

MEMORANDUM

DATE: April 11, 2024

SUBJECT: SUMMARY FOR APRIL 17, 2024 BOARD MEETING

HUMAN RESOURCES UPDATE: Tony Cross will provide an update to the Board.

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda 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 held on March 19, 2024 and the Budget Workshop on April 9, 2024.
2. **Standard Form Agreements:** The intent of the Board approving Standard Form Agreements is to streamline the process for certain types of contracts and authorize the Executive Director to enter into these routine agreements on an as needed basis. By having a Standard Form Agreement in place, we can efficiently enter into these contracts without having to time them around a Board meeting. Standard Form Agreements are particularly appropriate for routine, non-exclusive, contractual relationships.
 - a. **Jackson Hole Airport – Off Airport Rental Car Agreement:** The Airport allows rental car companies that do not have an onsite presence to pick up and drop off customers at the Airport in a shuttle and transport them to their offsite rental car location. This Standard Form Agreement will be utilized for all Off Airport Rental Car operators and will be effective for the same time period as the On Airport Rental Car Agreements (May 1, 2024 – April 30, 2027).

Dollar/Thrifty is the largest of the expected Off Airport Rental Car vendors for the upcoming contract year. There are several other small companies that offer a limited number of rental cars that will also enter into an Off Airport Rental Car Agreement. Jackson Hole Rental Vehicles and Jackson Hole Adventure Rentals are both examples of very small companies that have a handful of rental vehicles available and have previously had Off Airport Rental Car agreements.

Having a standard form agreement for the Off Airport Rental Car companies will allow staff to quickly work with any interested vendor who is planning on servicing passengers at the Airport and ensure that they are meeting the airport's insurance requirements, following the airport rules

and regulations, and that we are collecting 10% of their revenue for their presence at the airport.

- b. Jackson Hole Airport – Ground Handling License:** Each airline utilizes a Ground Handling company to handle their aircraft operations at the Jackson Hole Airport. The Airline contracts directly with the Ground Handling company for these services. Often, the Ground Handler is a subsidiary of the airline (for example, Envoy handles American flights and is a wholly owned subsidiary of American). The Airport's primary contractual relationship is directly with the Airline. The Airline pays the Airport for both the preferential and joint use space at the airport, the landing fees, etc.

In addition to the contractual relationship with the Airline, the Airport has a contractual relationship with the Ground Handler to ensure that they meet the airport's insurance requirements, follow required nondiscrimination requirements, follow airport rules and regulations, and understand airport security procedures.

This standard form agreement outlines the relationship between the Airport and the Ground Handling provider. The Ground Handling providers change from time to time based on airline bid processes and needs, and this standard form of agreement will allow staff to work quickly with any new provider of ground handling services at the airport.

- c. Jackson Hole Airport – Standard Terms and Conditions:** The Airport utilizes many different vendors to provide routine services at the airport such as HVAC maintenance or car wash servicing in the QTA. These vendors often provide a quote or a basic agreement to the airport for the services. This Standard Terms and Conditions form can be appended to a Quote/Work Order/Contract for basic services to ensure that the Airport's requirements are being met and avoiding the need for significant back and forth with the vendor on terms. This standard form will simplify contracting for smaller items and minimize time-consuming efforts on individual contracts for each service.
- 3. FBO Vehicle Leases (3 Vehicles):** The FBO has been using rental cars for FBO vehicles since we took over operations last May. The vehicle leases presented for Board approval include a minivan to move pilots and passengers around the airport, and two SUVs for staff errands and pilot use. A request for bids was published and bids were received on April 5th for each of the vehicle leases.
 - 4. Mead and Hunt 8th Amendment – Monitoring Well Abandonment, Repair, and Installation:** This 8th Amendment to the Mead and Hunt On-Call Environmental Services agreement is for work on several groundwater monitoring wells on the airport property.

In 2010, USGS (United States Geological Survey) in conjunction with the Jackson Hole Airport Board installed a series of groundwater monitoring wells on the airport property. The original purpose for these wells was for USGS to study the impacts of deicing operations at the airport on the Snake River Aquifer. USGS has been collecting water quality data from 2011 to the present. These wells have also been utilized by JHA since 2020 in assessing PFAS concentrations on the Airport property.

These wells are more than 14 years old and the weather conditions in Jackson have caused damage to concrete seals around the tops of the wells. The proposal will repair several wells; remove stuck equipment from a deep well; close out a well that was replaced by USGS; and relocate a well that has been recently flooded at the surface. USGS has been consulted on the location of the two new wells and concurs with the work.

The total cost of this Amendment is a not to exceed amount of \$110,808.

- 5. Straight Stripe Painting – 2024 Seal Coat and Mark Project:** Every year, JAC re-marks the pavement markings on the airport on both the airside and landside to ensure that the markings remain in the best condition possible to remain visible for the safe movement of aircraft and ground handling personnel. Additionally, it is important that the airfield markings be in good condition to conform to FAA Part 139 regulations and requirements especially after the winter's heavy snow plowing and brooming.

Most years, JAC elects to participate in WYDOT Aeronautics' Group Maintenance Project to secure the best unit pricing to complete the marking work. JAC, as with all other airports in Wyoming, is eligible for State funding for this Project on a rotating basis once every four years. Although JAC is not eligible for WYDOT Aeronautic State funding for this year's cycle, JAC may participate in the group bid as a 'local funded' participant. This year, Straight Stripe Painting was the apparent low bidder for the WYDOT Aeronautics' Group Maintenance Project. It is recommended that the JHAB award the JAC specific work to Straight Stripe Painting in the amount of \$224,070.20. This item is in the airport budget.

ACTION ITEMS:

Financial Reports: Financial reports for March 2024 will be presented for Board acceptance.

FY2024-2025 Budget: Proposed for approval is the FY 2024/2025 budget. This year we are presenting the budget with three enterprise centers and six cost centers. The enterprise centers include the Fuel Farm, Airport Operations, and Fixed Based Operator (FBO). The six specific cost centers remain unchanged from prior years and include: airfield, landside, terminal, other buildings and grounds, environmental, and community outreach.

Once approved by the Board the budget will be forwarded to the Town and County for their action.

Approval of Series 2024A Revenue Bond – Airport Administration and FBO Terminal Building Project: In January, the Board approved the selection of First Interstate Bank as the issuer for the Revenue Bonds for the construction of the Administration Building and FBO Terminal.

The 2024A Bond Resolution and associated finance documents are the official documents that secure the approved Revenue Bond. These documents encompass the terms that were presented to and approved by the Board at the January Board meeting.