



Jackson Hole Airport Board Special Meeting

Date: January 22, 2024

Time: 10:00 am

Place: Board Room

- I. Call to Order**
- II. Consent Agenda**
 - A. Approval of the Minutes – December 18, 2023 – Special Meeting
 - B. ARINC Communications Equipment Agreement
 - C. Woolpert 7th Amendment – Aeronautical Survey and Airspace Analysis
 - D. Resolution 2024-01 – Adopting the Wyoming Region 8 – 2020 Hazard Mitigation Plan
 - E. Woolpert 8th Amendment – FEMA BRIC Program Grant Application
 - F. Woolpert 9th Amendment – USDOT RAISE Program Grant Application
- III. Administration and FBO Building Project Overview**
- IV. Public Comment**
- V. Action Items**
 - A. GMP Amendment 2024-01 for Administration and FBO Building
 - B. Bank Selection for Revenue Bonds for Administration and FBO Building
 - C. Amendment to Construction Administration and Construction Observation Agreement with KLJ
 - D. Amendment to Owners Representative Agreement with KLJ
- VI. Adjourn**



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

MEMORANDUM

DATE: January 18, 2024

SUBJECT: MEETING SUMMARY FOR JANUARY 22, 2024 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 December 18, 2023.

- B. **ARINC Communications Equipment Agreement:** The Jackson Hole Airport has communications equipment (antennas) located at various points across the airport. Staff have been working towards having consistent agreements in place with each entity who maintains equipment at Jackson Hole Airport.

This agreement with ARINC is a standard form agreement that will be used by all companies with equipment located at the airport. ARINC's equipment is an ACARS (Aircraft Communication Addressing and Reporting System) which is an air to ground communication system to get information to the cockpit of an aircraft. This agreement outlines the conditions under which ARINC may maintain this equipment at Jackson Hole Airport and requires them to pay a monthly fee to keep the equipment at the airport.

- C. **Woolpert (Formerly Jviation, a Woolpert Company) 7th Amendment – Aeronautical Survey and Airspace Analysis:** This 7th Amendment to the Airport's On-Call Engineering Agreement with Woolpert (formerly Jviation, a Woolpert company) is for an aeronautical survey and airspace analysis to support the submission of as-built data from the completed Runway 1/19 Reconstruction Project as recently required by the FAA. This survey will follow the standards for an aeronautical survey and submission to the FAA Airports GIS (AGIS) through the FAA's Airport Data and Information Portal (ADIP) and will consist of completing an aeronautical survey and data collection project following the FAA's Instrument Procedure Development guidance. This project is supported by the FAA and will be paid for using leftover funds from the Runway 1/19 Reconstruction Project which was completed below budget amounts.

The not to exceed amount of this Amendment is \$59,450, which will be paid for with federal funds remaining from the runway reconstruction project. The FAA has reviewed the scope of work, fee proposal, and record of negotiations and accepts the costs as reasonable.

- D. **Resolution 2024-01 – Adopting the Wyoming Region 8 – 2020 Hazard Mitigation Plan:** To be eligible for the FEMA Building Resilient Infrastructure and Communities (BRIC) funding opportunity the Airport is required to adopt by Resolution the Wyoming Region 8 – 2020 Hazard Mitigation Plan. The airport participated in the 2020 plan update but has not formally adopted the plan by Resolution. The 2020 plan is available at the following link: <https://www.tetoncountyywy.gov/DocumentCenter/View/14355/Wyoming-Region-8-Hazard-Mitigation-Plan> . Adoption of this Resolution is a requirement of eligibility for the FEMA BRIC Program.
- E. **Woolpert 8th Amendment – FEMA BRIC Program Grant Application:** We have identified the FEMA BRIC Program as a funding resource for the proposed subsurface water treatment system project that is part of the airport’s capital plan. This Amendment to the On-Call Engineering Agreement with Woolpert (formerly Jviation) is for their assistance with the completion of all required documentation, exhibits, costing and other information for the FEMA Grant application. Also included in this grant application is a cost benefit analysis that will be performed by a subconsultant. The total cost for Woolpert’s services related to this grant application is a not to exceed amount of \$40,000.
- F. **Woolpert 9th Amendment – USDOT RAISE Program Grant Application:** We have identified the USDOT RAISE (Rebuilding American Infrastructure with Sustainability and Equity) as a funding resource for the proposed airport entrance road improvements that are part of the airport’s capital plan. This Amendment to the On-Call Engineering Agreement with Woolpert (formerly Jviation) is for their assistance with the completion of all required documentation, exhibits, costing and other information for the USDOT RAISE Grant application. The total cost for Woolpert’s services related to this grant application is a not to exceed amount of \$55,000.

ADMINISTRATION AND FBO BUILDING PROJECT OVERVIEW:

Presented for Board consideration is the construction of a combined Airport Administration and FBO building. This building would be constructed at the south end of the airport development subzone in the location of the existing Hangar 4.

The proposed facility provides airport staff with much-needed administration offices and support spaces on the second floor. The airport administration offices were moved in 2021 to a temporary trailer to allocate more preferential use space for our airline partners in the commercial terminal. The temporary trailer that the administration offices are currently housed in does not have an adequate number of offices or adequate meeting space and is not constructed to be a long-term facility. The ground level floor of the proposed facility will be utilized by staff, pilots, and customers. The ground level includes FBO staff offices, operational and fueling support space, pilot flight planning and weather resources, and a lobby. The basement level includes additional support and storage space.

The existing FBO Terminal and Hangar 4 are both over 30 years old. The buildings have notable safety concerns including outdated fire suppression systems, water damage, mold, and while the buildings complied with building codes when they were constructed, they require updates. To retrofit the existing facilities to resolve these safety issues would be expensive and less efficient than replacement. In addition to the safety concerns, the buildings are not efficient from an environmental perspective. The facilities have poor insulation and utilize inefficient heating systems. The proposed facility was designed to the highest environmental standards. The facilities architectural design reduces energy use and utilizes long-life cycle and low VOC materials. The facility was designed with sustainable building features including geothermal heat pumps, ventilation energy recovery, high efficiency glass, efficient lighting (LED, occupancy/vacancy sensors), and dark skies compliant exterior light fixtures.

The proposed Administration Building and FBO Terminal is roughly 21,500 of above ground square footage. This building will replace the use of approximately 40,000 of interior square footage at the airport including the current FBO terminal, administration trailer, and office space in the existing Hangar 4 and aircraft storage in the existing Hangar 4. The new facility has a footprint of roughly 11,000 square feet, with a basement, main floor, and second floor. This facility contains no aircraft storage space. An existing hangar will be torn down to construct this facility.

This project will be funded with airport revenues and revenue bonds. No taxpayer dollars will be used for the construction of this facility. Sources of airport revenue include fuel sales, landing fees, and hangar rents. The revenue bonds (loan) used for the construction of this facility will be paid back over time using FBO revenues.

ACTION ITEMS:

GMP Amendment 2024-5 for Administration and FBO Building: This Guaranteed Maximum Price (GMP) Amendment with Wadman Corporation is for the construction of the Administration and FBO Building. The total GMP amount is \$47,043,814. Wadman was selected to act as the airport's Construction Manager at Risk (CMAR) for the different components of the overall FBO Facilities Development Project through a competitive proposal process. This project falls under this base CMAR Agreement.

Wadman completed a competitive bid in accordance with Wyoming requirements for CMAR subcontractor work in November and submitted a GMP proposal in December 2023. Mike Mahoney with KLJ Engineering, acting as the Owner's Representative, reviewed the GMP proposal and found the GMP amendment to be fair and reasonable and recommends acceptance.

Construction is anticipated to begin in the early spring of 2024 with a substantial completion date of November 14, 2025.

Bank Selection for Revenue Bonds for Administration and FBO Building: The construction of the Administration and FBO Building will be financed with airport cash reserves and revenue bonds. In the fall of 2023, an RFP was published and sent to 10 financial institutions. In response to the RFP, we received one proposal, from First Interstate Bank. First Interstate Bank is the holder of the other bonds at the airport.

The FIB proposal is for \$41.3 million in revenue bonds. The proposed terms of the FIB proposal include:

- Proposed Interest Rate of the 5-year Federal Home Loan Bank Amortizing Advance Rate 5/20 (Index) plus a margin.
- Interest Rate would adjust every five years based on the then current Index plus the margin, with a floor of 4.0% (interest rate will never be less than this)
- 20 Year Loan Term
- No prepayment penalty
- Bonds would be backed with a pledge of net revenues

Upon Board Selection of FIB for these revenue bonds, bond counsel for both the bank and the airport will finalize the loan terms and draft bond documents. If there are no changes to the loan terms from what is being presented to the Board at this meeting, the bond documents will be finalized, and the Board President and Board Treasurer will sign the bond documents.

Amendment to Construction Administration and Construction Observation Agreement (CA/CO) with KLJ: In June 2023, the Board entered into an agreement with KLJ for professional services related to the Administration and FBO Building. The base agreement was in an amount of \$300,000 and was for the preconstruction services (construction documents review & completion, permit support, and bidding assistance) for the project that needed to occur prior to Board approval of the project. KLJ has prepared an amendment to this base contract to provide construction services associated with the Administrative and FBO Building.

These services include an onsite resident project representative to assist the design team with daily onsite construction administrative needs. The design team will review construction submittals, respond to contractor questions, periodically visit the site to review progress, attend weekly construction progress meetings, provide recommendations for fixtures, furniture, and equipment, and assist with supplemental design services and FAA grant application/administration as necessary. Owner required material testing and special inspection services will also be provided under this amendment to verify the contractor is in general compliance with project plans and specifications. Upon completion of construction, KLJ will assist the owner with project closeout and a 12-month post construction warranty period.

The total cost of this Amendment for these construction services is \$4,098,436.55.

Amendment to Owners Representative Agreement with KLJ: In October of 2022, the Board entered into an Owners Representative Agreement with KLJ Engineering. The base Agreement was for the JAC GA Facilities Project, and the original scope included Hangar 3/GSE Building and the Fuel Farm Expansion. This amendment extends Owners Representative services to additional bid packages (Administration & FBO Building and Hangar 5) within the JAC GA Facilities Project through the term of the Owners Representative contract (December 31, 2024) and allocates funds for 2024. OR Services related to Hangar 5 will only be provided under this contract if the Board moves forward with that project prior to December 31, 2024.

The Owners Representative (OR) services generally involve acting as the Owner's agent to execute the Construction Manager at Risk (CMAR) alternate project delivery method to construct these facilities. The OR coordinates the project delivery schedule and verifies compliance with federal, state, and JAC procurement requirements. The OR coordinates and verifies the procurement of permits, environmental clearance, and airspace reviews with the design team. The OR guides the CMAR in preparing the GMP Proposal format, reviews the GMP Proposal, negotiates the GMP Amount on the Owner's behalf, prepares the GMP Amendments for Board review and approval, and prepares a summary recommendation memo for the Board. After approval of the GMP Amendment, the OR coordinates construction start-up activities with the CMAR, design team, and airport staff. During construction, the OR represents the Owner at project meetings, verifies contract administration, reviews and approves use of project contingencies, and resolves issues in coordination with the CMAR, design team, and stakeholders. The OR reviews CMAR pay requests, recommends payments, and assists airport staff to forecast cash flow requirements. As the work is completed, the OR verifies required notices are published, calculates final payments including cost sharing, and verifies completion and delivery of training, Operations & Maintenance manuals, and required closeout documents.

The OR does not provide any services related to professional service (design, CA/CO, etc.) agreements between the Airport and KLJ Engineering, LLC. The OR agreement has a responsibility matrix that clearly delineates responsibilities to avoid any conflicts of interest.

The total cost of this Amendment is \$184,800, which extends the OR services for the GA Facilities Projects provided by KLJ through December 2024. At that time, the Board will need to extend the OR agreement if they desire to continue to use KLJ for these services.