

## MEMORANDUM

DATE: June 17, 2018  
TO: Airport Board  
FROM: Jim Elwood, A.A.E.

**SUBJECT: EXECUTIVE SUMMARY**

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

**CONSENT AGENDA:** Items on the consent agenda 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 ten 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 May 16, 2018.
2. DePatco – FAA Sand Storage Containers Purchase: The Airport purchases FAA approved sand for winter operations on the commercial air carrier ramp. The storage containers will be used to keep the sand dry and free from other containments. They will also be used to demark where the airlines are allowed to store equipment. The two 40 foot containers will be neutral in color and have been approved for this use and location by the Park. These containers will also help to improve the view shed from the North by shielding the airline equipment from Highway 89. The Concessions and Contracts Committee has reviewed this purchase and recommends approval.
3. Jedediahs – New Menu Items/Price Change: Per their agreement, the restaurant is permitted to approach the Board annually with requested price adjustments. Staff compared the proposed price changes and the prices of the new menu items with local restaurants and a comparable airport restaurant. The prices are in-line with the price study conducted. The Concessions and Contracts Committee has reviewed the proposed menu changes and prices and recommends approval.
4. Onsite Auto Services – Rental Car Services Agreement: Onsite Auto Services provides same day vehicle services for on-airport rental cars at the airport. The proposed agreement is for a one year term ending June 19, 2019. Onsite Auto recycles all oil and removes all material used at the Airport. Environmental protections and Hazmat measures have been incorporated into the agreement. Consistent with other service agreements at the airport, they will pay 5% of gross

revenues monthly to the Airport. The Concessions and Contracts Committee has reviewed this item and recommends approval.

5. Kutak Rock – QTA Bond Counsel Agreement: The Airport is ready to issue a bond for construction of the rental car quick turn-around facility. Bond Counsel is required for legal services including provision of a bond opinion, tax opinion, and drafting of the bond documents.

6. JH AIR - Agreement: JH AIR will work with the Board and staff to help promote one or more community events surrounding the Airline Rendezvous.

7. Uber Agreement – Amendment 1: The Board entered into an agreement with Rasier, LLC to provide services as Uber, a transportation network company, (TNC) on July 1, 2017. The agreement expires June 30, 2018. Included for Board approval is the first amendment to that agreement which extends the term for one year, to June 30, 2019. All other terms remain the same. The Transportation Committee has reviewed this item and recommends approval.

8. Lyft Agreement – Amendment 1: The Board entered into an agreement with Lyft, Inc. a transportation network company, (TNC) on July 1, 2017. The agreement expires June 30, 2018. Included for Board approval is the first amendment to that agreement which extends the term for one year, to June 30, 2019. All other terms remain the same. The Transportation Committee has reviewed this item and recommends approval.

9. JH Security Agreement – Amendment 1: Due to staffing challenges, the Jackson Police Department (JPD) is only able to provide Airport security coverage until 7 pm. JPD continues to hire and hopes to be back to full staffing by September 30, 2018. JH Security is able to absorb the additional 2 hours (7 pm-9 pm) per day at a cost of \$50 per hour. Amendment 1 adds the additional staffing to the JH Security agreement. The Concessions and Contracts Committee has reviewed this amendment and recommends approval.

10. Airline Agreement Amendments: The various airline agreements expire on June 30, 2018. The seven enclosed amendments extend the term of the agreements for one year and incorporate the rates and charges as approved by the Board at the May 16<sup>th</sup> Board meeting. Frontier Airlines has indicated they will be operating at the Airport through September 30, 2018 however tickets are available for sale into November. The Concessions and Contracts Committee have reviewed the amendments and recommend approval.

**RATES REVIEW:** Jackson Hole Aviation has submitted a request for price increase in Jet A of \$0.05 to \$7.46/gallon. Staff has conducted a survey of the intermountain airports and finds the price to be comparable to that currently being charged at other intermountain resort airports.

**CUSTOMER FACILITES CHARGE:** The CFC balance as of May 31, 2018 is \$3,075,425. Through May 31, we have expended \$1,427,364 for the QTA project. CFC transaction days and collections remain on track with prior years. Collections for May were \$29,492.

**FINANCIAL REPORTS:** Income remains above the budgeted amount for May 31 and year to date continues to track above budget at 8.94%. The rental car income is higher than predicted as is the parking and ground transportation income. With the transition to a new rental car operator the Airport received minimum annual guarantee payments from Avis, Enterprise and Hertz for May activity plus 1/12<sup>th</sup> Annual MAG from Alamo, Enterprise and Hertz (per the new agreement). This resulted in revenues exceeding budget by \$325,000 for May. Expenses continue to track with the budget and year to date the expenses are under budget at -1.63%.

**RESOLUTION 2018-07 – CMAR SUBCONTRACTOR PROCUREMENT WAIVER LANDSIDE PROJECT:** At the May meeting the Board approved GMP Amendment 6 with Wadman for the Landside Project. Wadman worked with four potential subcontractors during the bid process, two of whom are Wyoming resident subcontractors. One Wyoming subcontractor declined to bid; the other submitted a bid that was more than 5% above a non-resident subcontractor.

**RESOLUTION 2018-08 – PROPRIETARY EXCLUSIVES FOR FBO SERVICES & FUEL FACILITY:** The Board exercised the proprietary exclusive right to operate a fuel facility with Resolution 2017-07 on June 21, 2017. They also have the authority through Wyoming law to exercise the proprietary exclusive right to provide FBO services at the Airport. Resolution 2018-08 ratifies and reaffirms the Board's proprietary exclusive right to operate a fuel storage facility and exercises the Board's proprietary exclusive right to provide FBO services regardless of the closing of the APA.

**RESOLUTION 2018-A – FUEL FACILITY REVENUE BOND RESOLUTION:** The proposed bond document between Bank of the West and the Board for the issuance of \$8.5 million in revenue bonds for the construction of the fuel facility. The term is 10 years with no prepayment penalty and the interest rate is locked at 4.05% on closing. Also, included in this bond document is language cleaning up the 2013 bond, removing PFCs, CFCs, fuel facility fees and charges, and FBO revenue from the definition of Gross Revenues. We anticipate the Bond will close and fund on June 28.

**QTA CONSTRUCTION REVENUE BOND - SELECTION:** The construction of the rental car QTAs is underway and staff has advertised for the QTA Construction Revenue Bond in the amount of \$10.7 million. Staff worked with the Airport's financial consultant to review the four qualified proposals which were received. First Interstate Bank was selected as the top proposer. The Bond will be backed by and repaid with CFC's. The interest rate is 4.78% (less than the anticipated 5.5%). Staff will work with First Interstate Bank to negotiate mutually agreeable documents.

**HANGAR AND FBO FACILITIES DESIGN – AWARD:** Proposals were accepted for the design of new Airport hangars (3A-3C and 6) and FBO facilities. KLJ was selected as the top proposer of the four qualified proposals received. The agreement includes site planning, topographical survey, geotechnical investigation, and building and fire code review. The Concessions and Contracts Committee has reviewed this agreement and recommends awarding the contract to KLJ.

**RESTAURANT EXPANSION DESIGN – AWARD:** The Airport advertised for proposals for restaurant expansion design services and received three qualified bids. Carney Logan Burke was selected as the top proposer and the negotiated agreement is included in the Board book for review and award. The scope of work includes development and presentation of 3-5 concepts. Staff anticipates that the designer will be able to work with the successful restaurant bidder as the concepts are more fully developed. The Concessions and Contracts Committee has reviewed this item and recommends awarding the design contract to Carney Logan Burke.