

## MEMORANDUM

DATE: November 11, 2022

**SUBJECT: MEETING SUMMARY**

### **SPECIAL BOARD MEETING ACTION ITEMS:**

**LETTER OF INTENT – JACKSON HOLE AVIATION:** Staff and Jackson Hole Aviation have reached a verbal agreement for the purchase of the assets of Jackson Hole Aviation including equipment. This Letter of Intent outlines the basic terms of the deal. An Asset Purchase Agreement will be negotiated with Jackson Hole Aviation which will be brought back to the Board for approval.

**GENERAL AVIATION/AIRPORT ADMINISTRATION BUILDING DESIGN:** KLJ Engineering is under contract for the design of the General Aviation facilities, including the General Aviation/Airport Administration building. At the August Board meeting, the Board voted to suspend the design of the General Aviation/Airport Administration building at the 60% design milestone. The Board must now decide if they would like to continue the design process or release the design team to work on other projects.

The Board's decision is solely related to if they wish to resume design or continue the suspension. The Board does not need to make a decision related to the specific design elements of the facility at this meeting. If the Board desires to make significant changes to the 60% design, additional costs will be incurred commensurate with the design work required to accommodate the changes.