substances on, in, or under Site, or obtained from Site as samples or as byproducts of the sampling process, shall be Client's property. The Company shall not be required to sign or certify a waste manifest, disposal ticket, or similar document relating to the transportation or disposal of wastes or Hazardous Substances. The Company may serve as Agent for Client if requested under a separate agreement and authorization. Client shall be considered the "generator" of any hazardous or other wastes, as that term is defined in the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq. and agrees that it shall assume all duties as "generator" of any waste material associated with the Services. Further, Client agrees that the Company is not a generator, storer, treater, transporter, arranger, or disposer of wastes or Hazardous Substances and shall not be so identified on any document.

FOR GEOTECHNICAL PROJECTS, all substances on, in, or under the Site, or obtained from the Site as samples or as byproducts of the sampling process, shall be Client's property. Unless otherwise expressly specified in the Agreement or the Services, the characterization, management and disposition of substances, including Hazardous Substances, generated during the Services (including, but not limited to, wastes, samples, produced soils or fluids, cuttings, or protective gear or equipment, etc.) is the sole responsibility of Client. Client shall be considered the "generator" of any hazardous or other wastes, as that term is defined in the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq. and agrees that it shall assume all duties as "generator" of any waste material associated with the Services. Further, Client agrees that the Company is not and shall not be identified as a generator, storer, treater, transporter, arranger, or disposer of wastes or Hazardous Substances on any document. Unless specifically provided for in the Agreement, the Company shall not have any responsibilities with respect to the storage or preservation of samples, and Client agrees that the Company is not responsible or liable to Client for any loss of samples that are shipped to a testing facility or retained in storage.

6.6 The Company shall not have custody of any monitoring wells or permanent sampling locations installed as part of the Project, and shall not be responsible for proper maintenance, repair, or closure of such wells, unless otherwise provided for in the Agreement.

6.7 CLIENT AGREES TO DEFEND, INDEMNIFY, RELEASE, AND HOLD THE COMPANY INDEMNITEES HARMLESS FROM ANY AND ALL CLAIMS, LOSSES, DAMAGES OR LIABILITIES (INCLUDING ATTORNEY'S FEES AND CONSULTANTS' FEES, COSTS OF DELAY OF THE SERVICES, AND ANY COSTS ASSOCIATED WITH POSSIBLE REDUCTION TO THE VALUE OF THE PROJECT OR THE SITE IN WHICH IT IS SITUATED) ARISING FROM (I) THE COMPANY'S DISCOVERY OF OR ITS EMPLOYEES' OR SUBCONTRACTORS' EXPOSURE TO HAZARDOUS SUBSTANCES OR SUSPECTED SUBSTANCES RELATED TO THE SERVICES, TO THE EXTENT CAUSED BY CLIENT'S NEGLIGENCE ACTS, OMISSIONS OR WILLFUL MISCONDUCT; (II) ANY DISCLOSURES THE COMPANY IS REQUIRED TO MAKE BY LAW REGARDING HAZARDOUS SUBSTANCES OR ENVIRONMENTAL CONDITIONS AT A SITE; (III) ANY CLAIMS MADE ALLEGING THAT (A) THE COMPANY IS AN OWNER OR OPERATOR OF THE SITE AT WHICH THE SERVICES ARE RENDERED; (B) THE COMPANY IS THE GENERATOR, STORER OR TREATER OF HAZARDOUS SUBSTANCES AT SUCH SITE; OR (C) THAT THE COMPANY ARRANGED FOR THE TRANSPORTATION OR DISPOSAL OF ANY HAZARDOUS SUBSTANCES FROM THE SITE; (IV) ANY VIOLATION BY CLIENT OF ANY FEDERAL, STATE OR LOCAL LAW, REGULATION, ORDER, DECREE OR ORDINANCE RELATED TO HAZARDOUS SUBSTANCES; OR (V) ANY CLAIMS MADE BY THIRD PARTIES WITH RESPECT TO ALLEGED EXPOSURES TO OR DAMAGES CAUSED BY HAZARDOUS SUBSTANCES AT OR FROM THE SITE OR DURING OR RELATED TO ANY PROJECT OR THE PROVISION OF SERVICES, TO THE EXTENT CAUSED BY CLIENT'S NEGLIGENCE OR WILLFUL MISCONDUCT.

Section 7: Reviews, Inspections, Testing, And Observations

7.1 If the Services include oversight, monitoring or observation of work being conducted by third parties (other than the Company's subcontractors), such Services shall be conducted solely to determine that the work being overseen, monitored, or observed is in general conformity to the contractual requirements between Client and such third parties. Client shall have sole responsibility and authority to reject, suspend or stop the work of such third parties; or modify or terminate any agreement between Client and such third parties.

7.2 The Company shall not have the responsibility or authority to stop, suspend, or modify the work of such third parties, and does not guarantee that work it inspects conforms in all respects to the design, or to applicable laws, statutes, regulations, rules or codes, and it shall have no liability for design or construction defects, or the failure of Client's designers or contractors to comply with their contractual obligations.

7.3 Neither the activities of the Company pursuant to this Agreement, nor the presence of the Company or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon the Company any responsibility for means or methods of work performance, superintendence, sequencing of construction, or safety or environmental conditions or compliance at the Project Site. Client acknowledges that Client or its contractor is solely responsible for Project jobsite safety and compliance with environmental, health and safety laws.

7.4 Client is responsible for scheduling all inspections and construction materials testing ("CMT") activities of the Company. The Company will not be responsible for tests and inspections that it does not perform due to Client's failure to timely schedule work. Client shall at the time of execution of the Agreement provide the Company with a proposed schedule for tests and inspections the Company shall perform. Client will give reasonable notice of all changes to that schedule. The Company shall not be required to conduct any tests or inspections on less than 72 hours written notice, nor after normal business hours or on weekends or holidays.

Section 8: Billing and Payment

8.1 The Company will submit invoices to Client monthly or upon completion of Services. Invoices will show charges for different personnel and expense classifications. Partially completed items of work for which a fee has been specified may be billed based upon the percentage of completion as estimated by the Company. Reimbursable expenses, those outside of the scope of the proposed Services, will be charged to the Client at cost plus ten (10) percent. Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of the lesser of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts. If the Company incurs any expenses to collect overdue billings on invoices, the sums paid by the Company for reasonable attorneys' fees, court costs, the Company's time, the Company's expenses, and interest will be due and owing by the Client. Client agrees that the Company may refuse to release to Client any reports, findings, data, and other work product until it has been paid in full for Services rendered.

Section 9: Ownership and Use of Documents; Intellectual Property

9.1 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the Company, as instruments of service, shall remain the property of the Company. Neither Client nor any other entity shall change or modify the Company's instruments of service. The Company disclaims any and all responsibility and liability for problems that may occur during implementation of the Company's plans, specifications, or recommendations when Company is not retained to observe such implementation. The Company will retain all pertinent records relating to the Services for a period of "five years or such longer period" of time required by applicable accrediting agency, unless specified in the Scope of Services following submission of the report or completion of the Services, during which period the records will be made available to the Client in a reasonable time and manner, subject to payment of a reasonable fee for the time of the Company's employees to assemble and transmit those documents.

9.2 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the Company, are prepared for the sole and exclusive use of Client, and may not be given to any other entity, or used or relied upon by any other entity, without the express written consent of the Company. Such written consent may take the form of a "reliance letter" which must be agreed to by such other person or entity to whom the Services and instruments of service may be disclosed, and for which a separate fee will be charged. The Company shall be entitled to injunctive relief preventing/prohibiting any disclosure, reliance or attribution prohibited hereunder, and CLIENT SHALL

RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE COMPANY FROM ANY LOSSES ARISING FROM OR RELATED TO SUCH UNAUTHORIZED DISCLOSURE, ATTRIBUTION OR RELIANCE. Client is the only entity to which the Company owes any duty or duties, in contract or tort, pursuant to or under this Agreement.

9.3 The Company shall retain sole and exclusive ownership of all ideas, concepts, theories, improvements, designs, original works of authorship, formulas, processes, models, software, algorithms, inventions, know-how, techniques, compositions of matter and any other information owned by the Company prior to the date of this Agreement or created or modified by the Company during the provision of the Services.

9.4 Each party may disclose to the other party certain information that it considers to be confidential ("Confidential Information") provided such information is disclosed in writing and clearly marked or, if orally disclosed, promptly thereafter reduced to writing and clearly marked "Confidential." In no event shall Confidential Information include information that: (a) is or becomes publicly available other than through a breach of the Agreement; (b) is known to the party receiving such information prior to disclosure or is independently developed by such party subsequent to such disclosure without reference to Confidential Information provided hereunder; or (c) is subsequently lawfully obtained by the party receiving such information from a third party without obligations of confidentiality. Each party agrees that it (a) will not disclose or divulge the other party's Confidential Information to any person, (b) will not use the other party's Confidential Information for its own benefit or the benefit of others, (c) will employ at least the same degree of care in protecting Confidential Information as it employs in protecting its own confidential information, and (d) will, upon termination of the Agreement, or at any time at the request of the other party, return to the other party or destroy all copies of the other party's Confidential Information. Notwithstanding the foregoing, each party may disclose the other party's Confidential Information to its employees, subcontractors and authorized agents who have a need to know such confidential information to fulfill its obligations under this Agreement. In the event a party receives a subpoena or other validly issued administrative or judicial process requesting the disclosure of the other party's Confidential Information, such party will promptly notify the other party and tender to it the defense of such demand and will cooperate (at the other party's expense) with the defense of such demand. Unless the demand shall have been timely quashed or extended, the party receiving the demand shall thereafter be entitled to comply with such demand when and to the extent required by law.

Section 10: Risk Allocation and Indemnification

10.1 CLIENT AGREES THAT THE COMPANY'S LIABILITY FOR ANY DAMAGE ON ACCOUNT OF ANY BREACH OF CONTRACT, ERROR, OMISSION, OR PROFESSIONAL NEGLIGENCE WILL BE LIMITED TO A SUM NOT TO EXCEED THE GREATER OF \$50,000 OR THE COMPANY'S FEE. If Client prefers to have higher limits on contractual or professional liability, the Company agrees to increase the limits up to a maximum of (i) \$1,000,000.00 upon Client's written request at the time of accepting the Proposal provided that Client agrees to pay an additional consideration of the greater of five percent of the total fee for Services or \$1,000.00, or (ii) \$2,000,000.00 upon Client's written request at the time of accepting the Proposal provided that Client agrees to pay an additional consideration of the greater of ten percent of the total fee for Services or \$2,000.00. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional contractual or professional liability insurance.

10.2 CLIENT SHALL NOT BE LIABLE TO THE COMPANY AND THE COMPANY SHALL NOT BE LIABLE TO CLIENT FOR ANY PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS, LOSS OF USE, AND LOST SAVINGS) INCURRED BY EITHER PARTY DUE TO THE FAULT OF THE OTHER, REGARDLESS OF THE NATURE OF THE FAULT, OR WHETHER IT WAS COMMITTED BY CLIENT OR THE COMPANY, THEIR EMPLOYEES, AGENTS, OR SUBCONTRACTORS; OR WHETHER SUCH LIABILITY ARISES IN BREACH OF CONTRACT OR WARRANTY, TORT (INCLUDING NEGLIGENCE), STATUTORY, OR ANY OTHER CAUSE OF ACTION.

10.3 As used in this Agreement, the terms "claim" or "claims" mean any claim in contract, tort, or statute alleging negligence; errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or any other act giving rise to liability.

10.4 Subject to the provisions of the limitation of liability described in this Section, Client and the Company each agree to indemnify and hold harmless the other party and the other party's affiliated companies, officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are legally determined to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, or subcontractors in the performance of Services. If claims, losses, damages, and judgments are legally determined to be caused by the joint or concurrent negligence of Client and the Company, they shall be borne by each party in proportion to its negligence.

10.5 Notwithstanding any other term or provision in this Agreement, in recognition of the relative risks, rewards and benefits of the work being performed by the Company to both the Client and the Company, the risks have been allocated such that the Client agrees and acknowledged that, to the fullest extent permitted by law, the total liability of the Company to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes of action whatsoever, whether arising out of contract, negligence, strict liability in tort, or warranty, shall not exceed the amount specified in Section 10 of the General Terms and Conditions.

Section 11: Insurance

11.1 The Company represents it has Worker's Compensation insurance in force, that it has commercial general liability coverage in the amount of \$1,000,000.00 per occurrence and has professional liability insurance in the amount of \$1,000,000.00 per claim.

11.2 Client shall maintain such insurance as is necessary to fully underwrite Client's defense and indemnity obligations set forth herein, and shall, upon request by the Company, provide proof to the Company to verify such insurance.

Section 12: Dispute Resolution

12.1 All claims, disputes, and other matters in controversy between the Company and Client arising out of or in any way related to this Agreement or any Addendum or Change Order shall be decided by binding arbitration in accordance with the Construction Industry Rules of the American Arbitration Association then obtaining, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Notwithstanding the foregoing, the Company shall not be required to arbitrate any legal and/or equitable claims (including statutory and equitable liens) for collection of monies due. The successful party in any such action will be entitled to recover its reasonable attorneys' fees, expert witness fees, and other claim-related expenses and court costs incurred, and also the time value at prevailing rates of its employees reasonably incurred in prosecuting or defending the claims, with any claims against the Company subject to the limitations in Section 10. For the purposes hereof, "successful party" shall mean a party who receives an award greater than fifty (50%) percent of its claimed amount.

12.2 The sole and exclusive venue for any dispute resolution proceeding shall be the location in which the Company office performing the Services is located. This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the Company office performing the Services is located.

12.3 Notwithstanding the foregoing, all claims, including for negligence or any other cause whatsoever that the Client has or claims to have against the Company, shall be deemed waived unless: (i) Client notifies the Company of the claim or claims within thirty (30) days of discovery thereof, and (ii) if the Client contends that a claim exists against the Company for negligence or another violation of a standard of care owed by the Company, Client has first provided the Company with a written certification executed by an independent design professional currently practicing in the same discipline as the Company. The certification shall: a) identify the name of the professional; b) specify each and every act or omission that the certifier contends is a violation of the standard of care identified in this Agreement; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to the Company not less than thirty (30) calendar days prior to the institution of any arbitration or judicial proceeding.

12.4 NOTWITHSTANDING THE FOREGOING, THE COMPANY SHALL HAVE NO LIABILITY FOR ANY CLAIM DISCOVERED BY CLIENT MORE THAN ONE YEAR AFTER DELIVERY OF THE LAST ISSUED REPORT BY THE COMPANY FOR THE SERVICES. THE PARTIES AGREE THAT THIS PROVISION IS MATERIAL TO THE DECISION OF THE COMPANY TO ENTER INTO THIS AGREEMENT, THAT IT IS A REASONABLE MEASURE TO ALLOCATE AND INSURE AGAINST RISK, AND THAT IT DOES NOT VIOLATE PUBLIC POLICY.

Section 13: Termination

13.1 This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or in the case of a force majeure event such as terrorism, act of war, public health or other emergency. Such termination shall not be effective if such substantial failure or force majeure has been remedied before expiration of the period specified in the written notice. In the event of termination, the Company shall be paid for services performed to the termination notice date plus reasonable out of pocket termination expenses incurred or paid by the Company in connection with such termination and the winding down of its operations.

13.2 In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this Agreement, the Company may complete such analyses and records as are necessary to complete its files and may also complete a report on the Services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct out of pocket costs incurred or paid by the Company in completing such analyses, records, and reports.

Section 14: Solicitation of Employees

14.1 Client agrees that during the term of the Agreement, and for a period of one (1) year after the last date on which the Company has provided Services, Client shall not, directly or indirectly, solicit or attempt to solicit for employment, or contract directly or indirectly with, any employee of the Company except as authorized in writing by the Company.

Section 15: Assigns

15.1 Neither Client nor the Company may assign this Agreement or assign or delegate any of its rights or obligations without the prior written consent of the other party.

Section 16: Survival

If any of the provisions of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired and will survive. Limitations of liability and indemnities will survive termination of this Agreement for the period of all applicable statutes of limitations to which they relate.

Section 17: Miscellaneous

17.1 This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.

17.2 Failure by either party at any time to enforce any obligation by the other party, to claim a breach of any term of the Agreement or to exercise any power agreed to hereunder will not be construed as a waiver of any right, power or obligation under the Agreement, will not affect any subsequent breach, and will not prejudice either party as regards any subsequent action.

17.3 The headings in these General Terms and Conditions are for reference only and are not intended to form part of the Agreement between the Parties.

17.4 It is agreed that this Agreement is entered into by the parties for the sole benefit of the parties to the Agreement, and that nothing in the Agreement shall be construed to create a right or benefit for any third party.

17.5 To the extent that a statute of limitations for any cause of action against the Company arising from this Agreement can be modified contractually in accordance with law, and the relevant statute of limitations for any claim arising of or relating to this Agreement, or the Services provided by Company r, is greater than two (2) years, the relevant statute of limitations shall be two (2) years from the date Company last provided Services. The parties agree that this provision is material to the decision of Company to enter into this agreement, that it is a reasonable measure to allocate and insure against risk, and that it does not violate public policy. This section shall not be construed as an agreement to increase the statute of limitations for any causes of action that are otherwise barred by law.

17.6 All future services rendered by the Company at Client's request for the Project described in the Proposal (whether by Change Order, Addendum, or amendment to this Agreement) shall be conducted under the terms of this Agreement.

Client APPROVAL

In the event the Client authorizes work without returning a signed copy of the Proposal, the Client agrees to be bound by the General Terms and Conditions as stated herein. The Proposal presented has been read, understood, and accepted by the Client effective as of the date that the executed Proposal is returned to the Company.

Section 1: Addendum to Agreement

1.1 This Florida addendum (this "Addendum") is made and entered into by and between the Company and Client and is effective as of the date of execution of the Agreement if the Services are performed in the State of Florida, and this Addendum is incorporated into and made a part of the General Terms and Conditions solely with respect to the Services covered by this Addendum.

Section 2: Indemnity

2.1 **IN ADDITION TO AND NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT,** CLIENT AGREES, TO THE FULLEST EXTENT PROVIDED BY LAW, TO RELEASE, DEFEND (WITH COUNSEL REASONABLY ACCEPTABLE TO THE COMPANY), INDEMNIFY, AND HOLD THE COMPANY INDEMNITEES HARMLESS FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES OR LIABILITIES FROM OR BY ANY PERSON OR ENTITY ARISING FROM (1) ACTS OR OMISSIONS BY CLIENT, CLIENT'S AGENTS, STAFF, AND OTHERS EMPLOYED BY OR CONTRACTED TO CLIENT, INCLUDING ARCHITECTS, ENGINEERS, CONTRACTORS, SUBCONTRACTORS, AND CONSULTANTS, WHETHER OR NOT THE COMPANY IS RESPONSIBLE IN PART FOR THE ACTS OR OMISSIONS FOR WHICH CLIENT IS INDEMNIFYING THE COMPANY AND (2) THE PROVISION OF THE SERVICES BY THE COMPANY EXCEPT TO THE EXTENT CAUSED BY THE COMPANY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, SUCH EXCEPTION SUBJECT TO THE LIMITS SET FORTH IN SECTION 10 OF THE GENERAL TERMS AND CONDITIONS.

2.2 THE COMPANY AGREES TO INDEMNIFY, AND HOLD CLIENT HARMLESS FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES OR LIABILITIES ARISING TO THE EXTENT SOLELY FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT BY THE COMPANY IN THE PROVISION OF THE SERVICES, SUBJECT TO THE LIMITS SET FORTH IN SECTION 10 OF THE GENERAL TERMS AND CONDITIONS.

2.3 To the extent either party's damages are covered by available insurance, Client and the Company waive all rights of subrogation against each other and against the contractors, subcontractors, consultants, agents, and employees of the other, except such rights as they may have to the proceeds of such insurance.

Section 3: Individual Liability (5 points larger than adjacent text)

3.1 **PURSUANT TO FLORIDA STAT. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF THE COMPANY MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

Section 1: Addendum to Agreement

1.1 This Texas addendum (this "Addendum") is made and entered into by and between the Company and Client and is effective as of the date of execution of the Agreement if the Services are performed in the State of Texas, and this Addendum is incorporated into and made a part of the General Terms and Conditions solely with respect to the Services covered by this Addendum.

Section 2: Billing and Payment

2.1 The fees and charges reflected in the Company's proposal for services are exclusive of any sales, use, personal property, value added and goods/services taxes. Where applicable, such taxes shall appear as a separate item on the Company's invoice and Client shall be liable for the payment of such taxes to the Company. Notwithstanding the foregoing, Client shall not be responsible for any foreign, federal, state, or local taxes based on the Company's net income or receipts, or such other taxes based on the Company doing business in any particular jurisdiction.

Section 3: Indemnity

3.1 IN ADDITION TO AND NOTWITHSTANDING ANY OTHER PROVISION IN THESE GENERAL CONDITIONS, CLIENT AGREES, TO THE FULLEST EXTENT PROVIDED BY LAW, TO RELEASE, DEFEND (WITH COUNSEL REASONABLY ACCEPTABLE TO THE COMPANY), INDEMNIFY, AND HOLD THE COMPANY INDEMNITEES HARMLESS FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES (INCLUDING ATTORNEY'S FEES) OR LIABILITIES FROM OR BY ANY PERSON OR ENTITY ARISING FROM (1) ACTS OR OMISSIONS BY CLIENT, CLIENT'S AGENTS, STAFF, AND OTHERS EMPLOYED BY OR CONTRACTED TO CLIENT, INCLUDING ARCHITECTS, ENGINEERS, CONTRACTORS, SUBCONTRACTORS, AND CONSULTANTS, WHETHER OR NOT THE COMPANY IS RESPONSIBLE IN WHOLE OR IN PART FOR THE ACTS OR OMISSIONS FOR WHICH CLIENT IS INDEMNIFYING THE COMPANY AND (2) THE PROVISION OF THE SERVICES BY THE COMPANY EXCEPT TO THE EXTENT CAUSED BY THE COMPANY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, SUCH EXCEPTION SUBJECT TO THE LIMITS SET FORTH SECTION 10 OF THE GENERAL TERMS AND CONDITIONS. FOR THE AVOIDANCE OF DOUBT, CLIENT'S INDEMNIFICATION OBLIGATIONS SET FORTH IN THIS SECTION 3.1 INCLUDE, WITHOUT LIMITATION, INDEMNIFICATION FOR ANY CLAIMS, LOSSES, DAMAGES OR LIABILITIES ARISING IN WHOLE OR IN PART FROM THE ACTIONS OR INACTIONS OF THE COMPANY.

3.2 THE COMPANY AGREES TO INDEMNIFY, AND HOLD CLIENT HARMLESS FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES OR LIABILITIES ARISING TO THE EXTENT SOLELY FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT BY THE COMPANY IN THE PROVISION OF THE SERVICES, SUBJECT TO THE LIMITS SET FORTH IN SECTION 10 OF THE GENERAL TERMS AND CONDITIONS.

3.3 To the extent either party's damages are covered by available insurance, Client and the Company waive all rights of subrogation against each other and against the contractors, subcontractors, consultants, agents, and employees of the other, except such rights as they may have to the proceeds of such insurance.

Section 3: Express Negligence Rule

3.1 WITH RESPECT TO CLIENT'S INDEMNIFICATION OBLIGATIONS HEREUNDER, THESE TERMS AND CONDITIONS COMPLY WITH THE REQUIREMENT, KNOWN AS THE EXPRESS NEGLIGENCE RULE, TO EXPRESSLY STATE IN A CONSPICUOUS MANNER TO AFFORD FAIR AND ADEQUATE NOTICE THAT THESE TERMS AND CONDITIONS CONTAIN PROVISIONS REQUIRING ONE PARTY TO BE RESPONSIBLE FOR THE NEGLIGENCE, STRICT LIABILITY, OR OTHER FAULT OF ANOTHER PARTY.

~~state-specific addendum – west~~

Applicable to California, Nevada, Oregon, Washington, and Arizona

Section 1: Addendum to Agreement

1.1 This West addendum (this "Addendum") is made and entered into by and between the Company and Client and is effective as of the date of execution of the Agreement if the Services are performed in the States of California, Nevada, Oregon, Washington or Arizona, and this Addendum is incorporated into and made a part of the General Terms and Conditions solely with respect to the Services covered by this Addendum.

Section 2: Limitations of Liability

2.1 CLIENT ACKNOWLEDGES AND AGREES THAT THE INDEMNITY AND LIMITATION OF LIABILITY PROVISIONS CONTAINED IN THIS AGREEMENT WERE SPECIFICALLY NEGOTIATED.



Outlook

Re: Runway 5/23 Safety Area Sinkholes

From Christopher Stipo <cstipo@flytri.com>

Date Tue 7/7/2026 7:47 AM

To Totty, Ben <Ben.Totty@kimley-horn.com>; Reilly, Jeff <Jeff.Reilly@kimley-horn.com>

Good Morning,

They can proceed with scanning that area.

Thanks,
Chris Stipo, A.A.E.
Director of Operations
Tri-Cities Airport Authority
O: 423-325-6055



2525 Highway 75, Suite 301
Blountville, TN 37617

From: Christopher Stipo <cstipo@flytri.com>

Sent: Monday, July 6, 2026 2:32 PM

To: Totty, Ben <Ben.Totty@kimley-horn.com>; Reilly, Jeff <Jeff.Reilly@kimley-horn.com>

Subject: Re: Runway 5/23 Safety Area Sinkholes

Good Afternoon,

Let me get back to you.

Thanks,
Chris Stipo, A.A.E.

Director of Operations
Tri-Cities Airport Authority
O: 423-325-6055



2525 Highway 75, Suite 301
Blountville, TN 37617

From: Totty, Ben <Ben.Totty@kimley-horn.com>
Sent: Monday, July 6, 2026 1:07 PM
To: Christopher Stipo <cstipo@flytri.com>; Reilly, Jeff <Jeff.Reilly@kimley-horn.com>
Subject: RE: Runway 5/23 Safety Area Sinkholes

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chris, UES said it would be an additional \$15,000 for that area. Let me know if you want them to proceed with scanning that area.

Thanks,

Ben Totty, P.E.

Kimley-Horn | 10 Lea Ave. Suite 400, Nashville, TN 37210

Direct: 615-649-4792 | Mobile: 931-994-9473

Connect with us: [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [Instagram](#) | [Kimley-Horn.com](#)

Celebrating 17 years as one of FORTUNE's 100 Best Companies to Work For

From: Christopher Stipo <cstipo@flytri.com>
Sent: Tuesday, June 30, 2026 1:13 PM
To: Totty, Ben <Ben.Totty@kimley-horn.com>; Reilly, Jeff <Jeff.Reilly@kimley-horn.com>
Subject: Re: Runway 5/23 Safety Area Sinkholes

Good Afternoon,

Just the area between Taxiways V and W.

Thanks,

Chris Stipo, A.A.E.
Director of Operations
Tri-Cities Airport Authority
O: 423-325-6055



2525 Highway 75, Suite 301
Blountville, TN 37617

From: Totty, Ben <Ben.Totty@kimley-horn.com>
Sent: Tuesday, June 30, 2026 1:42 PM
To: Christopher Stipo <cstipo@flytri.com>; Reilly, Jeff <Jeff.Reilly@kimley-horn.com>
Subject: RE: Runway 5/23 Safety Area Sinkholes

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chris, what all additional area do you want UES to pick up? Just the area between Twy V and W? Any additional pavement or other areas?

Thanks,

Ben Totty, P.E.

Kimley-Horn | 10 Lea Ave. Suite 400, Nashville, TN 37210

Direct: 615-649-4792 | Mobile: 931-994-9473

Connect with us: [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [Instagram](#) | Kimley-Horn.com

Celebrating 17 years as one of FORTUNE's 100 Best Companies to Work For

From: Christopher Stipo <cstipo@flytri.com>
Sent: Monday, June 29, 2026 2:40 PM
To: Reilly, Jeff <Jeff.Reilly@kimley-horn.com>; Totty, Ben <Ben.Totty@kimley-horn.com>
Subject: Runway 5/23 Safety Area Sinkholes

Good Afternoon,

We've had a few more sinkholes open in the RSA between Taxiways V and W. We have Summers-Taylor filling them with flowable fill, but this is an area that has continuously had issues with sinkholes over the past few years. I know it will probably cost extra, but is it possible to have AES conduct surveys of this area when they are out here next week?



Thanks,
Chris Stipo, A.A.E.
Director of Operations
Tri-Cities Airport Authority
O: 423-325-6055



2525 Highway 75, Suite 301
Blountville, TN 37617

CONSIDER:

Runway 5/23 Sinkhole Cap and Compaction Grouting
Award Rembco Geotechnical Contractors, Inc.

Summary:

On June 9, 2026 a sinkhole formed on Runway 5/23 at the Taxiway Y intersection. The sinkhole was fixed within five hours and after a twenty-four hour curing period the runway reopened for traffic. As previously discussed, the initial repair was the beginning of a multi-month process to evaluate the root cause and make long-term repairs. The scans conducted by UES identified areas where additional remediation would be needed. Rembco was contracted to perform the remediation over multiple nighttime airfield closures. The work will be funded initially with miscellaneous capital improvement funds, with emergency state aeronautics grant funds potentially being used for reimbursement in the future. The following is the funding plan:

Runway 5/23 Sinkhole Cap and Compaction Grouting – Funding Plan

Cap and Compaction Grounting	<u>\$318,668.00</u>
Estimated Total	\$318,668.00

FY27 State Grant Funding

State Funds	\$302,734.60
Airport	<u>\$ 15,933.40</u>
Estimated Total	\$318,668.00

Recommendation:

Authorize the Chair to retroactively approve the Runway 5/23 Sinkhole Cap and Compaction from Rembco Geotechnical Contractors, Inc. in the amount of \$318,668.00.

Submitted By: Chris Stipo
Director of Operations

Runway 5/23 Sinkhole Repairs		
Tri-Cities Airport Authority		
Estimated Cost Summary		
	Initial Cost	Actual Cost
Airport Administration	\$ 7,500.00	\$ -
Initial Repair	\$ -	\$ 22,050.00
Surveying	\$ 77,500.00	\$ 77,500.00
Remediation	\$ 318,668.00	\$ -
Remediation Construction Administration	\$ 13,500.00	\$ -
Current Cost	\$409,668.00	\$99,550.00
State Funds	\$ 389,184.60	\$ 94,572.50
Airport Funds	\$ 20,483.40	\$ 4,977.50
Total	\$ 409,668.00	\$ 99,550.00

Fax / Email

To: Chris Stipo
cstipo@flytri.com
Tri-Cities Airport
2525 Hwy 75, Blountville, TN 37617

From: Isaac Messer Project Manager
Rembco Geotechnical

Email: cstipo@flytri.com

Pages: 10

Phone: 423-325-6000

Date: July 28, 2026

Re: Tri-Cities Airport Sinkhole Cap and Compaction
Grouting

CC:

Please find attached proposal for a Cap and Compaction grout scope.
Thanks,



Isaac Messer
Project Manager

July 28, 2026

Chris Stipo
cstipo@flytri.com
Tri-Cities Airport
2525 Hwy 75, Blountville, TN 37617

RE: Tri-Cities Airport Sinkhole Cap and Compaction Grouting

Rembco is pleased to provide you with this proposal for a Cap and Compaction grout scope.

Rembco will have 2 crews working up to 6-hr shifts M-F and estimates the work to be completed in approximately 9 work shifts. No weekends included.

We appreciate the opportunity to provide assistance with this project. Please contact us at your convenience with questions or information regarding this proposal.

Sincerely,

Rembco Geotechnical Contractors, Inc.



Isaac Messer
Project Manager



Adam Alexander, P.E.
Project Executive

CAP AND COMPACTION GROUTING

This **Agreement** is made this _____ by and between Rembco® Geotechnical Contractors, Inc., hereinafter called Rembco, and Tri-Cities Airport Authority hereinafter known as the **Client**.

IN CONSIDERATION of the mutual promises contained in this agreement, the parties agree as follows:

Date Issued or Revised: July 28, 2026

PURPOSE

The purpose of this work is to install a Cap and Compaction grout scope.

The site of work is Tri-Cities Airport 2525 Hwy 75, Blountville, TN 37617.

PROCEDURAL DESCRIPTION

The scope of work includes Installing casing to refusal in the treatment areas and pumping a cap of cementitious grout, then withdrawing the casing and pumping compaction grout from the cap up to the surface.

1. Drill and install Cap and Compaction piles to treat a 2,280 SF total of area.

PAYMENT

The Client agrees to pay Rembco under the following format:

Item	Est Qty	Units	\$/Unit	Extension
Mobilization / Demobilization	1	LS	\$ 21,750	\$ 21,750
Crew and Equipment Daily Rate Estimated to drill and grout 2,280 CF of treatment area.	9	Daily	\$ 22,855	\$ 205,695
Cap and Compaction Grout	259	CY	\$ 275	\$ 71,225
Ready-mix plant night opening fee	9	Daily	\$ 2222	\$ 19,998
Total Estimated Price				\$ 318,668.00

Terms are net 30 days with no retainage. No bonding is included. Payment and Performance bonding is available if required.

***Rembco will need a place to fill the water trucks in the immediate vicinity.**

***Ready-mix trucks and pumps will need a washout area in the immediate vicinity.**

***Pricing assumes all equipment can be staged within 800 LF of work areas during non-work hours and Rembco personnel can fuel, maintain, fill water tanks, and check off equipment before and after the runway areas are open for drilling and grouting operations.**

***If tracked machinery needs to cross multiple (more than 1) runways or roads to reach the work areas, additional trucking and hauling costs will be needed.**

***Full daily rate will be charged for each shift on site if crew and equipment are sufficiently staffed and equipment is in working order.**

CLARIFICATIONS

1. Client will be responsible for providing a safe, dry, accessible, working surface (bench) for drilling and grouting operations.
2. The work bench must have sufficient compaction and/or strength to allow people to comfortably walk around the equipment and work area.
3. No fencing or fall protection will be provided.
4. Working hours are expected to be up to 9 hours per day, 5 days per week. No nights.
5. Continuous pressurized water must be supplied within 200 feet of the work area.
6. The washout area for pumps and trucks must be supplied within 200 feet of the work area.
7. Any utilities in the area must be clearly marked and located.

CLIENT RESPONSIBILITIES

The Client will furnish the following items and services at no additional cost to Rembco:

1. Clearing, Grubbing, and Excavation.
2. Any licenses or permits required for the project.
3. Free, dry and legal access to the site of the work includes maintaining the access during the work at all times.
4. Safe and productive access for vehicles and equipment and continuous maintenance of work site in support of drilling and grouting operation.
5. Construction and as-built drawings, reports, locations of buried conduits, utilities, or buried tanks or structures, and other appropriate information regarding the condition of the structure or the site.
6. Water for use in performance of the work within 200 ft of the work area where grout will be mixed.
7. A hold harmless provision against damage to any unidentified utilities or underground structures on the property and in adjoining properties.
8. Coordination and support during excavation to prevent downtime for Rembco (prompt excavation of each subsequent lift).
9. Location and marking of buried utilities on the property and adjoining properties within 60 feet of the excavation line. This includes verification of the depth of the utilities.
10. A location on site near our work area suitable for cleaning out of grouting equipment.
11. All site maintenance, excavation, water, and drill cutting control and disposal.
12. Erosion and sediment controls and surface runoff controls.
13. Road closure and traffic control responsibilities.
14. Any surveying and layout of pile locations.

EXCLUSIONS

We specifically exclude the cost of or responsibility for the following items:

- A. Location, removal, or relocation of any obstructions, above or below ground, that increase drilling, grouting, or moving costs. Any costs due to obstructions will be extra.
- B. Location, removal, protection or relocation of any utilities, equipment, structures, surfaces, or property that may be damaged by our work. We will be indemnified for any damage unless the item is properly protected, and we are made aware of its location.
- C. Prevailing, Davis Bacon, or Union wage rates.
- D. Working in proximity of hazardous or contaminated materials of any kind.
- E. Permits or fees.
- F. Subsidence of adjacent structures or utilities due to drilling.
- G. Material escalation.
- H. Pedestrian safety or traffic control.
- I. Any type of engineering, testing, reports, logs, monitoring, surveying, or inspection
- J. Photographs, videos or monitoring of anything existing.
- K. Responsibility for any type of delay damages acceleration costs or default due to schedule so long as we continuously man the job once mobilized as much as is within our control.
- L. Back charges without prior notification and acceptance of the charge in writing.
- M. Dewatering or pumping.
- N. Excavation or backfill.
- O. Excavation layout, staking, shooting grades, as-builts or any field engineering other than nail layout on the excavated face provided to our crew.
- P. Bonds (payment and performance bonds may be added prior to mobilization).
- Q. Insurance beyond our standard coverage.
- R. Indemnifying others beyond the extent of our negligence.
- S. Weekend work and night shift work.
- T. Designated material sourcing requirements.
- U. Protection of any finished surfaces including grass, tarmac, asphalt, concrete, etc.
- V. Site maintenance.

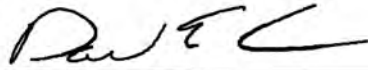
GENERAL TERMS AND CONDITIONS

Attached hereto, incorporated in, and made a part of this agreement are the Rembco General Terms and Conditions of Sale.

ENDORSEMENT

Endorsement by a representative of the Client will be Rembco's authorization to proceed with the work under this agreement.

ACCEPTED FOR THE CLIENT



(Signature)

David E Cossey

(Name)

04/08/26

(Date)

ACCEPTED FOR REMBCO



July 28, 2026



GENERAL TERM AND CONDITIONS

These Terms and Conditions are the Contractor's standard terms for all contracts. The term "Contract" is used hereinafter means Contractor's Proposal, the terms and conditions attached thereto and expressly incorporated herein directly or by reference and shall constitute collectively the agreement between the Contractor, Rembco Geotechnical Contractors, Incorporated and the client.

OFFER AND ACCEPTANCE Contractor's proposal and the accompanying documents referred to above constitute only an offer to contract which may be accepted by Client only on the exact terms hereof. If additional or different terms are proposed or requested by the Client, such proposal or request shall constitute a counter offer which the Contractor may, at its option, accept by written notice to the Client.

ENTIRE CONTRACT: MODIFICATION This Contract constitutes the sole and entire agreement between the Contractor and the Client and any prior or contemporaneous understandings or agreements, oral or written, are merged herein. Contractor shall attempt to comply with all requests for deviations, alterations, or changes in the work and services to be provided under the Contract which are requested by the Client's authorized representative providing that such deviations, alterations, or changes and compensation thereof are agreed by both parties in writing prior to performance of such modified service or work. No employees or other representative of the Contractor has any authority to waive, change, modify, or add to the terms of the Contract or waive any default thereunder without prior written approval by an authorized representative of the Contractor. No such waiver of default shall operate as a waiver of future defaults of any character.

PRICES Unless otherwise stated, prices stated in the Contractor's proposal are firm provided that this Contract becomes effective within thirty (30) days from the date of such proposal.

COVID-19 The Client and Contractor (the parties) acknowledge that the potential effects of the coronavirus disease ("COVID-19") pandemic on the construction industry and the performance of construction projects are not yet fully known and are beyond the control of the parties. The effects of this pandemic may adversely affect the Contractor's workforce, the supply chain for materials, the delivery of materials and/or otherwise adversely affect the Contractor's ability to perform as planned, causing delays in the prosecution and completion of the work and the project. The Parties agree that delays resulting from the effects of the COVID-19 pandemic are beyond the control of the Parties and if such delays occur, the Contractor will be granted a reasonable extension of the Contract Time and an equitable adjustment in the Contract Sum for the additional costs incurred by the Contractor resulting from the COVID-19 Pandemic. Contractor shall give Client written notice of delay if it experiences delays or elevated costs due to the COVID-19 pandemic and any additional costs incurred due to such delay. Furthermore, where the price of any category of material, equipment, insurance, or utility increases significantly during the term of the Agreement, the Contract Sum shall be increased in like amount by Change Order. A significant price increase means a change in price from the date of Agreement execution to the date of purchase by an amount exceeding three percent (3%) of the material, equipment, insurance or utility estimated cost in Contractor's proposal. Such price increases shall be documented by vendor quotes, invoices, catalogs, receipts or other documents of commercial use. Further, the parties acknowledge that some of the materials and products to be used and installed in the construction of the Project may become unavailable, delayed in shipment and/or subject to price increases due to circumstances beyond the control of the Contractor, including the COVID-19 Pandemic. If a required product is unavailable or shipment is delayed, Contractor shall provide written notice to the Client within 3 business days and shall be afforded additional time, substitution of products, and equitable adjustment in contract value via Change Order.

TAXES Prices do not include sales, use, excise, ad valorem, property, or other taxes now or hereafter imposed directly or indirectly by any governmental authority or agency with respect to this Contract. Client shall pay directly or reimburse the Contractor for any such taxes which it may be required to pay.

TERMS AND TIME OF PAYMENT Terms of payment are net thirty (30) days with no retainage unless stated elsewhere in this contract. Payment delayed beyond thirty (30) days from the specified due date, unless occasioned by fault of the Contractor, shall be subject to two (2) percent per month interest on any unpaid balance.

DATE OF COMPLETION The date of completion provided in this Contract is approximate and is based on prompt receipt by the Contractor of all necessary information and data required to be supplied by the Client, and subject to weather, groundwater conditions, and unforeseen site conditions. The Contractor will use all reasonable effort to meet the stipulated completion date and completion within a reasonable time shall constitute reasonable compliance with this Contract.

FINANCIAL RESPONSIBILITY Reasonable doubt as to the Client's financial responsibility to make payment due under this Contract shall entitle the Contractor to suspend performance or terminate (see "Client's Default: Termination" below) this Contract without liability to the Contractor until the Client shall have satisfied the Contractor of its continuing financial responsibility. Such action by the Contractor shall not alter Client's obligations hereunder and partial work completed shall be conclusively deemed to be separate contracts governed by the terms of this Contract.

CLIENT'S DEFAULT: TERMINATION

- A. Client shall be liable to Contractor for all damages or loss including loss of reasonable profits, and for the costs and expenses including attorney's fees sustained by the Contractor and arising from Client's default under or breach of any of the terms and conditions of this Contract. In the event of any such default or breach, Contractor may, without any obligation or liability of Client, terminate this Contract forthwith by written notice to Client and such action by Contractor shall not be deemed to waive any right or remedy with respect to any default or breach. If Contractor, in the event of such default or breach, has substantially completed the work specified in this Contract, Contractor's damages shall be no less than the price specified in this Contract.
- B. The institution of any proceedings by or against Client, voluntarily or involuntarily, under bankruptcy or insolvency laws or for the appointment of a receiver or trustee or assignee for the benefit of creditors shall be deemed an event of default under this Contract. Further, it shall be an event of default under this Contract should Client fail to make any payment required thereunder within thirty (30) days following the date specified thereof.

EXCUSABLE DELAY: FORCE MAJEURE Contractor shall be excused for delay in completion and may suspend performance of this Contract without liability to Client in the event and to the extent of "force majeure" which shall include the occurrence or existence of : acts of God, war, the public enemy, mobilization, riots, strikes, lockout, work stoppage or other labor difficulties, fire, flood, explosion, accident, embargoes, the acts of governmental or political subdivisions thereof, weather, governmental priorities, or any other abnormality, contingency, or cause beyond the control of the Contractor which adversely affects its ability to perform.

DELAY: SUSPENSION Unless occasioned by fault of the Contractor, any delay in the project which necessitates the removal and/or subsequent re-mobilization of the Contractor's work crew and/or equipment including but not limited to Client's default, unforeseen work conditions, or changes in work scope will result in expenses payable by the Client. In the event the project is not resumed within thirty (30) days, Contractor shall be relieved of all obligations and liabilities resulting from cessation of the work and shall be entitled to pursue any and all remedies available to the Contractor in law or equity for such termination.

LIABILITY Contractor does not disclaim responsibility, in accordance with generally accepted principles of law, for direct damages suffered by the Client resulting from the Contractor's failure to perform in accordance with the provisions of this Contract. Contractor's obligation and responsibility under this Contract for alleged negligence shall not extend to indirect, punitive, special, or consequential damages, or to losses Client may suffer or incur in connection therewith such as but not limited to loss of revenue or profits, damages or losses as a result of Client's inability to operate, shutdown of its plant or operations, loss of the use of the facilities or services or inability to fulfill contracts with third parties.

TECHNICAL RESPONSIBILITIES Unless expressly stated otherwise, this contract does not include engineering or inspection services by an individual registered by a state or other jurisdiction.

INSURANCE Contractor agrees to maintain the following minimum insurance coverage throughout the duration of this Contract: Workman's Compensations-statutory; Property Damage, Bodily Injury and Automobile-\$1,000,000.

TERMINATION Except as otherwise expressly provided herein, this Contract is not subject to Termination in part or whole.

ASSIGNMENT Neither this Contract in its entirety nor any rights or interest therein may be assigned by either party without prior agreement by other party.

CONTRACTOR'S PERFORMANCE The work to be performed involves specialty, technical, engineering, and maintenance service and shall be performed by the Contractor's own personnel. Prices do not include "standby", "work-in-harmony", or other personnel or wage rates which may be imposed by local trade agreements.

LAW This Contract and Client's acceptance thereof shall be interpreted in accordance with the laws of the State in which the work takes place.

GUARANTEE Contractor guarantees that the work shall be performed in a skillful and workmanlike manner, free of defects in workmanship, and in conformance with the contract documents. Contractor's guarantee is limited by the "Liability" section and expressly does not include warranties of merchantability and fitness. Contractor's liability for its guarantee hereunder shall be limited to remedying, at its own expense, any defect in the workmanship. Client shall notify Contractor of any defect in materials or workmanship promptly after discovery of the condition.

SUB-SURFACE OR LATENT CONDITIONS Contractor shall not be responsible for damages to underground or concealed pipes, conduits, lines, cables, sewers, tanks, and the like or any other sub-structure unless accurately identified and marked by the Client. Client shall hold harmless and indemnify Contractor for any claim, loss, or delay caused by a failure to accurately identify or mark such sub-surface or latent conditions.

PERMITS: APPROVALS The Client shall secure and pay for necessary approvals, easements, assessments, and charges required for the work. Further, Client shall secure and pay for any building permit and for all other permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of the work including those which are customarily secured after execution of the work.

ARBITRATION Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. By initial of these Terms and Conditions, Client and Contractor specifically acknowledge this Arbitration Clause.

CONSIDER:

**FBO & Maintenance Additional Equipment Acquisitions
Award Multiple Companies**

Summary:

The TCAA's Fixed Based Operator (FBO) and Maintenance Departments maintain a wide variety of equipment and vehicles. New equipment was procured in anticipation of the airport run FBO and to enhance Maintenance's capabilities. Four pieces of equipment were advertised for bid. The equipment will be funded using a combination of state aeronautics grant funds and miscellaneous capital expenditures. The following is the proposed funding plan, with a more detailed breakdown on the following page:

FBO & Maintenance Additional Equipment Acquisitions – Funding Plan

Airport Administration	\$ 7,500.00
Miscellaneous Equipment	\$ 24,000.00
FBO & Maintenance Equipment	<u>\$246,324.50</u>
Estimated Total	\$277,824.50

FY27 State Grant Funding

State Funds	\$241,133.28
Airport	<u>\$ 36,691.23</u>
Estimated Total	\$277,824.50

Recommendation:

Authorize the Director of Operations to issue purchase orders for the equipment listed on the following page in the amount of \$246,324.50 and approve the overall project cost of \$277,824.50, pending state aeronautics grant funding approval.

Submitted By: Chris Stipo
Director of Operations

2026 FBO & Maintenance Additional Equipment Acquisition
Tri-Cities Airport Authority
Estimated Cost Summary
19-Aug-26

Equipment	Cost
Airport Maintenance – Service Van RFB	\$ 84,907.50
Airport Maintenance – Snow Plow & Salt Spreader RFB	\$ 23,716.00
Airport Maintenance – Work Truck RFB	\$ 52,793.50
FBO – Service Van RFB	\$ 84,907.50
Administrative Expenses	\$ 7,500.00
Total	\$ 253,824.50
 State Funds (95%)	 \$ 241,133.28
Airport Local Funds (5%)	\$ 12,691.23
Total Estimated Project Amount (100%)	\$ 253,824.50
 State Grant Amount	 \$ 241,200.00

Submitted By: Chris Stipo
Director of Operations



BID TAB SHEET
Airport Maintenance – Service Van RFB
Bid Date: August 14, 2026

FIRM NAME & ADDRESS	EQUIPMENT	TOTAL BID
Champion Chevrolet 3606 Bristol Hwy, PO Box 4748 Johnson City, TN 37602	2026 Chevrolet TR Express	\$84,907.50



3606 BRISTOL HWY • P.O. BOX 4748 • JOHNSON CITY, TN 37602
Email: champion@championjc.com (423) 282-2121

Customer #

14709

Deal #

N/A

07/15/2026

Date

Salesman

Stock No.

NONE

Email Address

Name **TRI CITIES AIRPORT AUTHORITY**

Phone **(423) 557-5133**

Address **2525 HIGHWAY 75 STE 301**

City **BLOUNTVILLE**

State **TN**

Zip **37617-6382**

Yr **2026** Make **CHEVROLET** TR Model **EXPRESS**

Serial No.

☒ New ☐ Used

INSURANCE

Body Style

Name

Ext. Color

Agent

Int. Color

Address

Miles

Phone

TRADE IN: Year Make

Model Color

I.D. No.

Mileage

2 Dr. 4 Dr. P.U. Sdn. Wag. Conv.

Lien Holder

Address

City, State, Zip

Act. No.

Phone

Payoff **N/A**

Verified By

Expires

MSRP

92094.00

Discount

7200.00

Dealer Installed Options:

(1)

(2)

(3)

TOTAL SELLING PRICE

84894.00

USED CAR ALLOWANCE

N/A

TRADING DIFFERENCE

84894.00

EXTENDED SERVICE PLAN

N/A

PRE-PAID MAINTENANCE

N/A

TIRE AND WHEEL

N/A

KEY REPLACEMENT

N/A

GM DENT

N/A

GM ADVANCED PROTECTION

N/A

PROCESSING FEE

N/A

STATE SALES TAX AND BUSINESS TAX

N/A

TAGS

5.00

TEMPORARY TAG

8.50

TOTAL PRICE

84907.50

PARTIAL PAYMENT

N/A

REBATE

N/A

BALANCE DUE

84907.50

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ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN SELLER ARE THEIRS, NOT SELLER'S. ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS SELLER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY SELLER ON ITS OWN BEHALF. SELLER NEITHER ASSUMES NOR AUTHORIZES ANY PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF ANY PRODUCTS.

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Buyer certifies that he or she is at least 18 years of age.

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Buyer Signs X _____ Co-Buyer Signs X _____

BUYER SIGNS X _____ DATE **07/15/2026**

CO-BUYER SIGNS X _____ DATE _____

MANAGER'S APPROVAL

(Must Be Accepted By An Authorized Representative of the Seller)

X _____ DATE **07/15/2026**

5. Exterior Color: Summit white
6. Interior Color: Medium pewter
7. Seats: Front bucket with Custom Cloth trim, head restraints and inboard armrests
8. Remote keyless entry
9. GVWR: 9,900 LBS
10. Vinyl sunshade
11. Rear axle ratio – 3.42
12. Fully automatic rear locking differential
13. Heavy duty battery
14. Outside temperature display
15. Trailering wire harness
16. Bluetooth / AM /FM radio
17. Power windows
18. Power locks
19. Cruise control
20. Steering column tilt
21. Chrome grill
22. Chrome bumper
23. Mid-stance sail panel mounted mirrors
24. Additional 3-gallon fuel
25. Rear multi leaf suspension

Service Bed Options

1. KUV129SL or equivalent
2. Automotive style rivet-less rotary latches
3. Automotive door seals
4. Galvanneal corrugated steel floor
5. Standard shelving package
6. ABS cab partition with sliding door and window
7. Rear access door, both rear end panels
8. Underlap rear door inside release handle
9. Galva-grip bumper with step well and liner
10. Master locking system
11. LED surface mount lights with rear strobe lights
12. Solid rear doors
13. Grab handle at right rear
14. Two dome lights switched at rear
15. Backup camera
16. Corrosion coat protection
17. Body undercoat

18. Exterior and interior color white
19. Class V receiver hitch with 2.5" tube
20. 7- and 4-way trailer plug
21. LED compartment lights
22. Double drop-down ladder rack stowed in cargo area
23. Power locks
24. Upper side doors with 3-point twist latch
25. Rear doors with glass & guards
26. 3,000-watt inverter kit
27. Vise bracket on rear bumper
28. Combination 6" jaw vise
29. Drawer unit
30. E-track low and high
31. Spray line cargo area back and floor
32. Shelf divider for all vertical and horizontal pull-out shelves



Seller: Knapheide Truck Equipment Center North Atlanta
30 NORTH DR SE
ACWORTH, GA 30102-3155
www.knapheide.com

QUOTE: QU-106
-1093530-4
Quote Expiration:
06/17/2026

Quote information:

Customer Request Date:
Quote Completed Date: 05/19/2026
Date: 05/19/2026 09:50 AM CDT
of Units: 1

Delivery information:

Total Price Includes F.O.B.:
Ship Via:
Ship To: Champion Chevrolet-cadillac Inc
4232822121
3606 BRISTOL HWY
JOHNSON CITY, TN 37601-1324

Seq	Description	Item	Quantity
1	KUV129SL KUV Body with Low Roof Automotive Style Rivet-less Rotary Latches Automotive Door Seals Weight Reduced Galvanneal Corrugated Steel Floor Standard Shelving Package ABS Cab Partition with Sliding Door and Window Rear Access Door, Both Rear End Panels Undertap Rear Door Inside Release Handle Galva-Grip Bumper with Step Well and Knapliner Master Locking System LED Surface Mount Lights with Rear Strobe Lights Activated Aluminum Fuel Fill Solid Rear Doors Grab Handle Located at Right Rear Two Dome Lights Switched at Rear Factory Supplied Backup Camera Installed if Ordered with Chassis K-Coat Corrosion Protection with Knapheide's Exclusive 12-Stage Electro-Coating Prime Paint System Body Fully Undercoated Finish Painted White (Single Stage Enamel) Exterior, Cargo Area, and Compartment Interiors	36693853	1.00
2	Class V Receiver Hitch with 2-1/2" Receiver Tube Rated at 12,000lb Maximum Trailer Weight 2,400lb Maximum Tongue Weight **Do not exceed the towing capacity specified by the chassis manufacturer if it is less than the above stated capacity**	36694977	1.00
3	7-Way Trailer Plug - Round	36695475	1.00
4	LED Compartment Lights Installed in Each Compartment Wired Ignition Hot to Switch in Cab *Not Recommended for Use on Bodies Equipped with Bottle Gas Retainers or Bodies Being Used to Store or Haul Flammable Materials	36695304	1.00
5	Double Drop Down Ladder Rack Stowed in Cargo Area	PACKAGE	1.00
6	Knapheide Power Locks in lieu of Master Locks	36695354	1.00



	*Do Not Store Flammable Materials Such as Gasoline, Acetylene, Propane, or Cleaning Fluids in Body, Electric Locks May Spark and Cause an Explosion Which Could Result in Death or Severe Injury		
7	Upper Side Doors with 3-Point Twist Latch	77009181	1.00
8	KUV & KUVCC REAR DOORS WITH GL ASS & GUARDS - INSTED	77013980	1.00
9	3000 Watt Inverter Kit with Aux Battery Samlex PST-3000-12 Pure Sine Dual GFCI Protected AC Outlets Includes Cabling and Fuse Kit and Battery Voltage Protector ***Location to be Specified at Time of Order	36694422	1.00
10	Mechanics Vise Bracket Installed on Curbside of Rear Bumper Unless Specified	36695525	1.00
11	Drawer Unit, CTech, (3) 3" (2) 5" (1) 7",23"W x 30.8"H x 12" D Drivers Side Compartment	PACKAGE	1.00
12	CVD - KUV -34	MS-KU-CVD-34	1.00
13	Inbound Freight to KTEC Location	36695339	1.00
14	Combination Vise, 6" Jaw, Wilton 29YV61 Standard Duty Body Tensile Strength: 30,000 psi Spindle Type: Enclosed Jaw Face Type: Serrated Max Jaw Opening: 5 in Jaw Face Width: 6 in Jaw Pad Material: Hardened steel Includes Pipe Jaw: No Base Swivel Angle: 120 ° Base Type: Swivel Body Material: Cast Iron High Visibility: No Includes Rotating Head: No Mounting Hole Diameter: 7/16 in Number of Lock Down Bolts: 2 Number of Mounting Holes: 4 Overall Height: 8-3/8 in Overall Length: 16-5/8 in Overall Width: 8 in Reversible: No Throat Depth: 3 in Vise Type: Bench Vise Manufacturer Part Number: 11106 Sub-brand: 29YV61 Features: Large Anvil Work Surface Fastenal 0220334	35317352	1.00
15	E-Track Compartment Back Low 11' Bodies - Installed	77008977	1.00
16	E-Track Compartment Back High 11' Bodies - Installed	77009991	1.00
17	Spray Line Cargo Area Includes Compartment Back and Floor	36696342	1.00
18	Shelf Divider for All Vertical Compartment Pull-Out Shelves	77001212	40.00
19	Shelf Divider for all Horizontal Compartment Adjustable and Pull-Out Shelves	77001220	8.00
Total does not include any applicable taxes or transportation charges unless specifically noted herein:			Subtotal:
			Total:

Customer PO

Total Price

*Credit Card Policy: Knapheide accepts MasterCard, American Express, Visa and Discover cards for payment. Invoices greater than or equal to \$10,000



2026 EXPRESS 3500 139 IN WB
CUTAWAY

EXTERIOR: SUMMIT WHITE
INTERIOR: MEDIUM PEWTER

ENGINE, 6.6L V8
TRANSMISSION, 8-SPEED AUTOMATIC

PULL THIS STRIP TO EXPOSE ADHESIVE

Visit us at www.chevy.com

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY
- ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT
- *WHICHEVER COMES FIRST
- SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

PERFORMANCE & MECHANICAL

- SUSPENSION, FRT INDEPENDENT
- SUSPENSION, REAR MULTI SPRING
- ALTERNATOR, 150 AMPS
- FRONT STABILIZER BAR

CONNECTIVITY & TECHNOLOGY

- ONSTAR (R) SERVICES CAPABLE

- 8 YEARS ONSTAR BASICS
- SEE ONSTAR.COM FOR TERMS

INTERIOR

- AIR CONDITIONING
- POWER OUTLET, 120-VOLT
- FRONT VINYL FLOOR COVERING

EXTERIOR

- WHEELS, 16" STEEL

SAFETY & SECURITY

- STABILITRAK-STABILITY CONTROL SYSTEM W/ TRACTION CONTROL
- REAR VISION CAMERA
- DAYTIME RUNNING LAMPS
- THEFT DETERRENT SYSTEM

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$37,650.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

CONVENIENCE PACKAGE INCL: 400.00

- CRUISE CONTROL
- STEERING COLUMN, TILT

ENGINE, 6.6L V8 1,895.00

POWER CONVENIENCE PACKAGE: 475.00

- POWER WINDOWS
- POWER DOOR LOCKS

DIFFERENTIAL, LOCKING REAR 395.00

FULLY AUTOMATIC

MIRRORS, O/S MID-STANCE SAIL 300.00

PANEL MOUNTED

CHROME APPEARANCE PACKAGE 260.00

- CHROME GRILLE
- CHROME FRONT AND REAR BUMPER

BLUETOOTH PHONE CONNECTION KIT 200.00

(DEALER INSTALLED)

REMOTE KEYLESS ENTRY 175.00

SUSPENSION, REAR MULTI-LEAF 105.00

TRAILERING WIRE HARNESS 80.00

PROVISION

SEATS, CUSTOM CLOTH 70.00

INCL. DELUXE FLOOR CONSOLE

BATTERY, HEAVY DUTY 60.00

FUEL, ADDITIONAL 3 GALLONS 18.00

SUNSHADE, VINYL 10.00

OUTSIDE TEMPERATURE DISPLAY 10.00

INCOMPLETE VEHICLE .00

LABEL FOR GM CONTENT ONLY-SEE

DEALER ABOUT NON GM CONTENT

GVW RATING - 9,900 LBS INC.

REAR AXLE - 3.42 RATIO INC.

TOTAL OPTIONS \$4,453.00

TOTAL VEHICLE & OPTIONS \$42,103.00

DESTINATION CHARGE 2,395.00

TOTAL VEHICLE PRICE* \$44,498.00

EPA DOT Fuel Economy and Environment

NOT APPLICABLE TO THIS VEHICLE

This label has been applied pursuant to Federal law - Do not remove prior to delivery to the ultimate purchaser. *Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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GMLEL_PROD_0044 - 11/01/2025

ORDER NO FPZJ22 SALES CODE C
SALES MODEL CODE CG33503
DEALER NO 88657
FINAL ASSEMBLY:
SPRINGFIELD, OH U.S.A.

REISSUE

DEALER TO WHOM DELIVERED
KNAPHEIDE MFG. CO - IL
P.O. BOX 7140
QUINCY, IL 62305-7140



Better drives start with OnStar®
Activate today

Learn more at onstar.com, or scan the QR code

onstar.com/vehicle



fuel economy.gov

Calculate personalized estimates and compare vehicles



130 000 0000 0000 0000 0000 0000 0000

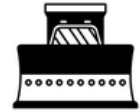


BID TAB SHEET
Airport Maintenance – Snow Plow & Salt Spreader RFB
Bid Date: August 14, 2026

FIRM NAME & ADDRESS	EQUIPMENT	TOTAL BID
B&H Sales 5748 Fort Henry Dr Kingsport, TN 37663	Super V3 8.5 & Meyer Elite 8 SS DME	\$23,716.00

B & H Sales
5748 Fort Henry Dr
Kingsport, TN 37663-3655
4232397569
bandhsnowplow@hotmail.com

B & H SALES



KINGSPORT | TENNESSEE
423.239.7569

ADDRESS

Tri-Cities Airport
2525 Highway 75 Ste. 301
Blountville, Tennessee 37617

SHIP TO

Tri-Cities Airport
2525 Highway 75 Ste. 301
Blountville, Tennessee 37617

Quote 6495

DATE 08/11/2026

CODE

1-4-S/TN

QTY	PRODUCT/SERVICE	DESCRIPTION	RATE	AMOUNT
1	Super V3 8.5	Super V3 8.5 w/S.O.S mounting / V-70 Hyd. Package / NS4 LED Lighting / Pistol Grip Controller *Mounting For 2020+ Ford/Chevy/Dodge **Special Government Pricing / Sourcewell Pricing / Contract #062222-AEB ***List Price: \$11,894.00***	10,705.00	10,705.00T
1	Custom	Super V3 8.5 Deflector Kit	441.00	441.00T
1	Installation - Snowplow /Pickup's	Installation For Above **DOES NOT INCLUDE DODGE TRUCKS, INSTALL FOR FORD/CHEVYS ONLY**	700.00	700.00T
1	Meyer Elite 8 SS DME	Meyer Elite 8 SS B&S Salt Spreader / 2 CY / 10.5hp Briggs Gas Engine / Wireless Controls / Inverted Vee / Top Screen *Conforms To Specs / Will Include Another Option That We Recommend* **135 Day Lead Time ARO** ***DOES NOT INCLUDE ANY IN BOUND FREIGHT*** ****SPECIAL GOVERNMENT PRICING**** *****List Price: \$12,279.00*****	11,170.00	11,170.00T
1	Installation- VBox Salt Spreader-Pickup's	Installation For Above / Includes Tie Downs	700.00	700.00T

All Quote's Are Valid For 30 Days Unless Noted Otherwise
All Quote's Do Not Include Freight Unless Noted Otherwise

SUBTOTAL 23,716.00
TAX 0.00

TOTAL \$23,716.00

A service charge of 1-1 1/2 % per month will be added to unpaid balance on all invoices over 30 days.

Accepted By

Accepted Date

A service charge of 1-1 1/2 % per month will be added to unpaid balance on all invoices over 30 days.



BID TAB SHEET
Airport Maintenance – Work Truck RFB
Bid Date: August 14, 2026

FIRM NAME & ADDRESS	EQUIPMENT	TOTAL BID
Champion Chevrolet 3606 Bristol Hwy, PO Box 4748 Johnson City, TN 37602	2026 Chevrolet 2500HD Silverado Double Cab	\$52,793.50
Buster Miles Chevrolet 1884 Almon St Heflin, AL 36264	2026 Chevrolet Silverado 2500 Crew Custom 4WD	\$51,373.00*
Buster Miles Chevrolet 1884 Almon St Heflin, AL 36264	2026 Chevrolet Silverado 2500 Crew Custom 4WD	\$53,215.00*

*Submitted multiple bids.



3606 BRISTOL HWY • P.O. BOX 4748 • JOHNSON CITY, TN 37602
Email: champion@championjc.com (423) 282-2121

Customer #

14709

Deal #

91707

07/13/2026

Date

Salesman

Stock No.

NONE

Email Address

Name TRI CITIES AIRPORT AUTHORITY

Phone (423) 557-5133

Address 2525 HIGHWAY 75 STE 301

City BLOUNTVILLE

State TN

Zip 37617-6382

Yr 2026 Make CHEVROLET TR Model DOUBLE CAB Serial No. _____

☒ New ☐ Used

Body Style LONG BED

Ext. Color _____

Int. Color _____

Miles _____

INSURANCE

Name _____

Agent _____

Address _____

Phone _____

MSRP

57880.00

Discount

5100.00

Dealer Installed Options:

(1) _____

(2) _____

(3) _____

TOTAL SELLING PRICE

52780.00

USED CAR ALLOWANCE

N/A

TRADING DIFFERENCE

52780.00

EXTENDED SERVICE PLAN

N/A

PRE-PAID MAINTENANCE

N/A

TIRE AND WHEEL

N/A

KEY REPLACEMENT

N/A

GM DENT

N/A

GM ADVANCED PROTECTION

N/A

PROCESSING FEE

N/A

STATE SALES TAX AND BUSINESS TAX

N/A

TAGS

5.00

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8.50

TOTAL PRICE

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PARTIAL PAYMENT

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Co-Buyer Signs X _____

BUYER SIGNS X _____

DATE 07/13/2026

CO-BUYER SIGNS X _____

DATE _____

MANAGER'S APPROVAL

(Must Be Accepted By An Authorized Representative of the Seller)

X _____

DATE 07/13/2026



Order Workbench

CK20953 - 2500HD Silverado: LWB, 4WD, Double Cab Pickup
Current as of 8/12/26 at 05:20:20 PM EDT
The configuration below was created as a Preliminary Order with the following Order Number: GGQTG3

Model Information

Model Year: 2026	Division: CHEVROLET
Allocation Group: CHDDBL	Order Type: TRE - Retail Stock
Model: CK20953 - 2500HD Silverad...	Distribution Entity: RET Retail
DAN: TRI	Priority: 99
Stock Number:	Quantity: 1
Charge-to-BAC: 230021	Charge-to-BFC: 1
Ship-to BAC: 230021	Ship-to BFC: 1
MSRP W/DFC: \$57,880.00	

Preferred Equipment Group **

PEG: 1WT - Work Truck Preferred Equipment Group	\$50,600.00
---	-------------

Color

Color: GAZ - Summit White	\$0.00
---------------------------	--------

Trim

H1T: 1WT/1FL-Cloth, Jet Black, Interior Trim	\$0.00
--	--------

Options

5H1: Key Equipment, 2 Additional Keys (SEO)	\$45.00
9L7: Upfitter / Accessory Electrical Switches	\$150.00
AKO: Glass, Deep Tinted	\$0.00



Order Workbench

AQQ: Keyless Remote Entry	\$0.00
AZ3: Seats: Front 40/20/40 Split-Bench, Full Feature	\$0.00
BG9: Floor Covering: Rubberized Vinyl, Black	\$0.00
C49: Defogger, Rear Window, Electric	\$0.00
C7G: GVW Rating 10,500 Lbs	\$0.00
CGN: Chevytec Spray-on Liner	\$545.00
DD8: ISRV Mirror, Electro-chromatic	\$0.00
DWL: Mirrors, O/S: Pwr Fold.,Man. Ext., Heat, Turn Indicator	\$660.00
E63: Durabed	\$0.00
FE9: Federal Emissions	\$0.00
G80: Auto Locking Differential, Rear	\$0.00
GAZ: Summit White	\$0.00
GT4: Rear Axle: 3.73 Ratio	\$0.00
H1T: 1WT/1FL-Cloth, Jet Black, Interior Trim	\$0.00
IOR: Chevrolet Infotainment, 7" Color Screen	\$0.00
JL1: Integrated Trailer Brake Controller	\$0.00
K34: Cruise Control	\$0.00
K47: Heavy Duty Air Filter	\$0.00
KC4: Cooler, Engine Oil	\$0.00
KGU: Universal Vehicle Module	\$295.00
KI4: 120 Volt Electrical Receptacle, In Cab	\$225.00
KNP: Transmission Cooling System	\$0.00
KW5: Alternator, 220 AMP	\$0.00
L8T: Engine: 6.6L, V-8, SIDI	\$0.00
MKM: 10-Speed Automatic	\$0.00
NQF: Transfer Case: w/ Rotary Dial Control, Electronic Shift	\$0.00



Order Workbench

NZZ: Skid Plate	\$0.00
PCV: 1WT Convenience 1 Package	\$575.00
PQA: 1WT/1FL Safety Package	\$795.00
PYN: Wheels: 17" Steel, Painted	\$0.00
QHQ: Tires: LT245/75 R17E All Season, Blackwall	\$0.00
QK1: Standard Tailgate	\$0.00
QT5: Tailgate Function--EZ Lift, Power Lock & Release	\$0.00
SAF: Spare Tire Lock	\$0.00
TQ5: Headlamps, Intellibeam	\$0.00
UD5: Parking Assist, Front & Rear Sensors	\$0.00
UE1: OnStar Communication System	\$0.00
UE4: Following Distance Indicator	\$0.00
UEU: Sensor, Forward Collision Alert	\$0.00
UF2: Lighting, Cargo Box, LED	\$125.00
UHY: Automatic Emergency Braking	\$0.00
UKJ: Sensor, Front Pedestrian Braking	\$0.00
V46: Bumper, Front, Chrome	\$0.00
V76: Recovery Hooks	\$0.00
VBJ: LPO - Under Seat Storage	\$195.00
VJH: Bumper, Rear, Chrome Step	\$0.00
VQO: LPO - Assist Steps, Work, Black	\$575.00
VYU: Snow Plow Prep / Camper Package	\$300.00
YK6: SEO Processing Option	\$0.00
YM8: LPO Processing Option	\$0.00
Z82: Trailering Package	\$0.00
ZHQ: Tire, Spare: LT245/75 R17 All Season, Blackwall	\$0.00

** North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to GMPricing.com for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.

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BID TAB SHEET
FBO – Service Van RFB
Bid Date: August 14, 2026

FIRM NAME & ADDRESS	EQUIPMENT	TOTAL BID
Champion Chevrolet 3606 Bristol Hwy, PO Box 4748 Johnson City, TN 37602	2026 Chevrolet TR Express	\$84,907.50



3606 BRISTOL HWY • P.O. BOX 4748 • JOHNSON CITY, TN 37602
Email: champion@championjc.com (423) 282-2121

Customer #

14709

Deal #

N/A

07/15/2026

Date

Salesman

Stock No.

NONE

Email Address

Name TRI CITIES AIRPORT AUTHORITY

Phone (423) 557-5133

Address 2525 HIGHWAY 75 STE 301

City BLOUNTVILLE

State TN

Zip

37617-6382

Yr 2026 Make CHEVROLET TR Model EXPRESS

Serial No.

☒ New ☐ Used

INSURANCE

MSRP

92094.00

Discount

7200.00

Dealer Installed Options:

(1)

(2)

(3)

TOTAL SELLING PRICE

84894.00

USED CAR ALLOWANCE

N/A

TRADING DIFFERENCE

84894.00

EXTENDED SERVICE PLAN

N/A

PRE-PAID MAINTENANCE

N/A

TIRE AND WHEEL

N/A

KEY REPLACEMENT

N/A

GM DENT

N/A

GM ADVANCED PROTECTION

N/A

PROCESSING FEE

N/A

STATE SALES TAX AND BUSINESS TAX

N/A

TAGS

5.00

TEMPORARY TAG

8.50

TOTAL PRICE

84907.50

PARTIAL PAYMENT

N/A

REBATE

N/A

BALANCE DUE

84907.50

THIS AGREEMENT DOES NOT INCLUDE INSURANCE COVERAGE FOR BODILY INJURY AND/OR PROPERTY DAMAGE CAUSED TO OTHERS.

NEGATIVE EQUITY

Buyer is aware the balance owed on Buyer's trade-in exceeds the trade-in allowance offered by Seller. Accordingly, Buyer understands that _____ will be paid off on Buyer's behalf to _____ and this amount is included when computing the "balance due."

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN SELLER ARE THEIRS, NOT SELLER'S. ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS SELLER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY SELLER ON ITS OWN BEHALF. SELLER NEITHER ASSUMES NOR AUTHORIZES ANY PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF ANY PRODUCTS.

Overallance on Trade-in: Seller may have permitted Buyer, as a trade-in credit, an amount in excess of the actual cash value of the vehicle traded in, if any, on this sale. This is a process of reducing the purchase price. In the event this transaction is cancelled, the only amount Buyer shall be entitled to be compensated for the trade-in vehicle is its actual cash value at the time of this transaction.

Unless the Seller makes a written warranty, or enters into a service contract within 90 days from the date of this contract, this vehicle is sold "AS IS" and "WITH ALL FAULTS." The Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose.

This provision does not affect any warranties covering the vehicle that the vehicle manufacturer may provide.

Buyer acknowledges receipt of any warranty information prior to the sale of the vehicle.

Buyer's Initials _____ Co-Buyer's Initials _____

USED CAR BUYERS GUIDE: THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THE CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

GUÍA PARA COMPRADORES DE VEHÍCULOS USADOS. LA INFORMACIÓN QUE VE EN EL FORMULARIO DE LA VENTANILLA PARA ESTE VEHÍCULO FORMA PARTE DEL PRESENTE CONTRATO. LA INFORMACIÓN DEL FORMULARIO DE LA VENTANILLA DEJA SIN EFECTO TODA DISPOSICIÓN EN CONTRARIO CONTENIDA EN EL CONTRATO DE VENTA.

NO COOLING OFF PERIOD

State law does not provide for a "cooling off" or cancellation period for this sale. After you sign this contract, you may only cancel it if the seller agrees or for legal cause. You cannot cancel this contract simply because you change your mind. This notice does not apply to home solicitation sales.

BUYER AGREES THAT THIS AGREEMENT INCLUDES ALL OF THE TERMS AND CONDITIONS ON THE FRONT AND BACK SIDE. _____ (INITIALS)

For your protection, request a receipt for all payments you make.

This Agreement is not binding upon either Seller or Buyer until signed by an authorized Seller representative.

If Buyer is buying this Vehicle in a credit sale transaction evidenced by a retail installment sale contract, this Agreement is binding when the retail installment contract is signed, but will not remain binding if a third party finance source does not agree to purchase the retail installment contract executed by Buyer and Seller based on this Agreement on the terms as submitted. See paragraph 12 on the other side of this Agreement, which shall survive the termination of this agreement for any reason.

This Agreement cancels and supersedes any prior agreement including oral agreements, and as of the date below comprises; together with any retail installment sale contract the complete and exclusive statement of the terms of the agreement relating to the subject matters covered by this Agreement and all other documents. Buyer, by signing this Agreement, acknowledges that Buyer has read and agrees to its terms and has received a true copy of this Agreement.

Buyer certifies that he or she is at least 18 years of age.

Agreement to Arbitrate: By signing below, you agree that, pursuant to the Arbitration Provision on the reverse side of this contract, you or we may elect to resolve any dispute by neutral, binding arbitration and not by a court action. See the Arbitration Provision for additional information concerning the agreement to arbitrate.

Buyer Signs X _____ Co-Buyer Signs X _____

BUYER SIGNS X _____ DATE 07/15/2026

CO-BUYER SIGNS X _____ DATE _____

MANAGER'S APPROVAL

(Must Be Accepted By An Authorized Representative of the Seller)

X _____ DATE 07/15/2026

5. Exterior Color: Summit white
6. Interior Color: Medium pewter
7. Seats: Front bucket with Custom Cloth trim, head restraints and inboard armrests
8. Remote keyless entry
9. GVWR: 9,900 LBS
10. Vinyl sunshade
11. Rear axle ratio – 3.42
12. Fully automatic rear locking differential
13. Heavy duty battery
14. Outside temperature display
15. Trailering wire harness
16. Bluetooth / AM /FM radio
17. Power windows
18. Power locks
19. Cruise control
20. Steering column tilt
21. Chrome grill
22. Chrome bumper
23. Mid-stance sail panel mounted mirrors
24. Additional 3-gallon fuel
25. Rear multi leaf suspension

Service Bed Options

1. KUV129SL or equivalent
2. Automotive style rivet-less rotary latches
3. Automotive door seals
4. Galvanneal corrugated steel floor
5. Standard shelving package
6. ABS cab partition with sliding door and window
7. Rear access door, both rear end panels
8. Underlap rear door inside release handle
9. Galva-grip bumper with step well and liner
10. Master locking system
11. LED surface mount lights with rear strobe lights
12. Solid rear doors
13. Grab handle at right rear
14. Two dome lights switched at rear
15. Backup camera
16. Corrosion coat protection
17. Body undercoat

18. Exterior and interior color white
19. Class V receiver hitch with 2.5" tube
20. 7- and 4-way trailer plug
21. LED compartment lights
22. Double drop-down ladder rack stowed in cargo area
23. Power locks
24. Upper side doors with 3-point twist latch
25. Rear doors with glass & guards
26. 3,000-watt inverter kit
27. Vise bracket on rear bumper
28. Combination 6" jaw vise
29. Drawer unit
30. E-track low and high
31. Spray line cargo area back and floor
32. Shelf divider for all vertical and horizontal pull-out shelves



Seller: Knapheide Truck Equipment Center North Atlanta
30 NORTH DR SE
ACWORTH, GA 30102-3155
www.knapheide.com

QUOTE: QU-106
-1093530-4
Quote Expiration:
06/17/2026

Quote Information:

Customer Request Date:
Quote Completed Date: 05/19/2026
Date: 05/19/2026 09:50 AM CDT
of Units: 1

Delivery Information:

Total Price Includes F.O.B.:
Ship Via:
Ship To: Champion Chevrolet-cadillac Inc
4232822121
3606 BRISTOL HWY
JOHNSON CITY, TN 37601-1324

Seq	Description	Item	Quantity
1	KUV129SL KUV Body with Low Roof Automotive Style Rivet-less Rotary Latches Automotive Door Seals Weight Reduced Galvanneal Corrugated Steel Floor Standard Shelving Package ABS Cab Partition with Sliding Door and Window Rear Access Door, Both Rear End Panels Underlap Rear Door Inside Release Handle Galva-Grip Bumper with Step Well and Knapliner Master Locking System LED Surface Mount Lights with Rear Strobe Lights Activated Aluminum Fuel Fill Solid Rear Doors Grab Handle Located at Right Rear Two Dome Lights Switched at Rear Factory Supplied Backup Camera installed if Ordered with Chassis K-Coat Corrosion Protection with Knapheide's Exclusive 12-Stage Electro-Coating Prime Paint System Body Fully Undercoated Finish Painted White (Single Stage Enamel) Exterior, Cargo Area, and Compartment Interiors	36693853	1.00
2	Class V Receiver Hitch with 2-1/2" Receiver Tube Rated at 12,000lb Maximum Trailer Weight 2,400lb Maximum Tongue Weight **Do not exceed the towing capacity specified by the chassis manufacturer if it is less than the above stated capacity**	36694977	1.00
3	7-Way Trailer Plug - Round	36695475	1.00
4	LED Compartment Lights Installed in Each Compartment Wired Ignition Hot to Switch in Cab *Not Recommended for Use on Bodies Equipped with Bottle Gas Retainers or Bodies Being Used to Store or Haul Flammable Materials	36695304	1.00
5	Double Drop Down Ladder Rack Stowed in Cargo Area	PACKAGE	1.00
6	Knapheide Power Locks in lieu of Master Locks	36695354	1.00



	*Do Not Store Flammable Materials Such as Gasoline, Acetylene, Propane, or Cleaning Fluids in Body, Electric Locks May Spark and Cause an Explosion Which Could Result in Death or Severe Injury		
7	Upper Side Doors with 3-Point Twist Latch	77009181	1.00
8	KUV & KUVCC REAR DOORS WITH GL ASS & GUARDS - INSTED	77013980	1.00
9	3000 Watt Inverter Kit with Aux Battery Samlex PST-3000-12 Pure Sine Dual GFCI Protected AC Outlets Includes Cabling and Fuse Kit and Battery Voltage Protector ***Location to be Specified at Time of Order	36694422	1.00
10	Mechanics Vise Bracket Installed on Curbside of Rear Bumper Unless Specified	36695525	1.00
11	Drawer Unit, CTech, (3) 3" (2) 5" (1) 7",23"W x 30.8"H x 12" D Drivers Side Compartment	PACKAGE	1.00
12	CVD - KUV -34	MS-KU-CVD-34	1.00
13	Inbound Freight to KTEC Location	36695339	1.00
14	Combination Vise, 6" Jaw, Wilton 29YV61 Standard Duty Body Tensile Strength: 30,000 psi Spindle Type: Enclosed Jaw Face Type: Serrated Max Jaw Opening: 5 in Jaw Face Width: 6 in Jaw Pad Material: Hardened steel Includes Pipe Jaw: No Base Swivel Angle: 120 ° Base Type: Swivel Body Material: Cast Iron High Visibility: No Includes Rotating Head: No Mounting Hole Diameter: 7/16 in Number of Lock Down Bolts: 2 Number of Mounting Holes: 4 Overall Height: 8-3/8 in Overall Length: 16-5/8 in Overall Width: 8 in Reversible: No Throat Depth: 3 in Vise Type: Bench Vise Manufacturer Part Number: 11106 Sub-brand: 29YV61 Features: Large Anvil Work Surface Fastenal 0220334	35317352	1.00
15	E-Track Compartment Back Low 11' Bodies - Installed	77008977	1.00
16	E-Track Compartment Back High 11' Bodies - Installed	77009991	1.00
17	Spray Line Cargo Area Includes Compartment Back and Floor	36696342	1.00
18	Shelf Divider for All Vertical Compartment Pull-Out Shelves	77001212	40.00
19	Shelf Divider for all Horizontal Compartment Adjustable and Pull-Out Shelves	77001220	8.00
Total does not include any applicable taxes or transportation charges unless specifically noted herein:			Subtotal:
			Total:

Customer PO

Total Price

*Credit Card Policy: Knapheide accepts MasterCard, American Express, Visa and Discover cards for payment. Invoices greater than or equal to \$10,000



2026 EXPRESS 3500 139 IN WB
CUTAWAY

EXTERIOR: SUMMIT WHITE
INTERIOR: MEDIUM PEWTER

ENGINE, 6.6L V8
TRANSMISSION, 8-SPEED AUTOMATIC

PULL THIS STRIP TO EXPOSE ADHESIVE

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY
- ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT
- *WHICHEVER COMES FIRST
- SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

PERFORMANCE & MECHANICAL

- SUSPENSION, FRT INDEPENDENT
- SUSPENSION, REAR MULTI SPRING
- ALTERNATOR, 150 AMPS
- FRONT STABILIZER BAR

CONNECTIVITY & TECHNOLOGY

- ONSTAR (R) SERVICES CAPABLE

- 8 YEARS ONSTAR BASICS
- SEE ONSTAR.COM FOR TERMS

INTERIOR

- AIR CONDITIONING
- POWER OUTLET, 120-VOLT
- FRONT VINYL FLOOR COVERING

EXTERIOR

- WHEELS, 16" STEEL

SAFETY & SECURITY

- STABILITRAK-STABILITY CONTROL SYSTEM W/ TRACTION CONTROL
- REAR VISION CAMERA
- DAYTIME RUNNING LAMPS
- THEFT DETERRENT SYSTEM

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$37,650.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

CONVENIENCE PACKAGE INCL: 400.00

- CRUISE CONTROL
- STEERING COLUMN, TILT

ENGINE, 6.6L V8 1,895.00

POWER CONVENIENCE PACKAGE: 475.00

- POWER WINDOWS
- POWER DOOR LOCKS

DIFFERENTIAL, LOCKING REAR 395.00

FULLY AUTOMATIC

MIRRORS, O/S MID-STANCE SAIL 300.00

PANEL MOUNTED

CHROME APPEARANCE PACKAGE 260.00

- CHROME GRILLE
- CHROME FRONT AND REAR BUMPER

BLUETOOTH PHONE CONNECTION KIT 200.00

(DEALER INSTALLED)

REMOTE KEYLESS ENTRY 175.00

SUSPENSION, REAR MULTI-LEAF 105.00

TRAILERING WIRE HARNESS 80.00

PROVISION

Visit us at www.chevy.com

SEATS, CUSTOM CLOTH 70.00

INCL. DELUXE FLOOR CONSOLE

BATTERY, HEAVY DUTY 60.00

FUEL, ADDITIONAL 3 GALLONS 18.00

SUNSHADE, VINYL 10.00

OUTSIDE TEMPERATURE DISPLAY 10.00

INCOMPLETE VEHICLE .00

LABEL FOR GM CONTENT ONLY-SEE

DEALER ABOUT NON GM CONTENT

GVW RATING - 9,900 LBS INC.

REAR AXLE - 3.42 RATIO INC.

TOTAL OPTIONS \$4,453.00

TOTAL VEHICLE & OPTIONS \$42,103.00

DESTINATION CHARGE 2,395.00

TOTAL VEHICLE PRICE* \$44,498.00

EPA DOT Fuel Economy and Environment

NOT APPLICABLE TO THIS VEHICLE

This label has been applied pursuant to Federal law - Do not remove prior to delivery to the ultimate purchaser. Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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ORDER NO FPZJ22 SALES CODE C
SALES MODEL CODE CG33503
DEALER NO 59057
FINAL ASSEMBLY:
SPRINGFIELD, OH U.S.A.

REISSUE

DEALER TO WHOM DELIVERED
KNAPHEIDE MFG. CO - IL
P.O. BOX 7140
QUINCY, IL 62305-7140



Better drives start with OnStar[™]
Activate today

Learn more at onstar.com or scan the QR code

onstar.com/privacy



fuelconomy.gov

Calculate personalized estimates and compare vehicles



CONSIDER:

GA Development Plan Professional Engineering Report (PER)
Award Kimley-Horn

Summary:

The TCAA is set to assume the operations of the Fixed Based Operator (FBO) in May 2027 which will provide the opportunity for additional General Aviation (GA) expansion. The PER will provide a planning framework for future FBO, hangar, apron, access, parking, and related landside improvements. The main objective of the PER is to provide three planning-level alternatives that will then be developed into a preferred concept to assist in guiding future GA related development. The PER will be funded using state aeronautics grant funds, and the following is the funding plan:

GA Development Plan PER – Funding Plan

Airport Administration	\$ 7,500.00
PER	<u>\$35,968.00</u>
Estimated Total	\$43,468.00

FY27 State Grant Funding

State Funds	\$41,294.60
Airport	<u>\$ 2,173.40</u>
Estimated Total	\$43,468.00

The Authority's Legal Counsel will provide/review the consultant PER agreement contract prior to execution.

Recommendation:

Authorize the Chairman to execute the GA Development Plan PER contract with Kimely-Horn for \$35,968.00.

Submitted By: Chris Stipo
Director of Operations

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

TCAA Project No.	_____
AIP Project No.	_____
Project No.	_____
Project Title:	<u>GA Development Plan Preliminary Engineering Report (PER)</u>

THIS PROJECT SPECIFIC CONTRACT (“Contract”) made and entered into effective the 27th day of August, 2026 by and between **TRI-CITIES AIRPORT AUTHORITY**, and **KIMLEY-HORN AND ASSOCIATES, INC.**, whose address is 10 Lea Avenue, Suite 400, Nashville, TN 37210, its successors, affiliates, and related entities (herein referred to as “Engineer” or “Consultant”).

RECITALS

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

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

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

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

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

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

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

ARTICLE 4. PROJECT SPECIFIC CONTRACT COMPENSATION.

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

(See, EXHIBIT “4” hereto).

ARTICLE 5. OWNER’S BUDGET SUMMARY

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

ARTICLE 6. ~~ADDITIONAL SPECIAL PROVISIONS~~

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

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

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

ARTICLE 8. ~~ADDITIONAL TERMS~~

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

~~_____~~
~~_____~~

~~(See, EXHIBIT 8).~~

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

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

(See, EXHIBIT 9).

ARTICLE 10. TOTAL CONTRACT: AMENDMENTS

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

ARTICLE 11. INSURANCE (See, EXHIBIT 11).

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

TRI-CITIES AIRPORT AUTHORITY

By: _____

Title: _____

ENGINEER OR CONSULTANT:

By: _____

Title: _____

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

GA DEVELOPMENT PLAN PRELIMINARY ENGINEERING REPORT

Scope of Work

Tri-Cities Airport

Blountville, TN

August 20, 2026

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 a GA Development Plan Preliminary Engineering Report (Project) that evaluates the existing and future functional needs of the general aviation terminal area at Tri-Cities Airport and identify practical, phased improvements that support safe operations and efficient aircraft and vehicle circulation meeting TRI goals. The study will build upon available planning information and current operational conditions. The study will provide a defensible planning framework for future FBO, hangar, apron, access, parking, and related landside improvements.

Exhibit 2

Project Scope of Services

Task 1 Preliminary Engineering

The Preliminary Engineering Task consists of the following:

Task 1.1 Project Management and Coordination

The Consultant will provide overall project management, schedule coordination, quality control, and communication with the Airport throughout the study. This task will include a project kickoff meeting, regular coordination meetings at key milestones, preparation of meeting agendas and summaries, and review of deliverables at the conclusion of each major task. The Consultant will maintain a decision log documenting key assumptions, direction received, and decisions that influence the development of alternatives and the preferred terminal area concept.

Task 1.2 Data Collection and Existing Conditions Inventory

The Consultant will collect and review available airport planning documents, including the 2025 Master Plan, Airport Layout Plan materials, record drawings, terminal and FBO facility information, tenant lease or operational data, aircraft parking and apron information, roadway and parking data, and other relevant materials provided by the Airport. The inventory will document existing general aviation terminal area conditions, including FBO building functions, hangar development areas, apron interfaces, aircraft circulation, vehicle access, public and employee parking, and potential physical or operational constraints.

Task 1.3 Demand Review and Facility Requirements

The Consultant will review available aviation activity forecasts, based aircraft trends, transient operations, peak-period activity, critical aircraft assumptions, hangar demand, FBO operational needs, and other airport-related information. Based on this review, the Consultant will develop planning-level facility requirements for the general aviation terminal area, including the approximate number, type, and size of FBO, hangar, apron, aircraft parking, vehicle parking, access, and support facilities necessary to accommodate existing needs and future demand. Facility requirements will also consider preservation of apron space for peak transient activity and compatibility with long-term airport development.

Task 1.4 General Aviation Terminal Area Alternatives Development

The Consultant will develop up to three planning-level alternatives for general aviation terminal area improvements. Alternatives may include reconfiguration, replacement, expansion, or relocation of FBO facilities; identification of hangar development areas; apron reconfiguration or preservation; taxiway and aircraft circulation improvements; vehicle access and parking improvements; site circulation refinements; and utility or service access considerations. Alternatives will be developed at a conceptual level suitable for Airport review, comparison, refinement, and future capital programming.

Task 1.5 Alternatives Evaluation and Preferred Concept

The Consultant will evaluate alternatives using agreed-upon criteria, which may include operational efficiency, safety and circulation, development yield, hangar market responsiveness, constructability, phasing flexibility, environmental considerations, compatibility with the Airport Layout Plan, funding eligibility, stakeholder input, and ability to accommodate long-term growth. The evaluation will support selection of a preferred general aviation terminal area concept and identify refinements necessary to

advance the concept for capital programming, agency coordination, grant eligibility review, or subsequent design.

Task 1.6 Implementation Plan

The Consultant will prepare a phased implementation plan for the preferred concept, identifying recommended near-term, mid-term, and long-term improvement packages. The implementation plan will include potential project sequencing, enabling projects, operational considerations during implementation, and potential coordination needs related to FAA, TDOT, local funding, or private development.

Task 1.7 Documentation and Final Report

The Consultant will prepare a concise Terminal Area Planning Study report summarizing the study process, existing conditions, demand assumptions, facility requirements, alternatives considered, evaluation findings, preferred concept, implementation plan, and planning-level cost opinion. The report will include narrative, graphics, tables, and exhibits suitable for Airport leadership.

Task 1 Deliverables

- Project kickoff meeting agenda and summary
- Existing conditions inventory summary
- General aviation terminal area facility requirements memorandum
- Conceptual terminal area alternatives exhibits
- Alternatives evaluation matrix
- Preferred general aviation terminal area concept exhibit
- Draft and final Terminal Area Planning Study report

Assumptions:

- The study will rely on available airport planning documents, aviation activity data, record drawings, lease or operational information, and other materials provided by the Airport.
- Conceptual improvements will be developed for planning and programming purposes and will not constitute final design documents, construction documents, or bid-ready plans.
- No detailed architectural, civil engineering, structural engineering, traffic engineering, environmental permitting, geotechnical investigation, survey, utility designation, or utility design services are included unless specifically authorized as additional services.

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 a 9/15/2026 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.

- 9/15/26 Notice to Proceed
- 9/21/26 Kick-Off Meeting
- 12/1/26 Draft Report
- 12/8/26 Basis of Design Report Review Meeting
- 1/14/27 Final Report Submittal

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	Preliminary Engineering Report	\$ 35,968	LS
	Total Lump Sum Fee	\$ 35,968	LS

LS: Lump Sum Fee

REPORT:
FBO Update

Summary:

The FBO continues to gain momentum during the transition and planning efforts into operational growth and service expansion are at the forefront. Strong hangar occupancy, continued investment in infrastructure and equipment, progress toward self-serve fueling, and the development of an in-house maintenance operation are all advancing simultaneously. These initiatives, combined with increased engagement within the aviation community, position Holston Point Aviation for continued growth.

Operational Highlights

- Hangar 206 Occupancy
 - o Increase occupancy rate by 20% since January 2026.
- AVGAS Self-Serve Fuel Project
 - o Design is nearing completion.
 - o Plan to put out for bid this Fall.
- State Grant Equipment Purchases
 - o Purchased equipment arriving on site over the next 6-9 months.
- Maintenance Department Development
 - o Jordan Shope leading maintenance department.
 - o Developing plan for equipment purchases and staffing.
- Community Engagement
 - o GA informational events.
 - o Holston Point Aviation Grand Opening/Air Festival

**Legal Counsel,
Stephen Darden**

Verbal Report

Director of Finance,

Rachel Squibb

REPORT:

Financial Summary – Period Ending June 30, 2026

For the fiscal year to date as of June 30, 2026, the Authority achieved an approximate Net Operating Income of \$855,670, exceeding the approved budget. The attached schedule provides unaudited actual results compared to the approved FY2026 operating budget.

Revenue Performance

Operating revenues remained strong through the end of FY2026, with favorable results across several key revenue categories. Parking and Rental Car revenue continued to be the primary drivers of the favorable revenue performance. These non-airline revenues continue to be vital to airport operations and help us maintain competitive airline costs.

The FY2026 parking budget was developed conservatively due to construction underway within the parking lots and the uncertainty surrounding the timing and impact of the project. In addition, parking rate changes implemented during the fiscal year were not included in the original FY2026 budget. Overall, parking activity remained strong during construction and additional parking capacity became available.

Expense Management

Operating expenses for FY2026 were above budget overall, with the largest variances occurring in Ground Handling Services and Airfield Area. While operating expenses exceeded budget, the additional expenditures were more than offset by actual revenues exceeding budget, resulting in a favorable year-end operating result. Ground Handling Services continued to reflect costs associated with servicing the new Breeze flights. The extent of these costs was not known when the FY2026 budget was prepared. As a result, this cost center exceeded budget; however, the additional expenses are directly related to the expansion of ground handling operations and new airline service. The Airfield Area cost center also exceeded budget, primarily due to increased snow and ice control activity along with additional runway, taxiway, ramp, and apron expenditures. Snow and ice removal costs were significantly higher than anticipated due to severe winter conditions. These expenditures were necessary to maintain safe and compliant airfield operations.

While operating expenses exceeded budget overall, many of the larger variances were related to increased operational activity, new airline service, weather conditions, and necessary maintenance and facility needs. Management will continue to monitor these areas and incorporate current operating trends into future budgets.

Net Results & Outlook

FY2026 closed with Net Operating Income of approximately \$855,670, compared to a budget of \$240,465. Favorable revenue performance was sufficient to offset higher operating costs and resulted in a positive year-end financial position. As we move into FY2027, we will continue to focus on managing operating costs while supporting the facilities, staffing, and equipment necessary for continued growth.

Submitted by: Rachel Squibb
Director of Finance

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:18 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance	
AIRLINE LANDING FEES									
\$36,190	\$31,084	\$5,106	51010-201	Landing Fees: Delta Connection	\$407,931	\$352,270	\$352,270	\$55,661	
6,993	0	6,993	51016-201	Landing Fees: Breeze Airways	13,986	0	0	13,986	
40,423	36,829	3,594	51025-201	Landing Fees: American Airlines	426,419	417,350	417,350	9,069	
11,100	5,587	5,513	51040-201	Landing Fees: Allegiant Airlines	80,501	67,000	67,000	13,501	
\$94,706	\$73,500	\$21,206	TOTAL AIRLINE LANDING FEES			\$928,837	\$836,620	\$836,620	\$92,217
AIRLINE RENTAL REVENUE									
\$11,637	\$11,062	\$575	51507-202	Floor Space: American Airlines	\$139,640	\$132,700	\$132,700	\$6,940	
13,987	13,287	700	51515-202	Floor Space: Delta Connection	167,840	159,400	159,400	8,440	
11,002	663	10,339	51518-202	Joint Use Space	13,938	8,000	8,000	5,938	
5,124	4,587	537	51519-202	Terminal Apron Charge	55,572	55,000	55,000	572	
3,634	0	3,634	51521-202	Floor Space: Ticketing Lobby	0	0	0	0	
50,926	50,913	13	51525-202	Terminal Space Area Use	611,121	611,000	611,000	121	
220	231	(11)	51526-202	Ground Equipment Storage	2,640	2,750	2,750	(110)	
7,176	5,033	2,143	51530-202	Jetway Use Fee	77,688	60,300	60,300	17,388	
64,146	65,493	(1,347)	51535-202	PSO Security Reimbursement	769,749	784,750	784,750	(15,001)	
387	388	(1)	51546-202	Janitorial & Trash Reimbursement	4,646	4,700	4,700	(54)	
\$168,239	\$151,657	\$16,582	TOTAL AIRLINE RENTS			\$1,842,834	\$1,818,600	\$1,818,600	\$24,234
\$262,945	\$225,157	\$37,788	TOTAL AIRLINE REVENUE			\$2,771,671	\$2,655,220	\$2,655,220	\$116,451

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:19 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>GENERAL AVIATION REVENUE</u>								
\$0	\$754	(\$754)	52005-203	Charters - Landing Fees	\$8,194	\$8,640	\$8,640	(\$446)
0	1,037	(1,037)	52007-203	Charters - Terminal Facilities Fees	13,515	11,900	11,900	1,615
1,366	0	1,366	52010-203	FBO - Hangar Rents	14,919	0	0	14,919
30,403	31,074	(671)	52020-203	FBO - Minimum Annual Operating Fee	358,453	356,300	356,300	2,153
22,124	18,629	3,495	52030-203	FBO - 3% Gross Revenue Fee	214,969	213,600	213,600	1,369
7,920	8,666	(746)	52070-203	FBO - Fuel Flowage / Hookup Fees	87,598	99,360	99,360	(11,762)
643	855	(212)	52072-203	FBO - Utility Reimbursement	10,373	9,800	9,800	573
453	475	(22)	52075-203	Flying Service - Rents	5,432	5,450	5,450	(18)
134	218	(84)	52076-203	Flying Service - Utility Reimb	3,491	2,500	2,500	991
12,971	12,550	421	52080-203	Speciality Service Operations	150,641	150,600	150,600	41
25,255	24,587	668	52110-203	Corporate Hangar, Land & Access	306,780	295,000	295,000	11,780
991	3,089	(2,098)	52160-203	Corporate Fuel Fees	22,930	35,000	35,000	(12,070)
0	310	(310)	52165-203	FBO - Self-Fueling Sales	2,422	3,500	3,500	(1,078)
46,156	0	46,156	52170-203	GA - Titan Fuel Sales	117,448	0	0	117,448
\$148,416	\$102,244	\$46,172	TOTAL GEN. AVIATION REVENUE		\$1,317,165	\$1,191,650	\$1,191,650	\$125,515

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:19 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>AIR CARGO REVENUE</u>								
\$367	\$337	\$30	52510-204	Cargo: Landing Fees	\$4,354	\$4,000	\$4,000	\$354
<u>AIR CARGO CENTER</u>								
7,224	7,500	(276)	52540-204	Cargo: Cargo Center - Terminal Space	88,465	90,000	90,000	(1,535)
0	0	0	52542-204	Cargo: Cargo Center - Ramp Fees	869	0	0	869
419	712	(293)	52543-204	Cargo: Services Reimbursements	5,025	7,500	7,500	(2,475)
274	572	(298)	52544-204	Cargo: Cargo Center - Utility Reimb	3,371	6,000	6,000	(2,629)
\$8,284	\$9,121	(\$837)	TOTAL AIR CARGO REVENUE		\$102,084	\$107,500	\$107,500	(\$5,416)

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:20 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>PARKING REVENUE</u>								
\$277,706	\$222,404	\$55,302	53150-205	Parking: Long-Term	\$3,697,175	\$2,339,555	\$2,339,555	\$1,357,620
59,869	76,526	(16,657)	53151-205	Parking: Short-Term	317,129	805,000	805,000	(487,871)
114,358	0	114,358	53152-205	Parking:: Express Lot	338,031	0	0	338,031
925	2,139	(1,214)	53154-205	Parking: Other Revenue	26,169	25,690	25,690	479
\$452,858	\$301,069	\$151,789	TOTAL PARKING REVENUE		\$4,378,504	\$3,170,245	\$3,170,245	\$1,208,259

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:20 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>RENTAL CAR REVENUE</u>								
\$5,411	\$5,187	\$224	53605-206	RAC: Floor Space Rents	\$64,926	\$62,200	\$62,200	\$2,726
173,498	167,388	6,110	53610-206	RAC: Commissions	1,758,061	1,610,000	1,610,000	148,061
9,249	8,538	711	53620-206	RAC: Service Facility	110,991	102,500	102,500	8,491
3,311	3,337	(26)	53623-206	RAC: RAC - Utility Reimbursement	33,454	40,000	40,000	(6,546)
0	5,000	(5,000)	53627-206	RAC: Service Facility - Maint CFC Reir	33,936	60,000	60,000	(26,064)
\$191,469	\$189,450	\$2,019	TOTAL RENTAL CAR REVENUE		\$2,001,368	\$1,874,700	\$1,874,700	\$126,668

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:21 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>TERMINAL CONCESSION REVENUE</u>								
\$18,313	\$5,663	\$12,650	54100-207	Terminal: Advertising	\$61,917	\$68,000	\$68,000	(\$6,083)
23,050	14,375	8,675	54106-207	Terminal: Restaurant & Gift Shop	220,480	172,500	172,500	47,980
448	837	(389)	54107-207	Terminal: Tailwinds - Util Reimburseme	9,377	10,000	10,000	(623)
0	87	(87)	54125-207	Terminal: Miscellaneous Revenue	0	1,000	1,000	(1,000)
\$41,811	\$20,962	\$20,849	TOTAL TERMINAL CONCESSIONS		\$291,774	\$251,500	\$251,500	\$40,274

<u>TERMINAL SPACE RENTS</u>								
\$9,090	\$8,362	\$728	54290-208	Terminal Rents: Office Space	\$109,081	\$100,300	\$100,300	\$8,781
892	725	167	54360-208	Terminal Rents: Utility Reimbursement	10,840	8,700	8,700	2,140
175	212	(37)	54410-208	Terminal Rents: Janitorial & Trash Rein	2,100	2,500	2,500	(400)
60	62	(2)	54520-208	Terminal Rents: PA System	720	700	700	20
\$10,217	\$9,361	\$856	TOTAL TERMINAL SPACE RENTS		\$122,741	\$112,200	\$112,200	\$10,541

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:21 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>OTHER REVENUE</u>								
\$22,307	\$10,033	\$12,274	51550-202	Ground Handling Services	\$184,215	\$114,000	\$114,000	\$70,215
3,300	0	3,300	51560-202	GHS - Equipment Rental Revenue	3,300	0	0	3,300
0	1,100	(1,100)	52008-203	Charters - Ground Handling	13,500	12,500	12,500	1,000
0	413	(413)	55210-209	Other Properties: Ground Leases-Farm	6,854	5,000	5,000	1,854
2,969	2,888	81	55300-209	Other Properties: Other Leases	37,270	34,700	34,700	2,570
842	500	342	55302-209	Other Properties: Utility Reimb	9,301	6,000	6,000	3,301
0	800	(800)	55421-209	Other: Salary Supplements	7,200	9,600	9,600	(2,400)
9,944	10,413	(469)	55432-000	Other: FTZ Contributions	124,328	125,000	125,000	(672)
1,243	994	249	55435-209	Other: Ice Revenue	11,775	9,000	9,000	2,775
2,865	1,587	1,278	55440-209	Other: ID's & Fingerprinting Revenue	41,480	19,000	19,000	22,480
1,218	695	523	55445-209	Other: Gasoline Sales	16,862	9,000	9,000	7,862
(39,327)	750	(40,077)	55450-209	Other: Miscellaneous Billings	53,880	9,000	9,000	44,880
1,086	1,087	(1)	55500-210	Aerospace Park - Ground Revenue	13,034	13,000	13,000	34
2,200	0	2,200	93106-000	Contributions from Tailwinds	26,400	0	0	26,400
\$8,647	\$31,260	(22,613)	TOTAL OTHER REVENUE		\$549,399	\$365,800	\$365,800	\$183,599
\$861,702	\$663,467	\$198,235	TOTAL NON-AIRLINE REVENUE		\$8,763,035	\$7,073,595	\$7,073,595	\$1,689,440
\$1,124,647	\$888,624	\$236,023	TOTAL OPERATING REVENUES		\$11,534,706	\$9,728,815	\$9,728,815	\$1,805,891

Tri-Cities Airport Authority

Page: 8

FY 2026 Operating Budget

2:52:22 PM 8/20/2026

6/30/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance	
AIRFIELD AREA EXPENSE									
\$0	\$659	(\$659)	60010-301	Aviation - Utilities	\$16,788	\$15,000	\$15,000	\$1,788	
0	526	(526)	60070-301	Aviation - Power Vault Diesel	5,833	12,000	12,000	(6,167)	
0	88	(88)	60080-301	Aviation - Power Vault Repairs	522	2,000	2,000	(1,478)	
19,723	4,384	15,339	60110-301	Aviation - Runways/Taxiways/Field	159,844	100,000	100,000	59,844	
1,376	1,316	60	60400-301	Aviation - Ramps and Aprons	77,554	30,000	30,000	47,554	
2,146	350	1,796	60500-301	Aviation - Fence & Gate Repair	36,607	8,000	8,000	28,607	
0	1,754	(1,754)	60520-301	Aviation - Electrical Maintenance	8,031	40,000	40,000	(31,970)	
0	1,447	(1,447)	60560-301	Aviation - Snow & Ice Control	185,258	33,000	33,000	152,258	
0	263	(263)	60570-301	Aviation - Wildlife Control	14,340	6,000	6,000	8,340	
0	308	(308)	60630-301	Aviation - Equipment Rental	9,670	7,000	7,000	2,670	
105	461	(356)	60650-301	Aviation - Fuel Farm Maintenance	15,688	10,500	10,500	5,188	
0	88	(88)	60655-301	Aviation - Contract Mowing	0	2,000	2,000	(2,000)	
0	263	(263)	60700-301	Aviation - Environmental Compliance	6,992	6,000	6,000	992	
0	350	(350)	60705-301	Aviation-Part 139 Field Reporting	10,074	8,000	8,000	2,074	
\$23,350	\$12,257	\$11,093	TOTAL AIRFIELD AREA EXPENSE			\$547,201	\$279,500	\$279,500	\$267,701
AVIATION PROPERTIES EXPENSE									
\$6,478	\$1,145	\$5,333	60030-301	Aviation - Domed Hangar/Offices	\$30,094	\$8,000	\$8,000	\$22,094	
692	6,450	(5,758)	60040-301	Aviation - Tri-City Aviation, Inc.	111,768	45,000	45,000	66,768	
353	1,433	(1,080)	60045-301	Aviation - Corporate Hangar Maint	3,478	10,000	10,000	(6,522)	
0	1,433	(1,433)	60050-301	Aviation - Wysong	17,409	10,000	10,000	7,409	
0	0	0	62210-303	Other: New S. Aviation Hangar - Utilities	11,108	0	0	11,108	
\$7,523	\$10,461	(\$2,938)	TOTAL AVIATION PROPERTIES EXPE			\$173,857	\$73,000	\$73,000	\$100,857

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:23 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>TERMINAL AREA EXPENSE</u>								
\$0	\$8,385	(\$8,385)	61010-302	Terminal - Electricity - BTES	\$332,245	\$290,000	\$290,000	\$42,245
0	722	(722)	61020-302	Terminal - Heating Fuel	45,219	25,000	25,000	20,219
0	1,301	(1,301)	61030-302	Terminal - Water & Sewer	41,494	45,000	45,000	(3,506)
0	145	(145)	61035-302	Terminal - Landscape Water	1,240	5,000	5,000	(3,760)
851	521	330	61040-302	Terminal - Telephone & Internet	10,903	18,000	18,000	(7,097)
0	435	(435)	61050-302	Terminal - Electrical Maintenance	726	15,000	15,000	(14,274)
1,788	882	906	61055-302	Terminal - HVAC Maintenance	47,346	30,500	30,500	16,846
2,311	1,590	721	61057-302	Terminal - Building Repairs	82,232	55,000	55,000	27,232
89	651	(562)	61060-302	Terminal - Plumbing	36,098	22,500	22,500	13,598
0	1,590	(1,590)	61065-302	Terminal - Landscape Service	47,794	55,000	55,000	(7,207)
0	203	(203)	61070-302	Terminal - Equipment/Furnishing Mtn	7,148	7,000	7,000	148
1,547	709	838	61075-302	Terminal - Roadway, Parking Lot	25,991	24,500	24,500	1,491
12,103	1,157	10,946	61080-302	Terminal - Contract Mowing	74,099	40,000	40,000	34,099
0	0	0	61081-302	Terminal - Lawn Treatment	22,903	0	0	22,903
15,962	1,446	14,516	61570-302	Terminal - Contract (Elevator)	63,776	50,000	50,000	13,776
4,178	1,157	3,021	61580-302	Terminal - Contract (Trash Service)	65,701	40,000	40,000	25,701
0	1,301	(1,301)	61610-302	Terminal - Other Contracts	7,605	45,000	45,000	(37,395)
0	2,891	(2,891)	61960-302	Terminal - Jetway Maintenance	40,168	100,000	100,000	(59,832)
4,060	1,446	2,614	61970-302	Terminal - IT Equipment & Services	95,045	50,000	50,000	45,045
20,395	345	20,050	61980-302	Terminal - FIDS System	61,945	12,000	12,000	49,945
0	0	0	61991-302	Terminal - Landscape Irrigation	3,029	0	0	3,029
\$63,284	\$26,877	\$36,407	TOTAL TERMINAL AREA EXPENSE		\$1,112,707	\$929,500	\$929,500	\$183,207

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
				<u>AIR CARGO CENTER EXPENSE</u>				
\$46	\$23	\$23	62560-303	Air Cargo Center: Utilities	\$17,003	\$12,000	\$12,000	\$5,003
0	1	(1)	62562-303	Air Cargo Center: Heating Fuel	0	1,000	1,000	(1,000)
0	4	(4)	62565-303	Air Cargo Center: HVAC Maintenance	0	3,000	3,000	(3,000)
0	26	(26)	62566-303	Air Cargo Center: Building Repairs	8,471	15,000	15,000	(6,529)
\$46	\$54	(\$8)		TOTAL AIR CARGO EXPENSE	\$25,474	\$31,000	\$31,000	(\$5,526)

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:24 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>OTHER PROPERTIES EXPENSE</u>								
\$0	\$79	(\$79)	62556-303	Other Prop: Non-Aviation Land	\$0	\$2,000	\$2,000	(\$2,000)
0	276	(276)	62555-303	Other Prop: Other Buildings	4,649	7,000	7,000	(2,351)
95	1,578	(1,483)	62557-303	RAC Service Facility Utilities	32,542	40,000	40,000	(7,458)
2,095	1,973	122	62558-303	RAC Service Facility Maint	56,773	50,000	50,000	6,773
OTHER BUILDING EXPENSE								
0	236	(236)	62010-303	Hamilton Road Garages - Utilities	9,499	6,000	6,000	3,499
OTHER EXPENSE								
1,033	198	835	62580-303	Other Expense: Ice Expense	6,365	5,000	5,000	1,365
2,072	514	1,558	62581-303	Other Expense: Airline GSE Gasoline	17,014	13,000	13,000	4,014
\$5,295	\$4,854	\$441	TOTAL OTHER PROPERTIES EXP.		\$126,842	\$123,000	\$123,000	\$3,842

Tri-Cities Airport Authority

FY 2026 Operating Budget 6/30/2026

2:52:25 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>FIXED BASE OPERATION EXPENSE</u>								
\$897	\$30,597	(\$29,700)	68000-319	FBO - Supplies	\$28,764	\$80,000	\$80,000	(\$51,236)
0	0	0	68002-319	FBO - Equipment Fuel	6,901	0	0	6,901
4,582	0	4,582	68003-319	FBO - Equipment Mainenance	15,860	0	0	15,860
1,867	0	1,867	68004-319	FBO - Miscellaneous	29,836	0	0	29,836
0	0	0	68005-319	FBO - Staff Training	995	0	0	995
36,039	11,696	24,343	68007-319	FBO - Salaries	54,501	152,000	152,000	(97,499)
2,757	923	1,834	68008-319	FBO - FICA	4,169	12,000	12,000	(7,831)
382	848	(466)	68009-319	FBO - Retirement	382	11,000	11,000	(10,618)
0	1,667	(1,667)	68010-319	FBO - Group Insurance	0	20,000	20,000	(20,000)
0	167	(167)	68011-319	FBO - General Personnel	150	2,000	2,000	(1,850)
0	0	0	68014-319	FBO - Community Relations	9,076	0	0	9,076
414	0	414	68015-319	FBO - Travel	10,127	0	0	10,127
0	0	0	68018-319	FBO - Jet A Titan Fuel Purchases	156,970	0	0	156,970
0	0	0	68019-319	FBO - Titan Grant Expenses	2,986	0	0	2,986
0	0	0	68026-319	FBO - Community Relations	1,281	0	0	1,281
\$46,938	\$45,898	\$1,040			\$321,998	\$277,000	\$277,000	\$44,998

Tri-Cities Airport Authority

FY 2026 Operating Budget 6/30/2026

2:52:25 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>PUBLIC SAFETY DEPARTMENT EXPENSE</u>								
\$559	\$434	\$125	63040-304	Safety - Fire Hall Expense	\$29,192	\$12,000	\$12,000	\$17,192
0	144	(144)	63041-304	Safety - Fire Hall Heating Fuel	8,018	4,000	4,000	4,018
0	144	(144)	63100-304	Safety - Equipment/Furniture/Fixtures	2,619	4,000	4,000	(1,381)
530	1,775	(1,245)	63210-304	Safety - Equipment Maintenance	134,996	49,000	49,000	85,996
3,352	906	2,446	63420-304	Safety - Vehicle Fuel	23,194	25,000	25,000	(1,806)
2,980	1,631	1,349	63550-304	Safety - Training	49,722	45,000	45,000	4,722
0	705	(705)	63600-304	Safety - Uniforms	18,576	19,500	19,500	(924)
0	451	(451)	63650-304	Safety - Dues & Subscriptions	8,284	12,500	12,500	(4,216)
0	181	(181)	63670-304	Safety - Office Supplies	887	5,000	5,000	(4,113)
8,304	90	8,214	63700-304	Safety - General Expense	20,178	2,500	2,500	17,678
490	127	363	63730-304	Safety - Telephone & Internet	4,588	3,500	3,500	1,088
0	181	(181)	63740-304	Safety - Radios/Communications	0	5,000	5,000	(5,000)
377	90	287	63760-304	Safety - Medical & Psy Testing	3,191	2,500	2,500	691
100	74	26	63800-304	Safety - Medical Supplies	17,413	2,000	2,000	15,413
(1,553)	363	(1,916)	63910-304	Safety - ID's & Fingerprinting	24,447	10,000	10,000	14,447
0	17	(17)	63915-304	Safety - Security Parking	0	500	500	(500)
1,648	1,088	560	63985-304	Safety - Access Control	56,466	30,000	30,000	26,466
0	544	(544)	63986-304	Safety-Worker's Comp Insurance	10,598	15,000	15,000	(4,403)
4,796	2,696	2,100	63988-304	Safety - Overtime	47,292	35,000	35,000	12,292
8,369	3,000	5,369	63989-304	Safety - Part-Time Salaries	69,089	39,000	39,000	30,089
86,468	62,696	23,772	63990-304	Safety - Full-Time Salaries	689,818	815,000	815,000	(125,182)
7,660	5,348	2,312	63991-304	Safety - FICA Expense	59,758	69,500	69,500	(9,742)
6,538	6,152	386	63992-304	Safety - Retirement Expense	65,273	80,000	80,000	(14,727)
0	870	(870)	63994-304	Safety - General Personnel	0	24,000	24,000	(24,000)
16,876	8,334	8,542	63995-304	Safety - Group Insurance	189,433	230,000	230,000	(40,567)
\$147,494	\$98,041	\$49,453	TOTAL PUBLIC SAFETY EXPENSE		\$1,533,032	\$1,539,500	\$1,539,500	(\$6,468)

Tri-Cities Airport Authority

FY 2026 Operating Budget 6/30/2026

2:52:26 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>MAINTENANCE DEPARTMENT EXPENSE</u>								
\$0	\$574	(\$574)	64020-305	Maintenance - Utilities	\$9,881	\$10,000	\$10,000	(\$119)
645	86	559	64030-305	Maintenance - Telephone	3,660	1,500	1,500	2,160
0	172	(172)	64050-305	Maintenance - Heating Fuel	4,807	3,000	3,000	1,807
0	686	(686)	64120-305	Maintenance - Building Repair	4,666	12,000	12,000	(7,334)
3,069	3,444	(375)	64150-305	Maintenance - Equipment Mtn	78,878	60,000	60,000	18,878
10,279	1,434	8,845	64610-305	Maintenance - Vehicle Fuel & Oil	57,244	25,000	25,000	32,244
410	686	(276)	64650-305	Maintenance - Tools & Hardware	40,535	12,000	12,000	28,535
0	488	(488)	64700-305	Maintenance - Training	6,070	8,500	8,500	(2,430)
266	574	(308)	64750-305	Maintenance - Uniforms	8,477	10,000	10,000	(1,523)
151	574	(423)	64800-305	Maintenance - General Expense	11,405	10,000	10,000	1,405
78,000	37,696	40,304	64900-305	Maintenance - Salaries	530,997	490,000	490,000	40,997
5,895	3,152	2,743	64901-305	Maintenance - FICA Expense	43,110	41,000	41,000	2,110
8,225	3,848	4,377	64902-305	Maintenance - Retirement Expense	65,001	50,000	50,000	15,001
1,937	2,304	(367)	64903-305	Maintenance - Overtime	63,353	30,000	30,000	33,353
14,716	10,370	4,346	64904-305	Maintenance - Group Insurance	179,826	180,700	180,700	(874)
0	517	(517)	64907-305	Maintenance - General Personnel	98	9,000	9,000	(8,902)
\$123,593	\$66,605	\$56,988	TOTAL MAINTENANCE EXPENSE		\$1,108,008	\$952,700	\$952,700	\$155,308

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:26 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>BUILDING SERVICES EXPENSE</u>								
\$6,286	\$5,451	\$835	65100-306	Building Services - Supplies	\$71,327	\$60,000	\$60,000	\$11,327
1,387	636	751	65105-306	Building Services - Equipment Purchase	7,093	7,000	7,000	93
0	156	(156)	65110-306	Building Services - Furniture & Fixtures	125	1,700	1,700	(1,575)
1,655	363	1,292	65115-306	Building Services - Equipment Mtn	9,559	4,000	4,000	5,559
0	816	(816)	65120-306	Building Services - Uniforms	4,065	9,000	9,000	(4,935)
716	226	490	65125-306	Building Services - General Expense	5,561	2,500	2,500	3,061
0	45	(45)	65130-306	Building Services - Snow Removal	0	500	500	(500)
70,387	33,077	37,310	65200-306	Building Services - Salaries	451,432	430,000	430,000	21,432
1,798	1,152	646	65205-306	Building Services - Overtime	20,960	15,000	15,000	5,960
5,391	2,619	2,772	65210-306	Building Services - FICA Expense	35,083	34,000	34,000	1,083
6,842	3,400	3,442	65220-306	Building Services - Retirement Expense	48,197	44,200	44,200	3,997
11,332	13,161	(1,829)	65230-306	Building Services - Group Insurance	128,777	144,900	144,900	(16,123)
0	501	(501)	65237-306	Building Services - General Personnel	125	5,500	5,500	(5,375)
0	180	(180)	65238-306	Building Services - Training	210	2,000	2,000	(1,790)
\$105,794	\$61,783	\$44,011	TOTAL BUILDING SERVICES EXPEN		\$782,514	\$760,300	\$760,300	\$22,214

Tri-Cities Airport Authority

FY 2026 Operating Budget 6/30/2026

2:52:27 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>CUSTOMER EXPERIENCE EXPENSE</u>								
\$8	\$158	(\$150)	65510-316	Customer Experience - Supplies	\$234	\$2,000	\$2,000	(\$1,766)
0	7,144	(7,144)	65515-316	Customer Experience - Programs & Mat	24,743	90,000	90,000	(65,257)
0	158	(158)	65520-316	Customer Experience - Uniforms	0	2,000	2,000	(2,000)
0	239	(239)	65530-316	Customer Experience - Training	4,694	3,000	3,000	1,694
8,130	3,771	4,359	65535-316	Customer Experience - Salaries	53,530	49,000	49,000	4,530
599	296	303	65540-316	Customer Experience - FICA Expense	3,830	3,800	3,800	30
760	377	383	65545-316	Customer Experience - Retirement	5,264	4,900	4,900	364
1,689	1,477	212	65550-316	Customer Experience - Group Insurance	19,725	18,600	18,600	1,125
0	38	(38)	65556-316	Customer Experience - General Personl	0	500	500	(500)
\$11,186	\$13,658	(\$2,472)	TOTAL CUSTOMER EXPERIENCE EXPENSE		\$112,020	\$173,800	\$173,800	(\$61,780)

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:27 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>PUBLIC PARKING EXPENSE</u>								
\$170,526	\$23	\$170,503	69300-320	Operations and Parking: Salaries & Wa	\$394,038	\$289,000	\$289,000	\$105,038
12,052	2	12,050	69301-320	Operations and Parking: Payroll Taxes	29,423	22,000	22,000	7,423
0	(1)	1	69302-320	Operations and Parking: Uniforms	0	1,500	1,500	(1,500)
45	5	40	69303-320	Operations and Parking: Health Care &	33,516	55,000	55,000	(21,484)
1,625	(1)	1,626	69304-320	Operation and Parking: Supplies	5,926	5,000	5,000	926
500	0	500	69305-320	Operations and Parking - Training	12,900	0	0	12,900
0	(1)	1	69306-320	Operations and Parking: Printing & Tick	447	4,000	4,000	(3,553)
761	0	761	69307-320	Operation - Retirement	761	0	0	761
0	1	(1)	69308-320	Operations and Parking: Office Supplie	590	3,500	3,500	(2,910)
0	0	0	69309-320	Operations and Parking: Office Equipm	1,080	500	500	580
0	1	(1)	69310-320	Operations and Parking: Repairs & Mai	5,546	10,000	10,000	(4,454)
0	0	0	69314-320	Operations and Parking: License & Fee	30	500	500	(470)
0	0	0	69315-320	Operations and Parking: Other Insuranc	219	0	0	219
0	0	0	69316-320	Operations and Parking: Liability & Othe	120	500	500	(380)
0	0	0	69317-320	Operations and Parking: Worker's Com	6,402	8,600	8,600	(2,198)
0	1	(1)	69318-320	Operations and Parking: Utilities-Water	511	850	850	(339)
0	2	(2)	69320-320	Operations and Parking: Utilities-Electri	6,033	6,000	6,000	33
0	(1)	1	69322-320	Operations and Parking: Postage & Fre	3	250	250	(247)
0	(1)	1	69324-320	Operations and Parking: Telephone & C	4,992	5,000	5,000	(8)
0	0	0	69326-320	Operations and Parking: Recruiting Exp	2,095	500	500	1,595
0	0	0	69327-320	Operations and Parking: Advertising & I	383	0	0	383
0	0	0	69328-320	Operations and Parking: Financial Serv	6,693	2,500	2,500	4,193
1,923	6	1,917	69330-320	Operations and Parking: Credit Card Pr	79,402	78,500	78,500	902
1,496	(1)	1,497	69331-320	Operations and Parking: Truck Fuel	3,563	4,000	4,000	(437)
769	1	768	69332-320	Operations and Parking: Miscellaneous	3,504	3,700	3,700	(196)
0	2	(2)	69334-320	Operations and Parking: Management f	14,220	31,100	31,100	(16,880)
\$189,697	\$38	\$189,659	TOTAL PUBLIC PARKING EXPENSE		\$612,397	\$532,500	\$532,500	\$79,897

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

Page: 18

2:52:28 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
TRADE DEVELOPMENT EXPENSE								
FOREIGN TRADE ZONE EXPENSE								
0	16	(16)	69050-309	FTZ: Programs & Materials	26	200	200	(174)
0	74	(74)	69051-309	FTZ: Contract Services	8,387	1,000	1,000	7,387
0	16	(16)	69052-309	FTZ: Marketing & Advertising	0	200	200	(200)
325	74	251	69053-309	FTZ: Professional Affiliations	325	1,000	1,000	(675)
(100)	37	(137)	69054-309	FTZ: Subscriptions	212	500	500	(288)
0	37	(37)	69055-309	FTZ: Meetings, Registration	0	500	500	(500)
0	8	(8)	69057-309	FTZ: Special Events	0	100	100	(100)
0	74	(74)	69059-309	FTZ: Legal	0	1,000	1,000	(1,000)
225	336	(111)	TOTAL FOREIGN TRADE ZONE EXP		8,950	4,500	4,500	4,450
ADMINISTRATIVE EXPENSE								
0	148	(148)	69070-309	DEV: ADMIN - Travel & Auto	266	2,000	2,000	(1,734)
0	8	(8)	69071-309	DEV: ADMIN - Airport Promotion	1,095	100	100	995
0	58	(58)	69072-309	DEV: ADMIN - Office Supplies	352	800	800	(448)
0	16	(16)	69073-309	DEV: ADMIN - Furniture & Equipment	0	200	200	(200)
255	74	181	69074-309	DEV: ADMIN - Communications	1,020	1,000	1,000	20
0	8	(8)	69075-309	DEV: ADMIN - Postage & Courier	0	100	100	(100)
0	8	(8)	69076-309	DEV: ADMIN - Printing & Forms	0	100	100	(100)
0	11	(11)	69077-309	DEV: ADMIN - Staff Training	0	150	150	(150)
255	331	(76)	TOTAL ADMINISTRATIVE EXPENSE		2,733	4,450	4,450	(1,717)
PERSONNEL COST								
20,811	9,019	11,792	69080-309	DEV: Salaries	130,674	117,200	117,200	13,474
1,560	700	860	69082-309	DEV: FICA	9,625	9,100	9,100	525
3,909	1,829	2,080	69083-309	DEV: Retirement	28,590	23,800	23,800	4,790
2,370	1,926	444	69084-309	DEV: Group Insurance	27,683	26,000	26,000	1,683
0	88	(88)	69086-309	DEV: General Personnel	0	1,200	1,200	(1,200)
28,650	13,562	15,088	TOTAL PERSONNEL COST		196,572	177,300	177,300	19,272
\$29,130	\$14,229	\$14,901	TOTAL TRADE DEVELOPMENT EXP		\$208,255	\$186,250	\$186,250	\$22,005

Tri-Cities Airport Authority

Page: 19

FY 2026 Operating Budget

2:52:29 PM 8/20/2026

6/30/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>MARKETING & AIR SERVICE DEV EXPENSE</u>								
<u>AIRPORT & COMMUNITY RELATIONS</u>								
\$0	\$422	(\$422)	67215-308	Marketing - Advertising	\$6,332	\$15,000	\$15,000	(\$8,668)
1,771	1,125	646	67225-308	Mkt - Website, Programs & Materials	35,649	40,000	40,000	(4,351)
3,250	843	2,407	67244-308	Marketing - Community Relations	23,880	30,000	30,000	(6,120)
<u>AIR SERVICE DEVELOPMENT</u>								
0	843	(843)	67291-308	Marketing - Research & Development	11,134	30,000	30,000	(18,866)
0	3,654	(3,654)	67292-308	Marketing - Consulting Services	91,786	130,000	130,000	(38,214)
0	984	(984)	67293-308	Marketing - Airline Relations	23,975	35,000	35,000	(11,025)
23,867	11,808	12,059	67294-308	Marketing - Marketing Initiative	416,063	420,000	420,000	(3,937)
<u>MARKETING SUPPORT</u>								
1,255	1,182	73	67262-308	Marketing - Travel	38,382	42,000	42,000	(3,618)
0	49	(49)	67264-308	Marketing - Auto & Fuel	0	1,800	1,800	(1,800)
325	77	248	67272-308	Marketing - Professional Affiliations	2,848	2,800	2,800	48
0	112	(112)	67285-308	Marketing - Supplies & Misc	702	4,000	4,000	(3,298)
513	74	439	67287-308	Mkt - Phones & Data Communications	6,909	2,600	2,600	4,309
26,777	11,619	15,158	67900-308	Marketing - Salaries	173,661	151,000	151,000	22,661
2,034	923	1,111	67901-308	Marketing - FICA Expense	12,952	12,000	12,000	952
2,248	1,152	1,096	67903-308	Marketing - Retirement Expense	15,570	15,000	15,000	570
2,578	788	1,790	67905-308	Marketing - Group Insurance	30,104	28,100	28,100	2,004
0	55	(55)	67911-308	Marketing - General Personnel	0	2,000	2,000	(2,000)
35,730	16,031	19,699	SUB-TOTAL MARKETING SUPPORT		281,128	261,300	261,300	19,828
\$64,618	\$35,710	\$28,908	TOTAL MARKETING & AIR SERVICE		\$889,947	\$961,300	\$961,300	(\$71,353)

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:29 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>GROUND HANDLING SERVICES EXPENSE</u>								
\$2,019	\$841	\$1,178	68921-310	GHS - Supplies	\$40,292	\$2,500	\$2,500	\$37,792
30,934	3,020	27,914	68923-310	GHS - Equipment Maintenance	138,079	9,000	9,000	129,079
876	671	205	68925-310	GHS - Equipment Fuel	6,431	2,000	2,000	4,431
336	402	(66)	68926-310	GHS - Telephone & Communication	3,705	1,200	1,200	2,505
3,328	336	2,992	68927-310	GHS - Miscellaneous	41,585	1,000	1,000	40,585
3,300	0	3,300	68928-310	GHS - 3rd Party Services	0	0	0	0
0	671	(671)	68929-310	GHS - Staff Training	5,591	2,000	2,000	3,591
0	2,687	(2,687)	68930-310	GHS - Uniforms	22,296	8,000	8,000	14,296
94,233	5,229	89,004	68931-310	GHS - Salaries	467,690	68,000	68,000	399,690
0	13,848	(13,848)	68932-310	GHS - Part-time	0	180,000	180,000	(180,000)
7,129	1,458	5,671	68933-310	GHS - FICA	35,144	19,000	19,000	16,144
4,319	2,115	2,204	68935-310	GHS - Retirement	14,637	6,300	6,300	8,337
12,246	9,399	2,847	68937-310	GHS - Group Insurance	40,267	28,000	28,000	12,267
275	1,005	(730)	68939-310	GHS - General Personnel	4,110	3,000	3,000	1,110
\$158,995	\$41,682	\$117,313	TOTAL GND HANDLING SVCS EXP		\$819,827	\$330,000	\$330,000	\$489,827

Tri-Cities Airport Authority

FY 2026 Operating Budget 6/30/2026

2:52:30 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>AIRPORT BUSINESS DEVELOPMENT EXPENSE</u>								
\$4,000	(\$1)	\$4,001	68950-318	Business Dev: Partnerships	\$8,000	\$6,000	\$6,000	\$2,000
0	1	(1)	68952-318	Business Dev: Programs & Materials	279	10,000	10,000	(9,721)
0	0	0	68954-318	Aerospace Industry Travel	5,325	30,000	30,000	(24,675)
(72)	0	(72)	68956-318	Aerospace Park Marketing	63,031	75,000	75,000	(11,969)
0	(1)	1	68958-318	Aerospace Park Contracted Services	8,764	55,000	55,000	(46,237)
0	0	0	68960-318	Aerospace Park Website	150	5,000	5,000	(4,850)
\$3,928	(\$1)	\$3,929	TOTAL AIR BUSINESS DEV EXP.		\$85,549	\$181,000	\$181,000	(\$95,451)

Tri-Cities Airport Authority
FY 2026 Operating Budget
6/30/2026

2:52:30 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger		Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
<u>ADMINISTRATIVE DEPARTMENT EXPENSE</u>								
\$0	\$5,639	(\$5,639)	66010-307	Admin - Auditing	\$61,490	\$62,000	\$62,000	(\$510)
3,719	2,729	990	66030-307	Admin - Legal	26,261	30,000	30,000	(3,739)
493	27,291	(26,798)	66060-307	Admin - Insurance & Bonding	238,748	300,000	300,000	(61,252)
450	2,729	(2,279)	66210-307	Admin - Dues & Subscriptions	34,612	30,000	30,000	4,612
2,740	3,276	(536)	66260-307	Admin - Consulting Services	80,107	36,000	36,000	44,107
0	2,274	(2,274)	66300-307	Admin - Engineering Services	5,520	25,000	25,000	(19,480)
0	455	(455)	66550-307	Admin - Furniture & Fixtures	5,155	5,000	5,000	155
0	455	(455)	66560-307	Admin - Office Equipment	20,727	5,000	5,000	15,727
1,191	910	281	66570-307	Admin - Office Supplies	13,205	10,000	10,000	3,205
4,240	2,410	1,830	66660-307	Admin - Telephone & Internet	30,730	26,500	26,500	4,230
500	3,365	(2,865)	66750-307	Admin - Office Equipment Maintenance	5,241	37,000	37,000	(31,759)
4,062	2,729	1,333	66850-307	Admin - General Administrative	57,518	30,000	30,000	27,518
0	364	(364)	66861-307	Admin - Education & Training	2,400	4,000	4,000	(1,600)
874	2,729	(1,855)	66940-307	Admin - Seminars & Conferences	62,092	30,000	30,000	32,092
0	137	(137)	66970-307	Admin - Postage & Shipping	2,078	1,500	1,500	578
32,677	88,458	(55,781)	66990-307	Admin - Salaries	1,124,118	1,150,000	1,150,000	(25,882)
3,193	7,229	(4,036)	66991-307	Admin - FICA Expense	76,603	94,000	94,000	(17,397)
38,281	8,458	29,823	66992-307	Admin - Retirement Expense	153,127	110,000	110,000	43,127
63	0	63	66993-307	Admin - Health Ins - Retirees	285	0	0	285
15,807	15,010	797	66994-307	Admin - Group Insurance	199,884	165,000	165,000	34,884
0	2,911	(2,911)	66996-307	Admin - General Personnel	23,904	32,000	32,000	(8,096)
0	(2,274)	2,274	67001-307	Admin - Capitalized Salaries (Projects)	(4,397)	(25,000)	(25,000)	20,603
\$108,290	\$177,284	(\$68,994)	TOTAL ADMINISTRATIVE EXP.		\$2,219,408	\$2,158,000	\$2,158,000	\$61,408

Tri-Cities Airport Authority

Page: 23

FY 2026 Operating Budget 6/30/2026

2:52:31 PM 8/20/2026

Current Actual	Current Budget	Dollar\$ Variance	General Ledger	Year-to Date	Approved Budget	Year-to-Date Budget	Year-to-Date \$ Variance
\$94,706	\$73,500	\$21,206	Airline Landing Fees	\$928,837	\$836,620	\$836,620	\$92,217
168,239	151,657	16,582	Airline Rents	1,842,834	1,818,600	1,818,600	24,234
262,945	225,157	37,788	TOTAL AIRLINE REVENUE	2,771,671	2,655,220	2,655,220	116,451
148,416	102,244	46,172	General Aviation	1,317,165	1,191,650	1,191,650	125,515
8,284	9,121	(837)	Air Cargo	102,084	107,500	107,500	(5,416)
452,858	301,069	151,789	Parking Revenue	4,378,504	3,170,245	3,170,245	1,208,259
191,469	189,450	2,019	Rental Car Revenue	2,001,368	1,874,700	1,874,700	126,668
41,811	20,962	20,849	Terminal Concessions	291,774	251,500	251,500	40,274
10,217	9,361	856	Terminal Space Rents	122,741	112,200	112,200	10,541
8,647	31,260	(22,613)	Other Revenues	549,399	365,800	365,800	183,599
861,702	663,467	198,235	TOTAL NON-AIRLINE REVENUE	8,763,035	7,073,595	7,073,595	1,689,440
1,124,647	888,624	236,023	TOTAL REVENUE	11,534,706	9,728,815	9,728,815	1,805,891
23,350	12,257	11,093	Airfield Area	547,201	279,500	279,500	267,701
7,523	10,461	(2,938)	Aviation Properties	173,857	73,000	73,000	100,857
63,284	26,877	36,407	Terminal Area	1,112,707	929,500	929,500	183,207
46	54	(8)	Air Cargo Center	25,474	31,000	31,000	(5,526)
5,295	4,854	441	Other Properties	126,842	123,000	123,000	3,842
46,938	45,898	1,040	Fixed Base Operation	321,998	277,000	277,000	44,998
147,494	98,041	49,453	Public Safety	1,533,032	1,539,500	1,539,500	(6,468)
123,593	66,605	56,988	Maintenance Dept.	1,108,008	952,700	952,700	155,308
105,794	61,783	44,011	Janitorial Dept.	782,514	760,300	760,300	22,214
11,186	13,658	(2,472)	Airport Services	112,020	173,800	173,800	(61,780)
189,697	38	189,659	Public Parking	612,397	532,500	532,500	79,897
29,130	14,229	14,901	Trade Development	208,255	186,250	186,250	22,005
64,618	35,710	28,908	Marketing Dept.	889,947	961,300	961,300	(71,353)
158,995	41,682	117,313	Ground Handling Services	819,827	330,000	330,000	489,827
3,928	(1)	3,929	Airport Business Dev	85,549	181,000	181,000	(95,451)
108,290	177,284	(68,994)	Administrative	2,219,408	2,158,000	2,158,000	61,408
1,089,161	609,430	479,731	TOTAL EXPENSES	10,679,036	9,488,350	9,488,350	1,190,686
\$35,486	\$279,194	(\$243,708)		\$855,670	\$240,465	\$240,465	\$615,205

Director of Business Development,

Mark Canty

REPORT:

Business Development

Summary:

- **Turtleson FTZ Activation:** Turtleson's Foreign-Trade Zone activation is complete. The company is implementing a new inventory control system to track FTZ merchandise and segregate merchandise that has not yet been cleared for domestic distribution from merchandise that has been released into the U.S. market.
- **Hybrid Project Expansion:** Hybrid Project has occupied space in our Aerospace Business Incubator for the past several years and has grown to the point that it now needs additional manufacturing space to support its hybrid drone production. They are now leasing an additional space in the Cargo Center and have asked us to notify them of future spaces as they become available.
- **Aerospace Park Spec Hangar:** In January 2025, the Airport issued an RFQ seeking interested parties to design, finance, and construct a speculative hangar in Aerospace Park, with the Airport providing a competitive long-term land lease. David Lotterer recently met with one of the RFQ respondents who expressed interest in renewing discussions regarding the opportunity. We also continue to work with J.A. Street on a potential speculative hangar development in Aerospace Park, exploring options that could meet the needs and objectives of both the developer and the Airport.
- **Configurable Hangar RFQ:** We are continuing discussions with respondents to our RFQ for a flexible hangar development concept. The concept would provide multiple hangar design options that could be combined or configured based on the needs of individual tenants.
- **JLL Site Selection Projects:** We are working with JLL on two site selection projects that are both in the early stages of evaluation.
- **Eastman FTZ Acreage:** We are working with Eastman and the Foreign-Trade Zones Board to reduce FTZ-designated acreage that Eastman does not anticipate using for its FTZ operations. The FTZ Board generally applies a 2,000-acre limit on the amount of a zone that can be in activated status at one time. Reducing the acreage allocated to Eastman would make additional acreage available to accommodate future FTZ users.

Submitted by: Mark Canty

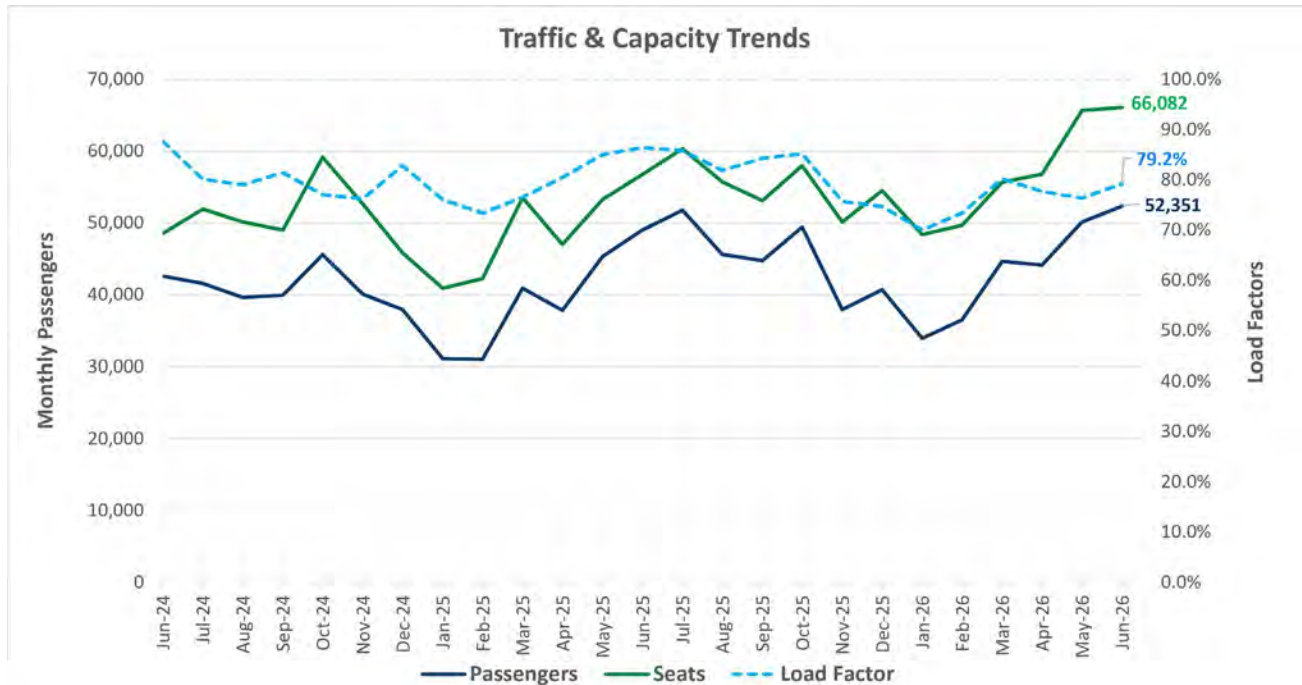
Director of Business Development

**Director of Marketing and Air Service Development,
Trevor Rice**

REPORT:

Air Service Development & Marketing Report

Air Service Development:



***June '26 set the record for busiest passenger month in TRI's history.**

Traffic & Capacity Trends (Latest Available: June 2026)		
Metric	June 2026	YoY Change
Passengers	52,351	+6.8%
Seats	66,082	+16.4%
Load Factor	79.2%	-8.3%

Projected Seat Capacity (Forward-Looking)		
Month	Projected Seats	YoY Change
September	61,984	+16.31%
October	72,246	+24.64%
November	66,644	+26.70%
December	61,284	+12.14%
January	59,722	+13.26%
February	50,578	+3.31%

Airline Schedules (September - February)				
Airline	Route	Frequency	Aircraft	Notable Changes
Allegiant	PIE (St. Pete)	2x/week	A319/A320, B737	Pauses mid Aug – returns end of Sept.
	SFB (Orlando)	2x/week thru Sept. → mix 2x,3x,4x/week thru Nov.	A319/A320, B737	Increase in weekly frequency
American	CLT (Charlotte)	Avg 6x/day	ERJ-145	Stable
	DFW (Dallas)	2x/day thru Feb.	ERJ-175	Stable
	ORD (Chicago)	1x/day	ERJ-170	Stable
Breeze	MCO (Orlando)	2x/week	A220	Stable
	IAD (Washington, DC)	2x/week	A220	Ends Nov. 30
Delta	ATL (Atlanta)	Avg. 5x/day	CRJ-900, B-717	B-717 returned to 2x/day thru Nov.
United	ORD (Chicago)	NA	NA	Postponed Begins Oct. '27

Advertising, Community Relations, Customer Experience:

Social Media – Total Posts: 63

MONTH	JULY	AUGUST (1-18)	TOTAL
Followers	45,075	45,369	45,369
Reach	100,791	57,511	158,302
Engagements	3,284	1,713	4,997
Engagement Rate	3.26%	3.00%	3.16%

FY27 is off to a strong start on social media, with continued follower growth across the major platforms and solid engagement in July. Content focused on air service, Fly Local, seasonal travel and community-focused topics, with July 4/America 250 content and timely, trend-driven posts helping drive engagement. LinkedIn, Instagram and TikTok showed particularly strong engagement, while Facebook continued to provide the broadest reach. August content to date has focused on airport updates and the State of the Airport Community Meeting, with performance continuing to build as the month progresses.

Email - Total Campaigns: 1

Email Performance July 1 - August 18		Total Subscribers 2,173	
Total Sends 2,177	Open Rate 36.5%	Click Rate 1.4%	Unsubscribe Rate 0.05%

Email marketing continued to provide a direct way to reach TRI's audience, with July's campaign generating a healthy open rate and very low unsubscribe rate. The email audience remains a valuable owned channel for sharing airport updates, air service information and other timely communications.

Earned Media:

Total Mentions	Total AVE	Total Potential Editorial Reach	Total Potential Social Reach
230 Mentions	2.4M USD	251M Reach	230 Reach

Earned media coverage has remained active into the new fiscal year, with July and August coverage focused heavily on air service developments. July coverage centered on the United/ORD delay and new board appointments, while August has continued those conversations and added coverage around the end of Breeze IAD service and the State of the Airport Community Meeting. Overall, coverage has provided continued visibility for TRI while helping communicate air service changes.

Paid Media

Paid media continues to support the Fly Local campaign and air service awareness using mixed digital tactics. During July, Breeze IAD promotional efforts were paused due to uncertainty surrounding the route. With the route now confirmed to end, TRI is working with Breeze on updated creative focused on MCO service and broader Breeze messaging, allowing promotional efforts to remain aligned with available service.

Community/Passenger Engagement

Community engagement continues to provide opportunities for TRI to connect directly with the region and build awareness beyond the terminal. The Meet the Mountains Festival provided an opportunity to engage with the public through an on-site booth, while Fridays After 5 recently wrapped up after a summer of community presence. ETSU Athletics is ramping up for the new season with new activations planned, and the in-kind partnership with the Martin Center has been extended for another year. Looking ahead, TRI will also participate as a sponsor of Bristol Rhythm & Roots Reunion in September, along with several smaller community sponsorships throughout the quarter.

Since the June TCAA meeting:

- Participated in monthly ACI-NA Air Service Committee Steering Group meeting.
- Staff attended the ACI-NA Business of Airports conference
- Staff met with community partners regarding upcoming tours.
- Met with Breeze Marketing and Network Planning Departments.
- Staff provided air service data to community partners.
- Staff hosted State of the Airport Community Meeting
- Staff participated in internal meetings to discuss the FBO transition.
- Staff participated in internal meetings to discuss the GA Advisory Committee.

- Staff participated in meetings to discuss FBO Grand Opening Festival.
- Represented TRI at community events.
- Participated in internal meetings discussing various updates and possible improvements at TRI.
- 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 of Operations,

Chris Stipo

REPORT:
Director of Operations Staff Report

Project	Phase	Estimated Completion Percentage	Amount
Airport Master Plan Update	FAA Review	100%	\$1,432,847
Sound System Improvements	Design/Bid	80%	\$141,070
Parking Lot Expansion	Construction	100%	\$2,684,006.50
Taxiway A Extension, Taxiway C Removal, Runway 5 RSA Improvements	Construction	95%	\$7,375,279
Parking Lot and Revenue Control System Upgrade	Construction	90%	\$806,792
Long-Term Parking Rehab, Exit Plaza Replacement, Cell Phone Lot Expansion	Construction	90%	\$3,047,200
Terminal/Concourse Checkpoint Expansion	Construction	5%	\$9,424,527.51
Taxiway A Bank Slide Rehab	Closeout	95%	\$268,496.90
Taxiway R1 Corporate Hangar Expansion Project	Construction	20%	\$4,229,200
Terminal Ramp Markings	Closeout	95%	\$134,390
Fuel Farm Expansion	Design/Bid	60%	\$376,136
Runway 5/23Sinkhole Repairs	Construction	N/A	\$409,668.00

Submitted By: Chris Stipo
Director of Operations

**President/CEO,
Gene Cossey**

Verbal Report

Other Business / Announcements

Next Meeting – Thursday, October 22nd

Adjournment