

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) January 22, 2026

CALL TO ORDER

The Board Meeting is conducted in person to the Board of Commissioners and Airport Authority Executive Staff and via ZOOM Webcast to the Public.

APPROVAL OF BOARD MEETING MINUTES: ***December 18, 2025***

Resolutions for Approval This Month

Approval To Operate Within the Estimated Budget for the Fourth Contract Year - On-Call Airport Planner - Jacobsen/Daniels Associates, LLC

Division Reports

TREASURER and PROPERTIES REPORTS
Sylvester Lavender, Vice President of Finance and Administration/CFO

OPERATIONS REPORT
Marshall Stevens, Vice President of Operations/COO

YEAR END REVIEW and LOOKING AHEAD PRESENTATION
Terry Blue, President and CEO

INFORMATION ITEMS

NEXT BOARD MEETING – ***February 19, 2026***

Minutes of the Monthly Meeting of the Board
January 22, 2026

Chairman Michael Keeney called the meeting to order.

Recognition of visitors

Board Meeting viewed via Zoom Webcast to Airport Authority Staff and the Public. The Board and Senior Executive Staff attended in person.

Minutes of the meeting held: December 18, 2025, were approved upon motion of Pace Cooper, seconded by Belinda Anderson, and otherwise unanimously carried.

Resolution for Board Approval:

Item 1: Upon motion of Pace Cooper, seconded by Pamela Clary , otherwise unanimously carried, the following resolution was adopted:

RESOLUTION

WHEREAS, by Resolution 23-5068, adopted February 16, 2023, the Board of Commissioners (“Board”) of the Memphis-Shelby County Airport Authority (“Airport Authority”) authorized the execution of a three-year base and two optional year contract with Jacobsen/Daniels Associates, LLC to provide on-call planning services on an as-needed basis in support of the Airport Authority’s Capital Improvement Program for the project described as:

**ON-CALL AIRPORT PLANNER
Memphis International Airport
MSCAA PROJECT NO. 22-1464-00**

WHEREAS, Contract No. 22-1464-00 was executed effective May 10, 2023 (“Contract”) and established a scope of services with commensurate unit billing rates and an estimated budget for the first contract year of \$2,500,000; and,

WHEREAS, the following amendments to the contract scope and amount have been approved and executed per the corresponding Board Resolution or Airport Authority Management action in accordance with MSCAA Policy:

Contract Agreement	Board Resolution or Management Action	Date	Scope	Cost
21-1451-01				
Base Contract	Resolution No. 23-5068	February 16, 2023	On-Call Airport Planning Services	\$2,500,000.00 <i>Not-To-Exceed</i>
Amendment	Resolution	February 15,	Year 2 of the	\$2,000,000.00

1	No. 24-5133	2024	Contract	<i>Not-To-Exceed</i>
Amendment 2	Resolution No. 25-5162	January 16, 2025	Year 3 of the Contract	\$3,750,000.00 <i>Not-To-Exceed</i>

WHEREAS, Airport Authority Management has negotiated billing rates for the fourth year of the Contract and an estimated not-to-exceed budget in the amount of \$3,250,000, which is based on currently active and anticipated projects and will be tracked by specific project and expenditures; and,

WHEREAS, the Airport Authority's Capital Program Executive Staff, by action taken on January 8, 2026, recommends approval of estimated budget for the fourth contract year of Contract No. 22-1464-00; and,

WHEREAS, Airport Authority Management recommends approval of estimated not-to-exceed budget in the amount of \$3,250,000 for the fourth contract year;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee is hereby authorized to operate within the estimated budget for the fourth contract year for Contract No. 22-1464-00 with Jacobsen/Daniels Associates, LLC, as herein described, cost to be paid from various funding sources based on related projects or any other funds as identified by the CFO.

26-5191
01-22-26

Discussion

- Commissioner Pamela Clary asked how management knows they are on budget for the project. President Terry Blue explained that the project team determines what the scope of work will be for the year, the number of hours required for the work and then determine a negotiated billing rate. The task order is issued against this contract with the established budget, and then we track the On-Call Planner's progress through the project.
- Commissioner Pamela Clary inquired if management is usually within the budget goal. President Terry Blue responded, yes, management has a solid track record with budget projection. It is rare that management will go back to the Board for additional budget, and when that happens, I do not believe it has ever been because a particular task order budget was exhausted, but because there was an additional scope of work asked of the contractor, that was not anticipated; something unforeseen, or we have experienced a little bit of growth; something has changed that we need to react to. James Hay, our Senior Director of Terminal Modernization, Brian Tenkoff, our Director of Development, and the Finance team, reviews the built-in checks and balances to make sure that we do not do anything unless everyone agrees

- that this is a realistic move forward and that we are getting what we pay for.
- Chairman Michael Keeney asked what year of the contract we are in now. President Terry Blue responded, this is the first year of year four; the first one-year extension of the three-year, plus two-year contract with Jacobsen/Daniels Associates.

Item 2: Division Reports

Treasurer and Properties Report

Sylvester Lavender, VP of Finance, Administration/CFO, presented a power point on the status of the Airport Finances and Properties update, a copy of which is available upon request.

Finance

- The flight trends seem to be shifting based on the football schedule. Airlines are adjusting flight routes and aircraft if a particular game will attract more passengers. This trend is a different approach for the airlines but seems to be favorable for filling seats.
- There are rumors of some airline mergers between Frontier and Spirit and Allegiant and Sun Country. The Authority will continue to track the validity of any mergers.

Properties Report

- News and Gifts revenue are down possibly due to a decrease in liquor sales.
- Terminal construction is having some impact on parking revenue. More passengers are choosing to use rideshares.

Operations Report

Marshall Stevens, Vice President of Operations/COO, presented a power point on the progress of the airport operations (terminal and airside) and construction projects, a copy of which is available upon request:

1. The operations team is preparing for the upcoming winter weather. All indicators are leaning towards more of an ice storm with a snow mix. There is also heavy storms moving into the Northeast. This is going to have a significant travel impact. The MEM team is ready and will do a great job keeping the airfield open, however, it is likely we will see flight cancellations that are beyond our control.

TSA Report

New ID Rollout Plan will begin on February 1, 2026.

- Travelers not presenting an acceptable form of ID and travelers not presenting a REAL ID compliant form of ID (including those who present a

non-REAL ID compliant DL/ID) will be referred to “TSA Confirm ID” and will be required to pay a fee of \$45 beginning **February 1, 2026**. (Valid for only 10 days.)

1. Online payment of this fee allows the passenger to start the ID verification and screening process.
2. Verification and screening must be successfully completed before being allowed into the sterile area.
3. Payment does not guarantee entry into the sterile/gate area.

Passengers without a Real ID should plan to acquire the “TSA Confirm ID” prior to their arrival to minimize any delays in getting on their flight. There will be a QR Code for the passengers to use to access the website. TSA staff will be there to assist if help is needed. There are cash machines near the ticket counters to exchange for a credit card if needed.

Operations/Construction

- Construction projects continue to progress:
 1. Terminal B Pedestrian Tunnel closed on 10/21/25. The project is anticipated to be completed by March 2026. Signage and messaging has been posted for passenger convenience in navigating the terminal areas.
 2. General Aviation Airports: The big project is the **Charles Baker Terminal**. That project is almost complete. We should be able to bring that project to a conclusion in a few months.

Year End Review and Looking Ahead Presentation

President Terry Blue provided a video presentation on the Authority’s accomplishments in 2025 and what is projected to occur in 2026. A version of the video will be posted to the MSCAA website at flymemphis.com.

Information Items

- No information items

By motion of Chairman Michael Keeney, the meeting was adjourned at 8:55a.m.

Item 3. Next meeting is: February 19, 2026