

MEMORANDUM

DATE: March 10, 2023

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 regular Board meeting held on February 15, 2023 and the Special Board meeting, in the form of a new member workshop, held on February 15, 2023.
2. **USGS Agreement:** Presented for Board consideration is a joint funding agreement with the U.S. Geological Survey Wyoming-Montana Water Science Center for the time period of April 1, 2023 to December 31, 2025. The Airport will be responsible for a total amount of \$233,925, billed quarterly, over the term of the agreement and USGS will be responsible for \$77,975 over the term of the agreement.

USGS has worked with the airport since 2008 to study water-quality at the Jackson Hole Airport. The scope of this agreement is for the continued monitoring of groundwater quality and characterization of seasonal flow velocities and hydraulic gradients. The sampling data and reports will be published by USGS. This study supports the Jackson Hole Airports efforts to be a good steward as well as a good neighbor.

3. **Mead and Hunt Amendment 1 – Project Management:** The Board entered into an agreement with Mead and Hunt for on-call environmental consulting services at the December 2022 Board meeting. The agreement the Board entered into in December was a base contract that outlines the general legal terms of the relationship, but did not have specific tasks or associated costs identified.

This First Amendment to the Mead and Hunt agreement is a “task order” for general project management, coordination, and implementation that will be provided by Mead and Hunt over the term of the agreement. Work will be billed monthly on a time and materials basis at the rates established in base agreement.

FINANCIAL REPORTS: Included for approval is the financial report for February 2023. Net revenues through the end of February were \$4,555,901.

FAA GRANT RESOLUTION 2023-03 - AIP 73: The Airport has been notified that it will be receiving a grant in the amount of \$4,528,720 which will be applied towards the Security Screening Checkpoint project that was completed in June of 2022. These

funds are part of the 2022 Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) funds and the 2023 BIL AIG funds.

RESOLUTION 2023-04 – DELEGATION AND RESERVATION OF AUTHORITY:

Proposed for Board consideration is Resolution 2023-04 Delegation and Reservation of Authority (DOA). The DOA more clearly identifies authority that the Executive Director has as it relates to the operations of Jackson Hole Flight Services and the items that the Board reserves the authority over. The primary goal of the DOA is to ensure that the FBO can be operated efficiently. By specifically delegating the authority of certain items to the Executive Director, we will be able to conduct routine operations without unduly burdening the Board.

The primary purpose of the DOA is to streamline processes to ensure we can operate this new line of business efficiently, while ensuring that the Board is involved in the overall direction of the FBO operations.