

## MEMORANDUM

DATE: June 16, 2023

**SUBJECT: MEETING SUMMARY FOR JUNE 21, 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.

- A. **Approval of Minutes:** Presented for Board review and approval are the minutes from the regular Board meeting held on May 17, 2023.
  
- B. **Intergovernmental Agreement with the Town of Jackson for Law Enforcement Services:** This Intergovernmental Agreement (IGA) is between the Board and the Town of Jackson for the provision of law enforcement support at the Airport to meet the Board's obligation under 49 C.F.R. 1542.215 and the Airport Security Program. The Transportation Security Administration (TSA) reimburses the Airport for a portion of the costs associated with this IGA.

The Town of Jackson will assign and station at least one uniformed law enforcement officer between the hours of 5:00 am and 9:30 pm each day the Airport screening checkpoint is operating. The term of this agreement is 5 years.

For Contract Year 1 (July 1, 2023 – June 30, 2024) the Airport will pay a fixed fee of \$763,780.89 paid monthly to the Town. The Town shall provide updated costs for Contract Year 2 through 5 at least 90 days prior to the end of each contract year.

- C. **SKIDATA Software as a Service (SAAS) Upgrade:** SKIDATA is the airport's parking lot access control system (both physical components and associated software). This proposal is for an upgrade to SaaS (Software as a Service) software. The SaaS upgrade is based around software initiatives. It includes remote quarterly upgrades and a more robust data collection tool. Additionally, it will allow us to have our customers utilize e-tickets, pay and validate via mobile device.

The SAAS upgrade will cost \$68,859 up front which includes the Sweb.Report and Sweb.Control products that were used previously, installation, and the first year of SaaS licensing. For years 2 – 5 of the contract the annual cost of the SaaS license will be \$25,150.

- D. **SKIDATA Maintenance Service Agreement:** Our existing SKIDATA Maintenance Service Agreement for the physical equipment expires in July. This

proposal is for an extended service contract which includes daily remote support and onsite support as needed. It also includes a 30% discount on SKIDATA parts and quarterly preventative maintenance visits.

The maintenance service agreement has a 5-year term at a cost of \$46,306 per year.

- E. **Long Mechanical Solutions 3<sup>rd</sup> Amendment – HVAC Maintenance Services:** Long Mechanical Solutions is the provider of HVAC maintenance services to the Jackson Hole Airport. The agreement includes services on HVAC equipment including the air handler, multi-stack chillers and boilers and associated pumps along with controls. The annual amount for HVAC maintenance services for the upcoming fiscal year is \$26,077.
- F. **Tower Operations Agreement with FAA:** The FAA has requested that the Airport enter into a formal Tower Operations Agreement for the Contract Tower. Historically, this partnership has operated without an agreement in place. The FAA recently had a policy update that requires airports with contract control towers to enter into an agreement with the FAA. This agreement sets forth the terms under which the FAA will provide air traffic control (ATC) services to the Airport and what the obligations of the Airport are. The agreement is straightforward and there are no costs specifically associated with this agreement.
- G. **Power Equipment Company – RPM Tech 220 Snow Blower Equipment Purchase:** In 2019 we purchased a CAT 972 Wheel Loader and Blower Attachment through a state grant. Since 2019 this unit has had significant downtime and we were able to sell the unit back for \$204,000 and deposited the check on June 12<sup>th</sup>.

This agreement is to reutilize those funds and purchase an RPM Tech 220 rotary head. RPM has built hundreds of these units and has lots of spare parts in inventory ready to ship if we need them. Additionally, the RPM 220 rotary we currently have has been reliable and will allow us to be more efficient with parts and training. We are utilizing Sourcewell (a governmental cooperative purchasing network) for the procurement process and the cost of this equipment is \$194,011. If approved at the June Board meeting, we would receive this equipment October 1<sup>st</sup> before the busy winter season.

- H. **Western States CAT – Caterpillar 906 Equipment Purchase:** These mini wheel loaders are very versatile machines and are used year-round for a variety of tasks. Throughout the summer we use the buckets to move refuse, parts, grade soil, and transport material. We have a fork attachment, and these machines are the primary tool we use to load and unload semi-trucks and move pallets around the airport. In the winter, they're small with great visibility and traction, plows and blowers are attached to move a significant amount of snow precisely and efficiently. They are critical for parking lot snow removal and cleaning around buildings.

With the additional snow removal responsibilities at the FBO and expectation to improve snow removal operations in this area we would need another Cat 906 to complete these operations. Having similar units will greatly help with training and have other benefits regarding spare parts and compatible attachments. We will also be using Sourcewell for this procurement like others in the past and the purchase price of the 906 with a bucket and set of forks is \$130,063.74

If Board approves this action item on June 21st, we will receive the unit before the upcoming winter season.

- I. **SITA Antenna Lease Agreement for Jackson Hole Flight Services:** SITA has two small antennas and the associated server boxes installed in Hangar 4. This equipment was originally placed several years ago and SITA had an agreement with Jackson Hole Aviation for the equipment. The equipment supports NextGen Air Traffic Control upgrades. This agreement is between SITA and Jackson Hole Flight Services for the equipment located at Hangar 4 and includes a monthly rental payment of \$1,500.
- J. **Liebowitz and Horton 6<sup>th</sup> Amendment – Rental Car Consulting Services:** This Amendment is to our consulting services agreement with Liebowitz and Horton and is for the upcoming rental car bid process. The existing on airport rental car agreements expires April 30, 2024. The on airport rental car opportunities are bid out every three years and the rental car companies that bid the highest minimum annual guarantee (MAG) are selected.

Liebowitz and Horton and airport staff will begin evaluating the rental car business opportunities and developing the bidding strategy this summer. Bid documents will be released late fall, with bids due in the December/January time frame. This will allow for an orderly transition to occur on May 1, 2024 between any rental car companies that may be moving on or off airport.

This amendment is time and materials and the airport will be invoiced based on actual work completed. The contract is in a not-to-exceed amount of \$63,100.

- K. **Jedediah's 3<sup>rd</sup> Amendment – FBO Catering Commissions:** This 3<sup>rd</sup> Amendment to the Jedediah's Concessions Agreement is for catering commissions to be collected by Jedediah's from the customer and remitted to the FBO. The commission will be 10% of each catering order. The commissions cover the costs associated with the FBO storing and handling the catering that is delivered for general aviation aircraft. It is fairly standard practice in the industry to have the commission collected through the catering company and remitted to the FBO, as the catering company (in our case Jedediah's) is the one that has a direct billing relationship with the customer for the catering.

Since the Jedediah's Agreement is already being amended to account for the catering commissions, we took this opportunity to also update the insurance and nondiscrimination language to match the recently approved Board Insurance

Policy along with updated FAA required contract clauses. The bulk of the Amendment is associated with these changes.

- L. **FBO Standard Forms:** The Delegation of Authority Resolution that the Board adopted in March authorizes the Executive Director or his designee to execute certain agreements in a form approved by the Board.

**Outside Maintenance Vendor Form:** This form is to be signed by an outside maintenance vendor who is coming to do work on a general aviation aircraft parked on the FBO ramp. The maintenance vendor is required to complete this form prior to accessing the aircraft and requires the outside maintenance vendor to pay the FBO a fee for access.

**Deicing Release Form:** This form is to be signed by any pilot requesting deicing from the FBO. The form includes a release of liability and collects credit card information for the FBO to charge for deicing services after the aircraft has departed.

**ACTION ITEMS:**

**FINANCIAL REPORTS:** Included for approval are the financial reports for the period ended May 31, 2023. The financial numbers continue to track with projections. The first month of FBO operations were better than projected.

**RESOLUTION 2023-07: FEES AND CHARGES FOR FY23-24:** Annually, the Board adopts a Fees and Charges Resolution that identifies the fees charged by the Board. The Fees and Charges Resolution is established following the Board's adoption of the budget. The Fees and Charges Resolution is not exhaustive, and the Board reserves the right to charge for items not covered in this Resolution, provided that the Board will not charge a fee or charge that is inconsistent with this Resolution.

Landing fees for both commercial and GA aircraft are being increased for the upcoming fiscal year. Additionally, the per square foot lease rate for the airlines is being increased. Below is a chart highlighting these changes.

Rate Type	FY22 – 23 Rate (Current)	FY23-24 Rate (New)	% Increase
Landing Fee Airline	\$5.77	\$6.52	12%
Landing Fee General Aviation	\$5.77	\$7.21	20%
Preferential Use Space (Main Level)	\$50.62	\$54.92	8%
Preferential Use Space (Basement)	\$26.57	\$28.83	8%
Joint Use Space	\$51.88	\$56.29	8%
Joint Use Space (Baggage Handling)	\$37.96	\$41.19	8%

Another area of the Fees and Charges Resolution that has notable changes is Section 3.2, Airport Parking Rates. The Ground Transportation Committee has worked with staff and is recommending an increase in parking rates for the JAC Parking Program and the addition of peak pricing for the public. These changes are intended to encourage passengers to use alternative modes of transportation and reduce demand on the

parking lot during peak periods when the parking lot is frequently at capacity. The changes to the Airport Parking Rates Section are highlighted below.

Rate Type	FY22-23 Rate (Current)	FY23-24 Rate (New)	% Increase
JAC Parking Program (5-24 Hours) *JAC Parking Program pricing not available on Peak Period dates	\$17	\$20	17%
Parking - Non-Peak Dates (5-24 Hours)	\$25	\$25	0%
Parking - Peak Dates (5-24 Hours)	\$25	\$30	20%

Staff reviewed parking lot occupancy data to identify the Peak Dates. The Peak Dates for the increased public parking rates and the blackout dates for the JAC Parking Program are as follows: July 1<sup>st</sup> – July 5<sup>th</sup>, August 24<sup>th</sup> – 27<sup>th</sup>, August 31<sup>st</sup> – September 4<sup>th</sup>, November 17<sup>th</sup> – November 26<sup>th</sup>, December 22<sup>nd</sup> – January 2<sup>nd</sup>, February 15<sup>th</sup> – February 19<sup>th</sup>, February 22<sup>nd</sup> – February 25<sup>th</sup>, March 7<sup>th</sup> – 10<sup>th</sup>, March 14<sup>th</sup> – March 17<sup>th</sup>, March 21<sup>st</sup> – March 24<sup>th</sup>, and March 28<sup>th</sup> – March 31<sup>st</sup>.

In addition to the above outlined changes, several other miscellaneous fees have been added to the document and there have been other updates made to streamline and standardize the language in the document.

**RESOLUTION 2023-08: AIP 74:** FAA Grant AIP 3-56-0014-074-2023 is in the amount of \$3,367,250 and will be used to Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway. This Resolution accepts and agrees to the conditions in the Grant Agreement. After the Board accepts the Grant, the Town and County will need to accept the Grant as the Airport Sponsor.

**RESOLUTION 2023-09: STATEMENT OF INVESTMENT POLICY:** Staff and Dan Reimer reviewed the Board’s existing investment policy and are proposing some changes which are included in this Statement of Investment Policy. Wyoming State Statute requires every political subdivision to adopt and have on file a Statement of Investment Policy. The investment policy identifies the types of Authorized Investments that Board funds may be invested in and the manner in which such investments are to be made.

**KLJ PROFESSIONAL SERVICES CONTRACT FOR HANGAR 5:** This professional services agreement with KLJ is for the construction services associated with the construction of Hangar 5. This agreement is for construction documents review and completion, permit support, CMAR subcontract bidding support, construction administration services, construction observation services, resident project representative, inspections and testing, and project closeout. This agreement will be billed based on time and materials and is in the total not to exceed amount of \$2,681,400.

This contract is not approving the construction of Hangar 5. The Board will consider a separate GMP Amendment to the Wadman CMAR agreement in the early fall for the construction of Hangar 5. The costs associated with this KLJ Agreement between now

and the approval of the Hangar 5 GMP Amendment are anticipated to be less than \$300,000.