

MEMORANDUM

DATE: AUGUST 14, 2021

SUBJECT: SUMMARY FOR AUGUST 21, 2024 BOARD MEETING

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 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 regular Board Meeting held on June 19, 2024, and the Board Retreat held on June 19 – June 20, 2024.
- 2. Equipment Purchase – F550 Sander Truck from Peach State Truck Centers:** Presented for Board consideration is the purchase of an F550 with a sander attachment. This piece of equipment will be used for winter maintenance and snow removal at the Airport. The total cost of the F550 with the attachments is \$136,806.
- 3. Serco Contract Tower Agreement:** The FAA provides Air Traffic Control (ATC) services at the Jackson Hole Airport through a contract with Serco. Serco provides contract tower services for the FAA across the United States at locations that do not have FAA controllers. The FAA uses a specific calculation based on number of operations to determine the number of hours of ATC coverage they will provide. At JAC, the current FAA formula pays for contract tower ATC services from 0700 – 2100.

The Airport has requested additional ATC coverage from 2100 – 2130 each day. It is challenging from an operational perspective to have ATC services end at 2100 as there are often commercial aircraft arriving to the airport around that time. To streamline ATC services in Jackson, we believe that paying for an additional 30 minutes of coverage each night in order to have the ATC hours line up with the voluntary curfew hours will be beneficial from both a safety and an efficiency perspective.

The cost to the Airport for additional ATC coverage is \$125.34/hour. For 30 minutes daily of additional coverage, the total annual cost is approximately \$22,874. The proposed contract has a not to exceed amount of \$25,000.

ACTION ITEMS:

Financial Reports: Financial reports for June and July 2024 will be presented for Board acceptance.

Resolution 2024-05 – Aviation Worker Screening: TSA has issued National Amendment 23-02, requiring certain airports, including the Jackson Hole Airport, to conduct aviation worker screening. This unfunded mandate requires Airport staff to randomly screen aviation workers (badge holders) accessing any restricted area at the airport. While there are legal challenges to the proposed program working their way through the court system, we are setting ourselves up to be prepared to begin providing the required services by the TSA deadline of September 24, 2024.

Our existing airport rules and policies do not adequately cover this type of activity and Resolution 2024-05 is proposed to provide structure to the Aviation Worker Screening program that will be implemented. This proposed Resolution specifically states that aviation workers must submit to screening and that Airport staff have the right to deny access to the restricted area. In addition, in the process of finalizing procedures for Aviation Worker Screening it was discovered that the Town of Jackson municipal code regarding the airport was written in such a way that it only prohibited firearms, explosives and incendiaries in restricted areas of the airport. The Aviation Worker Screening program requires us to also prohibit dangerous weapons such as knives. This Resolution will give the Board's employees or contractors the authority to prohibit a larger number of items from being brought into the restricted area.

Resolution 2024-06 – AIP 80 (BIL Funds to Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway): FAA Grant AIP 3-56-0014-080-2024 is in the amount of \$3,361,715 and the funds will be used for the "Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase III – Rehabilitate Taxiway A from Taxiway A3 to A4)" project. This grant is through the Bipartisan Infrastructure Law (BIL).

Resolution 2024-06 accepts and agrees to the conditions of the grant offered by the FAA for this project.

Resolution 2024-07 – AIP 82 (Entitlement and Discretionary Funds to Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway): FAA Grant AIP 3-56-0014-082-2024 will be the Airport's share of Entitlement and Discretionary Funds for this fiscal year. The FAA is still finalizing the grant and has provided a draft form of grant agreement along with an estimated grant amount of \$13,869,044. The funds will be used for the "Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase IV – Rehabilitate Taxiway A from Taxiway A3 to A4 and Construct Deicing Pad Access Taxiway)" project.

Resolution 2024-07 accepts and agrees to the conditions of the draft grant offered by the FAA for this project and authorizes the Board President and Board Secretary to sign the final grant in an amount up to \$14,000,000 in a form that is substantially the same as the draft agreement provided by the FAA.

Resolution 2024-08: AIP 83 (Congressionally Directed Spending for the Design of the Deicing Pad and Containment Facility): FAA Grant AIP 3-56-0014-083-2024 is the congressionally earmarked funds through Senator Hageman's office in the amount of \$2,996,351. The funds will be used for the "Construct Deicing Pad and Containment Facility (Phase 1 – Design and Construction Administration Fees)" project.

Resolution 2024-08 accepts and agrees to the conditions of the grant offered by the FAA for this project.

Each of the above grants will be placed on the agenda for Teton County Commissioners and Town Council for approval. All signatures for each grant must be collected prior to the end of the fiscal year (September 30th).

Update to Resolution 2023-04: Delegation and Reservation of Authority: Presented for Board approval is an update to Resolution 2023-04 – Delegation and Reservation of Authority. The proposed language delegates to the Executive Director the authority to purchase aircraft to be repaired and/or upgraded by our FBO maintenance team and then resold. This line of business has several benefits, including an opportunity to provide hands-on training for our FBO mechanics as well as the potential for income generation.

In order to purchase an aircraft, the ability to work through the purchase process quickly is paramount. The proposed update adds a new Section as follows:

1(xii). With prior notification to the Board, to bid on, negotiate for the purchase of and execute a bill-of-sale or similar agreement for aircraft and aircraft parts and equipment from a dealer, broker, or at auction using net operating revenues from the FBO, for the purpose of repair or restoration principally by employees of Jackson Hole Flight Services certified in aircraft maintenance and repair, and to sell or trade the same following the repairs and restoration.

Glycol Supplier Contract with Ascent Aviation Services: The procurement policy specifically states that contracts with suppliers of aviation fuel, motor fuel, and deicing and similar fluids shall be procured not less than once every five (5) years through a competitive Request for Proposal (RFP). Staff published an RFP for deicing fluids in July and received three proposals in response. A Selection Committee reviewed the proposals that were received and has identified Ascent Aviation Services (World Fuel) as the top proposer. World Fuel is the current supplier of our deicing fluids and we have established a positive working relationship with them. Their proposal included the cheapest price for deicing fluids. Their proposal also highlighted the reliability of their supply chain and their previous experience in JAC was relevant in the selection criteria.

The contract with Ascent Aviation Services will be presented for Board approval and authorize staff to purchase deice fluid on an as needed basis under the contract. The contract does not prohibit staff from purchasing deice fluid from an alternative source if it is necessary in an unusual circumstance (i.e. a supply chain issue).