

## MEMORANDUM

**DATE: AUGUST 18, 2023**

**SUBJECT: SUMMARY FOR AUGUST 23, 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 special Board Meeting in the form of a Board Retreat held June 15 and 16, 2023 and the regular Board meeting held on June 21, 2023.
  
- B. **Amendment to Resolution 2023-07: Fees and Charges:** This Amendment to Resolution 2023-07 includes changes to Section 3 that are intended to clarify the language related to fees applicable to Ground Transportation Operators and which types of operators pay which fees. Definitions of both Taxis and Executive Service Providers have also been added to the definitions section of the Resolution.

In addition to the changes to Section 3, presented for Board consideration is an increase in the Fuel Delivered Fee from \$0.05 per gallon to \$0.15 per gallon for the airlines and from \$0.12 per gallon to \$0.22 per gallon for general aviation operators. This additional \$0.10 per gallon will produce revenue that will be used to offset the costs associated with the fuel farm expansion project which is nearing completion. The fuel farm expansion project directly benefits aircraft operators by ensuring adequate fuel supply at the airport, so collecting revenue from the aircraft operators to fund this project is appropriate and will allow airport funds that were designated in the cash flow for the fuel farm expansion to be used for other future projects. The projected revenue will cover the costs of the fuel farm expansion in approximately 4 years. This is intended to closely align with full repayment of the current debt associated with the fuel farm.

- C. **Rosenbauer ARFF Vehicle Equipment Purchase:** Presented for Board consideration is the purchase of a second Rosenbauer aircraft rescue firefighting (ARFF) truck. This truck is a duplicate of the ARFF truck the Board approved purchase of in February 2023. It is advantageous for the airport to purchase a second truck that is the same truck currently on order to minimize training and make maintenance more efficient. It is prudent to order now as components on the trucks are regularly updated in newer model years.

It is anticipated that by late fall/early winter an FAA-approved and commercially available fluorine free foam (F3) will be ready for use at the airport. F3 will

replace the previously used AFFF (aqueous film-forming foam). As part of the transition to F3, airport staff and consultants evaluated options for cleaning the existing ARFF trucks. The evaluation determined that replacing the existing ARFF vehicles with new trucks that will never contain AFFF is the most prudent option.

The cost of this purchase is \$1,099,847.

**D. Western States Caterpillar 972XE Equipment Purchase:**

This equipment purchase is part of the airport's equipment replacement plan. It will be replacing a 1996 CAT Dozer which has served us well over the past 27 years. The 972 is a very efficient piece of equipment that can be utilized year-round by switching attachments. The airport has dirt buckets, snow buckets, fixed plow blades, adjustable plow blades, snow blowers, and forks that are available and interchangeable with some other airport units.

The cost of this piece of equipment is \$640,180.

**E. Power Equipment Company – RPM Tech 36R Snow Blower Equipment Purchase:**

This is a snow blower attachment for the new loader. Staff's intention is to have a dedicated snow blower attachment for each loader so they can quickly move from a ramp plowing operation to a snow blowing operation. This particular unit is similar a reliable attachment the airport currently owns. The main difference is that it has a more traditional airport high speed ribbon which will be beneficial when conducting snow blowing operations on the movement areas. This attachment will be able to be used on our other loaders if needed.

The cost of this piece of equipment is \$227,916.

**F. New Motor Vehicle Purchases (Laramie Range Ford – Ford Ranger, Montrose Ford Nissan – Ford Ranger, Larry H Miller Lakewood – F350):**

The airport intends to purchase three new motor vehicles for use by operations/maintenance staff and the FBO. Presented for Board approval is the purchase of two Ford Rangers and one Ford F350 Super Duty Truck. These vehicles were procured under the requirements of Wyoming Statute. The prices included delivery fees to the airport.

Dealership	Vehicle	Cost (Includes Delivery, Fees, etc.)
Laramie Range Ford	Ford Ranger	\$48,671.67
Montrose Ford Nissan	Ford Ranger	\$49,759.00
Larry H Miller Lakewood	F350 Super Duty	\$81,181.20

**ACTION ITEMS:**

**FINANCIAL REPORTS:** Included for approval are the financial reports for both the fiscal year end (June 30, 2023) and for the period ended July 31, 2023. For the fiscal year 2022-2023, income was even with the budget while expenses were -7% under budget. July income and expenses are both below budgeted levels as a result of lower than projected fuel sales.

**JVIATION 4<sup>TH</sup> AMENDMENT – UNDERGROUND DETENTION AND FILTRATION SYSTEM:** This Amendment to the Jviation On-Call Engineering Services Agreement is for the preparation of construction plans, contract documents, technical specifications, engineer's design report and bidding for the underground stormwater detention and filtration system expansion project.

Jviation submitted a Scope Of Work and fee proposal for this project. Since this project will have a federal funding component, an Independent Fee Estimate (IFE) was completed which validated the fee proposed by Jviation.

The not to exceed amount of this amendment is \$305,178.

**WADMAN CORPORATION – AIR TRAFFIC CONTROL TOWER (ATCT) IMPROVEMENTS PROJECT SCHEDULES I – IV NOTICE OF AWARD AND CONTRACT:** Invitations for Bid for the Air Traffic Control Tower (ATCT) Improvements Project were published in early June. One bid was received from Wadman for the project. Jviation negotiated the bid with Wadman and was able reduce the price. The Air Traffic Control Tower Improvements Project includes upgrades to tower equipment, electrical equipment, new roofing and maintenance ladder, and upgraded access control and surveillance equipment.

The total cost of Schedules I – IV is \$2,145,279. The FAA is supporting \$995,000 of this project through 100% Federal Match grant funds and WYDOT Aeronautics is supporting \$166,667 of this project through 90% State/10% Local match grant funds.

**KNIFE RIVER – JAC DEICE ACCESS TAXILANE AND NORTH TAXIWAY ALPHA REHABILITATION PROJECT SCHEDULE VII NOTICE OF AWARD AND CONTRACT:** Knife River began work on Schedules I and VI of the Deice Access Taxilane and North Taxiway A Rehabilitation Project on July 5, 2023 and work is progressing well. Jviation and airport staff have continued to negotiate with Knife River as the sole bidder on the other schedules that were not awarded. Knife River has presented a revised pricing proposal for Schedule VII. Schedule VII is the screening and crushing of aggregate for the stormwater detention system above. It was recognized during the design process for this project and the one mentioned above that there could be some efficiencies and environmental benefits created by anticipating future use of materials. This will reduce truck hauling for both projects and the associated fuel burn and traffic congestion. The total cost of this item is \$723,500.

**MEAD AND HUNT ENVIRONMENTAL 2<sup>ND</sup> AMENDMENT – INTERNATIONAL DARK SKIES INITIATIVE ASSESSMENT:** Proposed for Board Approval is a 2<sup>nd</sup> Amendment to the Mead & Hunt On-Call Environmental Consulting Services Agreement for an

International Dark Skies Initiative Assessment (IDA). Mead & Hunt has developed a Scope of Work to conduct an assessment of lighting and lighting-related design on airport property to evaluate consistency with IDA standards. Results of the assessment will provide recommendations for International Dark Skies compliance and will ultimately inform the opportunity to apply for designation as an Urban Night Sky Place (UNSP). If achieved, Jackson Hole Airport would be the first airport to receive UNSP certification. Because the airport is unique in its lighting needs/requirements (i.e., FAA safety and security orders), close collaboration with IDA would be necessary to determine eligibility (i.e., address only landside facilities). Coordination with IDA has been initiated and, while the organization cannot currently commit to eligibility of the Airport, they are excited to explore the possibility. The cost of this work is in a Not to Exceed amount of \$17,890.

**RESOLUTION 2023-10: AIP 77:** FAA Grant AIP 3-56-0014-077-2023 is in the amount of \$995,000 and will be used for the Air Traffic Control Tower Improvements Project. This grant has a 100% federal share. This Resolution accepts and agrees to the conditions in the Grant Agreement. The FAA is finalizing the grant documentation and is expected to send the grant shortly. The final grant will be in substantially the same form as that presented here. After the Board accepts the grant, it will be placed on an agenda for the Town and County's consideration as the Airport Sponsor.

**RESOLUTION 2023-11: AIP 78:** FAA Grant AIP 3-56-0014-078-2023 is in the amount of \$2,652,740 and is part of the airport's 2023 Bipartisan Infrastructure Law (BIL) funding. This grant has a 93.75% share with a 6.5% local match. These funds will be used for the Security Screening Checkpoint Project. This Resolution accepts and agrees to the conditions in the Grant Agreement. The FAA is finalizing the grant documentation and is expected to send the grant shortly. The final grant will be in substantially the same form as that presented here. After the Board accepts the grant, it will be placed on an agenda for the Town and County's consideration as the Airport Sponsor.