

MEMORANDUM

DATE: May 16, 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 seven 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 April 27, 2018.
2. Crosswalk – ADA Enhancement and Repairs: The sidewalk outside of the south baggage claim door is not an ADA ramp resulting in passengers walking to the north or south along the sidewalk after exiting the baggage claim to access the parking lot. Additionally, some of the curb in front of the terminal is damaged and needs to be replaced. This project will repair the curb damage and install an ADA ramp at the south baggage claim door.
3. Wadman – Revised GMP Amendment 1: The Board previously approved CMAR GMP Amendment 1 for the fuel farm Phases 1 & 2. The substantial completion date for GMP Amendment 1 was March 30 to allow for Phase 3 to start in April. However, some of the work in Phases 1 & 2 is tied to the work in Phase 3 so some of the work must be postponed until after Phase 3 equipment is installed. This Change Order 1 revises the GMP Amendment 1 Completion Date to June 29, 2018. This is the same date as GMP Amendment 3, and this revision will not delay the opening of the new fuel farm and does not result in a change in price.
4. Frontier Airlines – Contract: Frontier Airlines anticipates they will begin service on June 7 with 3 flights per week through September 30. This contract will cover the period June 7 – September 30 and has the same terms and conditions as the other air carriers.
5. QuickFlight Aviation Inc. – Ground Handling License: QuickFlight Aviation will be providing the ground handling services for Frontier Airlines when they start service on June 7. This contract will be effective June 7 – September 30, 2018 consistent with Frontier's service dates. QuickFlight Aviation is not leasing any space at the airport. This is the standard form of ground handling agreement at the airport.
6. Hangar 2 – Lease Amendment 4: The current agreement between the Airport and Jackson Hole Aviation for Hangar 2 space expires on June 30. This

amendment has a 6 month extension with an additional clause that the lease will expire upon execution of the APA. All other terms and conditions remain the same.

7. Fuel Farm Consulting Agreement: Proposed is a three month consulting agreement with additional extensions as needed. Some of the tasks included in the agreement are advising on the commissioning and operation of the new fuel farm and decommissioning of the existing fuel facility.

CUSTOMER FACILITIES CHARGE: The CFC balance as of April 30, 2018 is \$3,579,726. Through April 30, we have expended \$893,571 for the QTA project. CFC transaction days and collections remain on track with prior years. Collections for April were \$80,408.

FINANCIAL REPORTS: Income remains above the budgeted amount for April 30 and year to date continues to track above budget at 5.31%. The rental car income is higher than predicted as is the parking and ground transportation income. Expenses continue to track with the budget and year to date the expenses are under budget at -1.37%.

WADMAN – GMP AMENDMENT 6 LANDSIDE PROJECT: Bid documents were issued for the landside project and three subcontractor responses were received. All subcontractor proposers were responsible. KLJ negotiated the GMP with Wadman based on the subcontract bids. There is \$4,400,000 of federal grant money available to support this project which will be completed in two construction seasons.

SEH – CA/CO LANDSIDE PROJECT: SEH provided a proposal for the construction administration and observation services for the landside project. The total cost for these services is below the independent fee estimate.

NELSON ENGINEERING – PARKING LOT DESIGN CONTRACT: Nelson Engineering provided a proposal to design the parking lot layouts, fencing, fuel truck routing and drainage for some of the existing and future parking areas. The documents produced by Nelson Engineering will be used for bidding and construction to begin in spring 2019.

WALKER CONSULTANTS – PARKING LOT CONTROL SYSTEM DESIGN CONTRACT: Walker Consultants provided a proposal to design, bid and perform construction administration and construction observation of a parking lot control system.

RESOLUTION 2018-04 – ESTABLISHMENT OF FUEL FACILITY FEE: The Board previously established a customer facility fee of \$0.05 per gallon on aviation fuel to help finance the fuel farm. This additional fuel facility fee of \$0.20 per gallon will be effective on commencement of operation of the new fuel farm and is also intended to help finance the construction of the facility. Construction of the fuel facility should be complete at the end of June.

RESOLUTION 2018-05 – USE OF TAX EXEMPT BONDS FOR REIMBURSEMENT:

The Board has incurred expenses related to the fuel facility project while working on completion of the bond documents. This resolution will allow the Board to use proceeds from the fuel facility bond for reimbursement of expenditures related to the project that were incurred prior to execution of the bond.

FUEL FARM – 2018A REVENUE BOND RESOLUTION: The Board will be approving the 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. Also, included in the 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.

RESOLUTION 2018-06 – RATES & CHARGES: The resolution outlines the Board's rates and charges adopted and set forth for the fiscal year. The charges presented in the resolution are the same that were outlined in the budget which was adopted by the Board on April 27 and are summarized in the table below. Once adopted, the new rates and charges will not go into effect until July 1, 2018.

Fee Type	Amount	
Rent-Exclusive Use Main Terminal	\$40.00	per sf
Rent-Exclusive Basement	\$21.00	per sf
Rent-Shared Use Inbound/Checkpoint	\$41.00	per sf
Rent-Outbound Bag Shared	\$30.00	per sf
Landing Fees	\$ 3.81	per 1,000 lbs
Parking	\$15.00	per night
CFC's	\$ 5.00	per txn day
Vehicle Permit Fee	\$25.00	per vehicle per year