

MEMORANDUM

DATE: March 18, 2019
TO: Airport Board
FROM: Jim Elwood, A.A.E.

SUBJECT: EXECUTIVE SUMMARY

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are routine and can be approved by a single motion. The Board may ask that an item be removed from the Consent Agenda and considered individually. The following four 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 18, 2019.
2. Parking Lot Fence Purchase – Proposed for purchase is black metal fencing for the new parking lot project. This fencing includes 750 panels and will include a sign plate to hold the JH Airport logo like the black fencing already on the airport property. The total cost to purchase the fence is \$59,310. The Transportation Committee has reviewed this item and recommends approval.
3. IT Hardware Purchase: Staff is recommending upgrading the Airport's server to accommodate SKIDATA's requirements for the parking lot access control system. This will also improve redundancy and reliability of the airport's server infrastructure. The total cost of the upgrade is \$34,422. The Concessions and Contracts Committee has reviewed this item and recommends approval.
4. Community Outreach Assistance: Proposed is an agreement with Three Elephant to provide assistance with community outreach regarding various issues including ongoing construction projects and community events. The agreement is for a eleven month term. The cost is \$6,000 per month.

RATES REVIEW: Jackson Hole Aviation, LLC has requested a price adjustment to the Jet A rate resulting in a requested approved rate of \$7.70 per gallon. The Jet A price remains commensurate with other inter-mountain airports as determined on our fuel survey. The GA Committee recommends approval.

FINANCIAL REPORTS: February income in the Airport Operations enterprise center was \$1,238,353, 17% better than budget, Security Operations was \$560,027, 5% better than budget and Fuel Farm was \$1,936,813, 21% better than budget. Expenses in the

Airport Operations enterprise center were \$801,846, -11% under budget, in Security Operations were \$517,122, 1% above budget and in the Fuel Farm enterprise center were \$1,811,349, 21% above budget, in tandem with fuel farm income. Year to date income across the three enterprise centers is 9% better than budget and expenses are 1% over budget.

PROPOSED BUDGET AMENDMENT: It is necessary under W.S. 16-12-407 to amend the budget prior to the end of the fiscal year in order to accommodate the anticipated project spending. The budget amendment will accommodate additional expenses related to fuel farm operations and capital expenses as well as increase revenue in operations, fuel farm and security. The capital expenses are two-fold; there was approximately \$4 million in fuel farm expenses from 2017/18 incurred this fiscal year, \$2 million from 2017/18 for the ramp project paid in July, and \$4 million anticipated for the new parking lot project. Once the proposed budget amendment is adopted it will be forwarded to the Town and County for consideration.

WETLAND MITIGATION PROJECT: The airport has been working with GTNP on this project to mitigate wetlands to offset the impacted portion of land related to the airport's landside improvement project. The mitigation site will take place at Christian Creek from July 2019-October 2019. Bids were received and opened for the project and the low bidder was North State Environmental, Inc. for a not to exceed amount of \$135,444. While the bid is above the engineer's estimate, some quantities will be adjusted in the field to decrease the final cost. The GTNP/Environmental Committee recommends approval.

RESTAURANT PROJECT: The interim restaurant remodel will provide upgrades to improve the customer experience, customer flow, expanded seating, and a more defined grab and go area. Along with this project a nursing room and pet relief area will be constructed outside the restaurant. There are three motions related to the restaurant project. The first is to approve Wadman's Guaranteed Maximum Price Amendment for this project in the amount of \$549,264. This fee is consistent with the subcontract bids and the fees agreed to in the CMAR contract. Related to this, the second motion is for Resolution 2019-03 approving a Wyoming Residency Waiver. The third motion will be to approve Carney Logan Burke's construction administration contract for not to exceed \$31,500. Included in CLB's contract are bi-weekly site visits as well as document update and review. The project is anticipated to occur from April through mid-July. The Concessions and Contracts Committee recommends approval.

PUBLIC RECORDS POLICY: During the 2019 legislative session, the Legislature passed Senate File 57 which updated the Wyoming Public Records Act. In response to this, staff has worked with Mike Morgan to develop a Public Records Policy which lists a Designated Public Records Person as required in the act. The policy also defines and streamlines the Boards public records request process. While the changes from Senate File 57 do not take effect until July 1, the intent is for this policy to be effective within a few weeks of adoption.

RESOLUTION 2019-03 – WASTE POLICY AND DIVERSION GOAL: During the February Board meeting the Board reviewed the waste audit and discussed the intent to work toward a zero waste goal. Resolution 2019-03 will formally adopt the goal to achieve 60% landfill diversion over the 2016 baseline by the year 2030. The GTNP/Environmental committee has reviewed this item and recommends approval.