

MEMORANDUM

DATE: January 24, 2018

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are non-controversial and can be approved by a single motion. The public or Board Members may ask that an item be removed from the Consent Agenda and considered individually. The following three 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 December 20, 2017.
2. West Metro Aviation – Aircraft Dollies: Aircraft dollies (PlaneSkates) will be used to assist and move aircraft with flat tires. Two dollies will be purchased, one for aircraft 75,000 lb gross weight and one for 10,000 lbs. The dollies will be purchased from West Metro Aviation. The GA Committee has reviewed this item and recommends approval.
3. SEH – Revised Amendments 13 & 15 (Scope Modification & Price Reduction): SEH Amendments 13 and 15 have been revised by the engineer to reduce the scope and fee for the following projects: Landside Storm Drainage, Hangar 6 Parking Lot Improvements, Landside Access Roadway, Storm Sewer and Grading Improvements South of the Art Circle. These projects have been incorporated into Amendment 17 which was approved at the November 1, 2017 Board meeting.

RATES REVIEW: Jackson Hole Aviation, LLC has requested an increase in Jet A to \$7.27 per gallon (+\$0.05) and an increase in Airline into-plane rates of +\$0.05 per gallon. The Jet A price remains commensurate with other inter-mountain airports as determined on our fuel survey.

PASSENGER FACILITIES CHARGE: PFCs collected for the quarter ended December 31, 2017 were \$252,550. We collect PFCs at a rate of approximately \$1.1 million per year.

CUSTOMER FACILITIES CHARGE: The CFC balance as of December 31, 2017 is \$3,820,256. Through December 31, we have expended \$371,081 for QTA design, and anticipate an additional \$188,419 to complete the design portion of the project.

FINANCIAL REPORTS: Income remains above the budgeted amount for December 2017. Expenses continue to track with the budget and year to date the expenses are under budget.

COMMUNICATIONS CONSULTANT – BID AWARD: A Request for Qualifications for On-Demand Communication Consulting Services was advertised and companies were interviewed on January 15th. Orijin Media is being recommended by the Selection Committee for award of the Communications Consultant contract.

ON – AIRPORT RENTAL CAR – BID AWARD: A Request for Proposals for On-Airport Rental Cars was advertised and bids were opened on January 16th. The bids were reviewed for completeness and all bidders submitted qualified bids. The top three bids were Enterprise, Corpat (Alamo/National) and Hertz. Individual Concession Agreements will be presented for approval at the February meeting. The Concessions Committee has reviewed this item and recommends award of the contract to the top three bids.

LEIBOWITZ & HORTON – FEE APPROVAL FOR CONSOLIDATED RENTAL CAR SERVICE FACILITY: Leibowitz & Horton has developed a proposal to help the Board understand funding needs, lease agreements, and future CFC uses related to the consolidated rental car service (quick turn-around) facility. The Concessions Committee has reviewed the proposal and recommends approval.

RESOLUTION 2018 – 01 – WYOMING COMMERCIAL AIR SERVICE ENHANCEMENT PROGRAM: Senator Von Flatern and a number of co-sponsors have proposed a bill to establish the Wyoming Commercial Air Service Improvement Act. As outlined in Resolution 2018 – 01, the Act recognizes that since the development of the Air Service Enhancement Program in 2004, commercial air service has had significant positive impacts on the State of Wyoming. It further recognizes that the ASEP will not have funding to support commercial air service at its current level after July 1, 2019. Therefore the Act seeks to establish an Air Service Improvement Council to develop and Air Service Improvement Plan with long term funding and air service strategies for the Wyoming Aeronautics Commission. Resolution 2018 – 01 supports the development of the new long-term air service program.