

MEMORANDUM

DATE: July 15, 2020

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 five items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Board meeting held on June 17th 2020.
2. Parking Equipment Service Agreement: Proposed is a remote support and onsite maintenance agreement for the parking lot access control system with the company that manufactured the equipment. The agreement is for three term.
3. Ground Service Equipment (GSE) Maintenance Agreement: Included for Board review and approval is a one year agreement with Global Aviation Services to provided maintenance to the airlines ground support equipment. This is a non-tenant agreement in the standard form with all environmental and security clauses included.
4. GA Catering Agreement: The GA catering agreement with eLeaven is set to expire. The new agreement has a three year term. Staff has used the standard form of agreement with all environmental and security clauses included.
5. E-bike Purchase: Proposed is the purchase of two e-bikes for airport board staff use on the airport with future plans to expand the program for commuter use.

RATES REVIEW: Jackson Hole Aviation has submitted a request to increase the price of Jet A from \$7.02 to \$7.16 per gallon. Staff has conducted a rate review and this rate is commensurate with other intermountain airports.

FINANCIAL REPORTS: This past fiscal year staff worked diligently to control expenses which is reflected in the year end financial report. Similar to May, June activity was higher than predicted in the sensitivity analysis. We had predicted 3,996 enplanements for the month of June and actually had 9,601 passengers. The following table represents the financial information for for the fiscal year end.

	YTD June 2020	
	Income	Expenses
Airport Operations	-3%	-10%
Security Operations	0%	-3%
Fuel Farm Operations	-8%	-8%
Sub-Total	-4%	-8%
Capital	3%	7%
Total	-3%	-5%

GROUND TRANSPORTATION RULE: At the June Board meeting the Board approved publishing the notice of proposed changes to the Ground Transportation Rule (the Rule). The Rule has been advertised and open for public comment. No comments have been received to date. *There will be a public hearing about the Rule at 8:30 am prior to the regular meeting on July 15.* At this hearing the Board will accept and consider additional comment. The Board may then consider adoption of the Rule as an agenda item in the regular meeting.

WJC REQUEST FOR RFP: The Airport has received a renewal of Wyoming Jet Center's application to run a second fixed base operation (FBO) at the Airport. The Board has adopted a Resolution exercising its Proprietary Exclusive Right to be the sole FBO at the Airport beginning April 2023 when the existing lease with Jackson Hole Aviation expires. This does not necessarily preclude the operation of a second FBO between now and then. However, the operation of a second FBO is dependent on the construction of additional hangar and related facilities at the Airport. At the June Board meeting the request was held in abeyance until the July meeting to allow staff and the Airport Board's Attorney to review the option, and to obtain an estimate of the time needed to construct the necessary facilities. KLJ Engineering has prepared a project schedule for completion of Hangar 3 and the GSE building for the Board to consider.

HANGAR DESIGN AGREEMENT: The old Hangar 3 was at the end of its useful life and needed to be demolished to make room for an expanded GA apron several years ago. This fiscal years budget (2020-21) contains funds for the design of Hangars 3a, 3b, & 3c and the ground support equipment (GSE) building. Design of these facilities is within the scope of the Hangar project which was competitively procured in 2017, and which was awarded to KLJ Engineering (KLJ). KLJ submitted a proposal for the design of Hangar 3 and the GSE building which has been compared with an Independent Fee Estimate provided by Rood & Associates.

ACQUISITION AND INSTALLATION OF FILTRATION SYSTEMS: The Airport anticipates receiving the residential well test results this month. The next step in the process is to proactively purchase and be ready to install water filtration systems at residences if needed. Proposed is the purchase of 45 filtration systems to have on-hand for installation.

MEAD & HUNT AMENDMENT FOR SUPPLEMENTAL WELL TESTING: Proposed is authorization for as needed additional water well testing in two areas: 1) additional on-airport seasonal re-testing of wells; and 2) if needed, supplemental off-airport well testing to determine extent of off-airport migration. The cost is based on as needed testing and analysis.