

MEMORANDUM

DATE: March 18, 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 February 21, 2018.
2. Off-Airport Rental Car Agreements: Presented for Board review and approval are four off-airport rental car agreements from Avis/Budget, Dollar/Thrifty, Leisure Sports, and Adventure Rentals. The only notable change from the previous agreements is an increase in the percentage of gross revenue from 7% to 10%.
3. Airport Repeater and Radios: This is a proposal to purchase 10 handheld radios and 2 repeaters. The repeaters will improve the range of the radios and add redundancy along with overall capacity. This purchase will improve communications during snow removal operations and provide an additional channel for communications with JHA.

CUSTOMER FACILITES CHARGE: The CFC balance as of February 28, 2018 is \$3,702,785. Through February 28, we have expended \$616,322 for QTA design. CFC transaction days and collections remain on track with prior years. Collections for February were \$82,981.

FINANCIAL REPORTS: Income remains above the budgeted amount for February 28 and year to date continues to track above budget at 5.6%. The rental car income is higher than predicted as is the parking and ground transportation income. Expenses continue to closely track the budget and year to date the expenses are under budget at -0.69%.

ELECTRICAL UTILITY CORRIDOR: At the February Board meeting, the Board approved a contract with Jorgensen Engineering for the civil engineering for the additional electrical work required to prepare the Airport for the projects anticipated south of the access road. This additional work involves relocating underground power and associated infrastructure to the east Airport boundary to prepare for the construction of the rental car Quick Turn Around Facilities, Fuel Farm project, and hangar projects and the relocation of some of the existing infrastructure. For Board consideration and approval this month are two agreements related to this project: a guaranteed maximum price (GMP) contract with Wadman for the construction and a not

to exceed contract with Lower Valley Energy (LVE) for the electrical. The Wadman GMP contract includes trenching, traffic control, and asphalt removal and replacement. The LVE contract includes electrical connections, new transformers and wire. The final contract with LVE should be available by the end of March so the Board will be approving the Board President to sign the final contract when it is available.

KLJ QTA AMENDMENT – WYDEQ SAMPLING: In order to close the leach field, located where the new QTA will be constructed, the WYDEQ is requiring testing the water and soil for potential contamination. KLJ is coordinating this testing with airport staff, Tetra Tech, Nelson Engineering, and Energy Laboratories. The amendment will include drilling a monitoring well, boring and collecting soil samples from 17 designated locations throughout the leach field and submitting all of the samples from the well and bore sites to Energy Laboratories for testing. Results will be reviewed with the WYDEQ prior to the placement of the QTA foundations. Testing results should be received by March 26.

KLJ QTA CONSTRUCTION ADMINISTRATION/CONSTRUCTION OBSERVATION AMENDMENT: The Board entered into a design contract with KLJ on July 19, 2017. The proposed amendment with KLJ adds Construction Administration/Construction Observation services for the QTA construction to the existing Agreement. Included in the scope of work is a resident project representative as well as coordination of all construction services, administration of the GMP amendment, and full-time construction observation services.

CUSTODIAL SERVICES CONTRACT – BID AWARD: Staff advertised and accepted bids for custodial services for the passenger terminal to include window cleaning and power washing the sidewalks and curb front. Two bids were received and the low bid was American Facility Maintenance Group.

SITA – COMMON USE TERMINAL SYSTEMS: Staff is proposing to begin installing common use terminal systems at the ticket counter and a gate to allow for more flexibility with air carrier accommodation. A common use system is both a hardware and software system that allows the kiosk to be used by multiple airlines for check-in, baggage check, passenger boarding and other actions. Staff is proposing a phased approach for the upgrade, starting with three ticket counter stations and two gate positions.