

MEMORANDUM

DATE: September 19, 2023

SUBJECT: **SUMMARY FOR SEPTEMBER 25, 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 held on August 23, 2023.
- B. **Asset Disposal Policy:** Presented for Board Approval is an Asset Disposal Policy. This policy outlines the procedures for the disposal of all Board assets when they reach the end of their useful life. This policy does not apply to Board assets acquired with federal or state grant funds or PFC funds. For these assets, the applicable federal or state rules and regulations take precedence.

This Policy delegates the authority of asset disposal to the Executive Director or his designee. This includes the decision to dispose of an asset and to determine the best method for the disposal. The Board reserves the authority to approve the disposal of real property (land or real estate). This policy identifies the goal for the disposal of assets and identifies the different methods available for the disposal of assets including sale, donation, and disposal/recycling.

- C. **DBT Transportation Aviation Support and Maintenance Services Agreement:** DBT Transportation Services provides maintenance services for aircraft navigation equipment located at the airport. For accounting simplicity, this agreement combines the maintenance services they provide for multiple pieces of equipment (Runway Visual Range (RVR), Runway Weather Information System (RWIS), and Air Traffic Control Tower (ATCT)) into one agreement with a three-year term. The RWIS equipment is new and the RVR equipment and ATCT were previously under separate agreements.

The total value of this contract is \$120,486.31 over three years, with quarterly invoicing as routine maintenance services are completed. The contract also includes billing rates for maintenance for unplanned outages.

- D. **Global Aviation Services Use Agreement for Ground Support Equipment Maintenance:** Global Aviation Services (doing business as Prime Flight) provides maintenance for the airlines' ground support equipment. Prime Flight

has provided services to the airlines in Jackson for several years under a prior ground support equipment agreement.

This updated agreement with Prime Flight is for another three-year term and includes the use of 1,800 feet of temporary storage space (Conex boxes) for their tools and equipment. The monthly rent for the use of the space is \$3,336.67. The agreement allows the Board to terminate Prime Flight's use of the Conex boxes with thirty days written notice. This agreement has also been updated to include the standard insurance language, FAA nondiscrimination language and our standard agreement format.

- E. Standard Form Agreement for FBO – Airline Into Plane Fueling Agreement:** This standard form agreement for the FBO is to be used between an airline and the FBO to formalize the fueling relationship. Alaska Airlines has requested an agreement for the into plane fueling arrangement. While an agreement is not necessary for the FBO to provide fueling services to the airlines, staff believes it is prudent to create a standard form of agreement that can be provided to any airline that requests it. By having a standard form agreement available for use if so requested by an airline, the FBO will ensure that the same language is used in any contractual relationship with the airlines.
- F. JVIATION REVISED 2ND AMENDMENT – CONSTRUCTION ADMINISTRATION AND CONSTRUCTION MANAGEMENT FOR SCHEDULE I AND VII (FEDERAL) AND SCHEDULE VI (NON-FEDERAL) OF THE DEICE ACCESS TAXILANE AND NORTH TAXIWAY A REHABILITATION PROJECT:** At the August Board Meeting, the Board approved Schedule VII of the Knife River Contract for the Deice Access Taxilane and North Taxiway A Rehabilitation Project. This Revised 2nd Amendment is to the Jviation On-Call Engineering Services Agreement and is for Construction Administration and Construction Management (CA/CM) for the Knife River project. The Board previously approved this 2nd Amendment for the CA/CM for Schedules I and VI of the project. With the addition of Schedule VII, the scope and fee for the CA/CM has expanded to cover the additional work to be completed.

ACTION ITEMS:

FINANCIAL REPORTS: Included for approval are the financial reports for the period ended August 31, 2023. August income and expenses are both below budgeted levels as a result of lower than projected fuel sales. Net revenues remain above projected levels (+42%) at \$3,900,802 for August 1 – 31, 2023.

START INTERGOVERNMENTAL AGREEMENT – AIRPORT SERVICE PILOT PROGRAM: Staff from Southern Teton Area Rapid Transit (START) and the Airport have been working for several months to determine the feasibility of conducting a pilot program during the upcoming winter season to provide bus or shuttle service between the Town of Jackson and the Airport. This is to account for the current parking shortage during peak periods and the need to find alternate ways for passengers and employees to access the Airport.

Presented for Board approval is an Intergovernmental Agreement (IGA) by which the Airport would contract with START for the transit service (from December 16, 2023, to April 15, 2024) and pay any shortfall in revenue. The projected cost of the service is \$191,082. START estimates the projected revenue to be between \$40,000 and \$80,000.

Airport staff worked with the FAA to confirm that the IGA satisfies our federal obligations on the use of airport revenue. The FAA has consented to the use of airport revenue through this IGA for the pilot program. This does not extend beyond the pilot program.

TERMINAL MEDIA POLICY: At the April Board Meeting, staff presented to the Board options related to advertising opportunities in the terminal. The Board expressed its policy preference to not allow commercial advertising in the terminal.

Proposed for Board approval is the Terminal Media Policy which limits the use of the digital displays in the Terminal to content that is generated by the Airport or the National Park Service. The policy also identifies the brochure rack as the only available opportunity for commercial advertising.

Having a written policy that clearly defines how and where businesses can or cannot advertise at the Airport is important and protects the Board.

JVIATION AMENDMENT – DESIGN, CONSTRUCTION ADMINISTRATION AND CONSTRUCTION MANAGEMENT FOR VEHICLE SERVICE ROAD RELOCATION AND BRIDGE CONSTRUCTION: Jviation and Staff are working on a proposed Change Order to the Knife River Agreement for the Runway 1/19 project. This Change Order will be brought to the Board in December and is for the relocation of a vehicle service road and the construction of a bridge to cross the Enterprise Ditch that is located on the airport. The existing vehicle service road, which has existed since 1987, has a small portion that encroaches into the Runway Safety Area (RSA). During an inspection with the FAA following the Runway 1/19 reconstruction project, the FAA stated that the vehicle service road should be relocated outside of the RSA to comply with an FAA Advisory Circular.

This 22nd Amendment is to the previous Jviation On-Call Engineering Services Agreement as the Runway 1/19 reconstruction project was completed under that contract and is still in effect. This Amendment is for the design work for the relocation of the Vehicle Service Road and associated bridge crossing including preparation of construction plans, change order documents, and technical specifications, along with the construction administration and on-site and post-construction coordination.

This proposed project has been coordinated with the FAA and Grand Teton National Park. Once Jviation has completed the necessary design work, the Board will be presented with a Change Order to the Knife River Contract for the Runway 1/19 reconstruction project for this additional work.

The cost for the design and associated construction services to be provided by Jviation for this work is \$168,258.60. As a portion of this project is federally funded, the airport had an Independent Fee Analysis (IFE) conducted. The IFE was completed by Neil Rood, P.E., of Rood and Associates. The fees proposed by Jviation are below the independent fee analysis and are determined to be reasonable.