

MEMORANDUM

DATE: February 10, 2022

ACKNOWLEDGEMENTS, CERTIFICATE OF ORGANIZATION & ELECTION OF

OFFICERS: Included for adoption is the Certificate of Organization of the Airport Board for 2022. This Certificate of Organization also lists the Registered Agent for the Airport.

FLY QUIET ANNUAL REPORT 2022: The airport's noise consultants, Mead & Hunt, will provide the 2022 report on the Fly Quiet Program.

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 – December 14, 2022 Special Meeting: Presented for Board review and approval are the minutes from the special Board meeting held on December 14, 2022.

2. 457f Participant Agreement: In August 2022, the Board adopted a 457f Deferred Compensation Plan. The Plan permits the Airport Board to offer deferred compensation to designated members of the Airport management team as a means to incentivize retention. Details are captured in a participation agreement with the employee.

3. ARFF Vehicle Purchase: This agenda item is for the purchase of an ARFF vehicle. Bids were received and opened on January 25, 2023 for the acquisition of the Class 5 – 3,000 gallon ARFF Vehicle. The low bid was made by Rosenbauer Minnesota, LLC. Funding for this vehicle is anticipated through a State grant which will fund 90% of the ARFF vehicle purchase with the Airport contributing 10% of the funds for this vehicle purchase.

4. Rubber Removal Vehicle Purchase: This agenda item is for the purchase of a Rubber & Paint Removal Vehicle. Bids were received and opened on February 1, 2023 for the acquisition of this vehicle. The low bid was made by Waterblasting, LLC (Hog Technologies). Funding for this vehicle is through a State grant which will fund 80% of the Rubber and Paint Removal Vehicle purchase with the Airport contributing 20% of the funds for this vehicle purchase.

FINANCIAL REPORTS: Included for approval are the financial reports for the periods ended December 31, 2022 and January 31, 2023. Net revenues through the end of December were 11% and through the end of January were 26% better than budget (excluding ARPA funds).

PFC income for the quarter ended December 31, 2022 was \$241,235 and year to date through the end of December we have collected \$1,709,195. This is at the same level as 2018 and above the years 2019 - 2021. At the current rate of collections all approved projects should be fully reimbursed by January 2030.

OFFICIAL DEPOSITORIES: At least annually the Board is required to name the financial institutions in which they will deposit funds. The Board fulfills this requirement in February of each year. This year the Board is naming Wells Fargo, Bank of the West and First Interstate Bank.

CLASSIC AVIATION LICENSE AGREEMENT: Proposed for approval is an agreement with Classic Aviation that gives the Operator the right to provide air medical services and transport from the Jackson Hole Airport. Classic Aviation currently has an agreement with the Jackson Hole Airport and has been providing services. The current agreement expires this month and this agreement is updated to provide another one-year term along with a few additional changes to the agreement that incorporate federal non-discrimination language and other standard contract language.

This is a non-exclusive agreement. The agreement requires the Operator to pay the Airport 5% of gross revenues. The Board may not discriminate against aircraft operators and must make the airport available to all aeronautical users. This agreement is required due to the airport's Business Rule and Town ordinance.

RESOLUTION 2023-01 - CONCESSIONS RELIEF GRANT PLAN: Congress passed several Acts in response to the COVID 19 pandemic, two of which provide financial relief to airport concessions. The Board accepted grants for the funding to provide this financial relief. There have been a lot of questions from airports, concessions and the FAA related to this funding and some of the information has just recently been addressed. Staff has been working with the FAA to develop plans to allocate and distribute the funding in accordance with the Acts and grant agreements. Presented for Board approval is Resolution 2023-01 which authorizes the Executive Director to prepare and submit Concessions Relief Plans to the FAA under the guidelines for the CRRSAA and ARPA grants that the Airport was allocated and to distribute the relief as outlined in the Plans. Eligible concessions will withhold rent and/or minimum annual guarantee (MAG) payments to the Board as outlined in the Plans and the Board will be reimbursed through the previously authorized grant funds from the FAA.

FUEL FACILITY TANK PROJECT:

1. Wadman GMP 2023-04: Proposed for approval is the Guaranteed Maximum Price (GMP) Amendment to the Wadman Construction Manager at Risk agreement is for the addition of three 30,000 gallon fuel tanks to the fuel facility. This GMP amendment is in the amount of \$2,545,482. The Board approved GMP 2022-03, an early procurement package for the fuel tanks, at its December meeting. These items are incorporated in this GMP amendment, consequently the Board will need to cancel GMP 2022-03 with approval of GMP 2023-04.

2. Resolution 2023-02 – Subcontractor Procurement Waiver: Presented for Board approval is a subcontractor procurement waiver resolution for the Fuel Facility project. Based on the bids received, 32% of the subcontracted work will be awarded to Wyoming Resident Contractors. One subcontract package was awarded to a Wyoming Resident bidder. No Wyoming Resident Contractors bid on 2 of the 4 subcontract packages, and on the other package the low Resident Contractor bid was 123% of the low Non-Resident Contractor bid.

BNP ASSOCIATES ON-CALL AGREEMENT: Presented for Board approval is an on-call agreement with BNP Associates to provide services related to the design and engineering of a new Checked Baggage Inspection System (CBIS) along with support during the application process for funding for the project through TSA. A competitive Request for Qualifications (RFQ) was issued for these services and three Statements of Qualifications were received in response to the RFQ. A selection committee reviewed the proposals and identified BNP Associates as the top proposer.