

## **MEMORANDUM**

DATE: August 21, 2019

### **GENERAL BOARD MEETING ACTION ITEMS:**

**CONSENT AGENDA:** Items on the consent agenda are considered routine and can be approved by a single motion. Board Members may ask that an item be removed from the Consent Agenda and considered individually. The following seven items are on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the regular Board meeting held on July 12, 2019 and the Special Board meeting held on July 22, 2019.
2. Ground Handling Licenses: The ground handling licenses authorize ground handling services for Delta and United through June 30, 2020. These services will be provided by DAL Global Services for Delta and United Ground Express for United starting September 5, 2019.
3. Alpine Air – Agreement: The proposed agreement permits Alpine Air to provide air cargo services for UPS at the airport. The agreement contains the same terms as the existing non-tenant (air cargo) agreement for FedEx. The term of the agreement is through August 20, 2022.
4. United – Amendment: SkyWest has historically leased space at the airport for their operation. This space will be vacated and will be used by United and Delta for their operation starting September 5. The proposed United Amendment incorporates the new space at the Board approved rates into the existing agreements.
5. Delta – Amendment: SkyWest has historically leased space at the airport for their operation. This space will be vacated and will be used by United and Delta for their operation starting September 5. The proposed Delta Amendment incorporates the new space at the Board approved rates into the existing agreements.
6. Hangar Lease – Amendment: Proposed is the second amendment to the Jackson Hole Aviation Hangar 4/5 lease authorizing the subleasing of hangar and office space. This subleasing does not require prior approval of the Executive Director or Board but any other subleasing is not permitted without prior approval.
7. Runway Light Purchase: The existing runway edge lighting is being phased out and is no longer manufactured. Staff is proposing to purchase 70 runway edge lights.

**RATES REVIEW:** Jackson Hole Aviation has submitted a request to decrease the price of Jet A from \$7.73 to \$7.61. Staff has conducted a rate review and these rates remain commensurate with other intermountain airports.

**PASSENGER FACILITIES CHARGE:** PFCs collected in the second quarter 2019 were \$443,498. The airport is receiving approximately \$1,500,000 annually from PFC's for approved projects such as the terminal expansion and baggage claim remodel. At the current rate of \$4.50 per enplaned passenger, all currently approved PFC projects will be collected by June 2031.

**FINANCIAL REPORTS:** July income in the Airport Operations enterprise center was 6% better than budget, Security Operations was 2% better than budget and Fuel Farm was 18% better than budget. Expenses in the Airport Operations enterprise center were -7% below budget, in Security Operations were -5% below budget and in the Fuel Farm enterprise center were 17% above budget. Income across the three enterprise centers is 12% better than budgeted and expenses are 7% over budget.

**GLYCOL MANAGEMENT SYSTEM AND SUPPORT PLAN:** Located at the fuel facility are glycol blending units provided by Liquid Automation Services (LAS). The fuel facility and related components, including the glycol blending units, have been in operation for a year and are no longer in warranty. Therefore, proposed is a 24/7 support and on-site training agreement with LAS for a one year term.

**FLIGHT INFORMATION DISPLAY PROVIDER:** Staff is proposing an update to the flight information display data and software with a new provider, Terminal Systems International. The new software will provide for an updated design for the airport displays and website and better resiliency through use of the existing network. The master agreement is for a one year term with four automatic one year terms.