

MEMORANDUM

DATE: March 11, 2022

HR UPDATE: Tony Cross will provide an update on human resources.

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 items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Board Retreat held on November 30, 2021, the Special Board meeting held on January 27, 2022, the Special Board meeting held on February 3, 2022, and the Special Board meeting held on February 23, 2022.
2. Pavement Seal Coat and Painting/Marking: Annually the Airport completes a pavement seal coat and painting/marketing project. This year the project will be done during the runway closure and all asphalt surfaces on the land side will be included in the project. The Airport works on this project in conjunction with WYDOT so JAC can get the benefit of their unit pricing associated with the statewide bid/proposal process. Straight Stripe Painting was the low bidder for the project.

FINANCIAL REPORTS: Included for approval are the financial reports for January 31, 2022 and February 28, 2022. Fuel sales remain ahead of projections for the fiscal year. Fiscal year to date net revenues through the end of February were above the budgeted amount.

BUDGET AMENDMENT: Proposed for approval is an amendment to the FY 2021/2022 budget. This amendment is necessary to remain compliant with State law. Increased activity at the airport and the recently re-bid screening contract have resulted in overall higher than anticipated revenues. Increased revenues have allowed certain projects to move forward or expand scope with direction from the Board resulting in higher expenses. There has also been an adjustment in debt service due to the refinance of the fuel farm bond, the retirement of the Bank of the West terminal bonds and the completion of the restaurant bond financing. Finally, fuel expenses have been higher than budgeted due to a much higher than anticipated price of fuel. Once approved by the Board it will be forwarded to the Town and County for their action.

AVIATION 18TH AMENDMENT – TAXIWAY AND DEICE PAD DESIGN: The capacity of the deice pad and associated throughput has been a challenge for a number of years. Our capital improvement plan has listed improvements to the deice pad. Staff anticipates that construction grant funds may become available. At this time the design

work needs to begin. As you may recall this project went through both Park and FAA review previously and has conceptual and environmental approval by both parties. It is now ready to move forward with the design and make this a shovel ready project for funding. This 18th amendment to the Aviation engineering agreement authorizes the phase 1 design of the taxiway and deice pad.