

MEMORANDUM

DATE: May 11, 2023

SUBJECT: SUMMARY FOR MAY 17, 2023 BOARD MEETING

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 Special Board Meeting, in the form of a Ground Transportation Committee Meeting, held on April 14, 2023 and the regular Board meeting held on April 19, 2023.
2. **Teton Backcountry Rentals Bear Spray Rental Concession Agreement:** This agreement with Teton Backcountry Rentals is for the bear spray rental kiosk that is located in baggage claim during the summer season.
3. **Agreement with NPS for Grand Teton Association Bookstore:** This agreement with the National Park Service is for the terminal space that is utilized by the Grand Teton Association as retail space. The sales from the Grand Teton Association support Grand Teton National Park. The current agreement for this space expires at the end of May and this agreement continues the relationship between the Airport and the Park for their use of the space.
4. **JH Security Agreement for Night Security Services:** This agreement with JH Security is for the provision of night security services at the airport. The airport is required under federal regulation to ensure security of various areas on the airport 24/7. Night Security Services are provided from 9:00 pm to 5:00 am nightly, when airport staff are not present. These services include security sweeps of facilities, responding to security alarms, monitoring perimeter gates, and reporting to airport personnel.
5. **Alaska Airlines On-Call Maintenance Agreement with Jackson Hole Flight Services:** Jackson Hole Flight Services will provide on-call maintenance services for the airlines on an as needed basis. Each airline has a different process for sourcing aircraft maintenance at airports where they do not have mechanics. Alaska Airlines requires that the maintenance provider sign an agreement to provide these services. This agreement outlines the relationship between Jackson Hole Flight Services mechanics and Alaska Airlines.
6. **Enterprise Preferred Vendor Agreement for Jackson Hole Flight Services:** This Preferred Vendor Agreement outlines the relationship between Jackson

Hole Flight Services and Enterprise Rental Cars as the preferred rental car vendor at the FBO. Establishing a preferred rental car vendor gives the FBO access to discounted rates, guaranteed availability for pilots and customers, and allows the FBO to release vehicles to customers on behalf of the rental car company.

7. **Airport Marking Project Contract Award:** The Jackson Hole Airport has long snowy winters and as a result of our snow removal operations we need to repaint the majority of the markings on the facility each year. It is required that the airside markings meet a retroreflectivity rating and snow removal deteriorates or removes some of the glass beads that provide the appropriate retroreflectivity.

Every four years WYDOT Aeronautics supports the marking project at JAC financially. This year, the marking project will be funded with local airport dollars. While this is not one of the years that WYDOT financially supports the program, the Airport participated in the WYDOT bid process with other airports across the state. When the WYDOT bids were opened, the overall low bidder that WYDOT selected was more expensive for JAC, so the Airport decided to rebid the project as a stand alone project. We are currently advertising for bids for the project and bids will be opened on Friday, May 12th. Once bids have been open, the Board will be provided with an update on the bids received and the associated recommendation. This project is in the airport's budget.

Q1 2023 Fly Quiet Presentation and Noise Update: Ryk Dunkelberg, Mead and Hunt and Cindy Gibbs, Bridgenet will provide the Fly Quiet and Noise Presentation for Q1 of 2023.

ACTION ITEMS:

FINANCIAL REPORTS: Included for approval are the financial reports for the period ended April 30, 2023. Net revenues through the end of April were \$6,720,479 which is 73% above the amended budget.

AUDIT SERVICES AGREEMENT: Proposed for Board approval is an agreement with Eide Bailly for Financial Audit Services for Fiscal Years ending June 30 of 2023, 2024, 2025, 2026, and 2027. Eide Bailly has provided audit services to the airport for the previous five fiscal years.

A Request for Proposals (RFP) was published for the Financial Audit Services and two proposals were received in response to the RFP. A selection committee reviewed the two proposals received on the criteria outlined in the RFP, which included the costs to conduct the audit for each fiscal year. The Selection Committee recommends Eide Bailly as the airport's audit firm for the upcoming five years.

JVIATION 1ST AMENDMENT – TASK ORDER FOR AIR TRAFFIC CONTROL TOWER IMPROVEMENTS: This First Amendment is to the On-Call Engineering Services

Agreement with Jviation that was approved at the April Board meeting. Any services provided under that agreement will be approved through an Amendment to the agreement.

This Amendment is for the preparation of construction plans, contract documents, technical specifications, and engineer's design report, along with bidding, construction administration, and on-site and post-construction coordination for the Air Traffic Control Tower (ATCT) improvements project. The designed improvements will include a variety of items; tower consoles, voice switch, radios, beacon, roof, electric boilers, generator, etc.

The Airport is receiving a federal grant which will be the primary source of funding for the ATCT improvements and this Amendment. The dollar value of this Amendment to the Jviation Agreement is \$292,867.16.

Based on the Scope of Work, a third party Independent Fee Estimate (IFE) was conducted and based on the IFE, Jviation's proposed fees are reasonable.

KNIFE RIVER CONTRACT FOR SCHEDULE I AND VI OF DEICE ACCESS TAXILANE AND NORTH TAXIWAY A REHABILITATION PROJECT: This Agreement with Knife River is for Schedule I and VI of the Deice Access Taxilane and North Taxiway A Rehabilitation project that is planned to begin this summer. JAC is programmed to receive federal funds via FAA entitlement and has also submitted for a BIL AIG grant to complete work on this project. The overall project will increase the capacity of the deice pad and overall efficiency of the airport. The total cost of Schedule I and Schedule VI is \$5,289,210.

JVIATION 2ND AMENDMENT – TASK ORDER FOR CONTRACT ADMINISTRATION AND CONSTRUCTION MANAGEMENT FOR DEICE ACCESS TAXILANE AND NORTH TAXIWAY A REHABILITATION PROJECT (CA/CM): This Second Amendment to the On-Call Engineering Services Agreement with Jviation is for the construction administration, post-construction coordination, and on-site construction coordination for the Deice Access Taxilane and North Taxiway A Rehabilitation Project. The federal funds received for the project will also be applied towards this Amendment.

The dollar value of this Amendment to the Jviation Agreement is \$550,217.21.

Based on the Scope of Work, a third party Independent Fee Estimate (IFE) was conducted and based on the IFE, Jviation's proposed fees are reasonable.