



Jackson Hole Airport Board Meeting

Date: October 30, 2024

Time: 9:00 am

Place: Board Room

- I. **Call to Order**
- II. **Employee of the Month**
- III. **Community Outreach**
- IV. **Comments from Grand Teton National Park, Town of Jackson, Teton County and the Public**
- V. **2024 Q2 and Q3 Fly Quiet Presentation**
- VI. **Action Items**
 - A. Consent Agenda
 1. Approval of the Minutes
 - a. August 21, 2024 Regular Meeting
 - b. September 12, 2024 Special Meeting
 2. Transportation Security Clearinghouse Services Agreement
 3. Series 2024A Bond Resolution Amendment
 4. Mead and Hunt On-Call Environmental Consulting Agreement 9th Amendment
 - B. Financial Reports
 - C. Ken Garff Cheyenne Vehicle Purchase Agreements
 1. Ford Ranger (1 of 2)
 2. Ford Ranger (2 of 2)
 3. F150 Lightening
 4. Ford 550 Truck Chassis
 - D. KLJ Engineering Owner's Representative Agreement – Amendment 2
- VII. **Director's Comments**
 - A. Activity Reports
 - B. Operations, Security, and FBO Updates
- VIII. **Board Comments**
- IX. **Executive Session** for the purpose of considering or receiving any information related to the employment of executive personnel and the tender of offers concerning wages, salaries, benefits and terms of employment; on matters concerning litigation to which the Airport Board is a party or proposed litigation to which the Airport Board may be party; and any other information classified as confidential by law, as authorized by Wyoming Statute §16-4-405 (a)(ii), (a)(iii), (a)(ix) and (a)(x).
- X. **Adjourn**

JACKSON HOLE AIRPORT

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James P. Elwood, AAE, Executive Director

MEMORANDUM

DATE: OCTOBER 22, 2024

SUBJECT: SUMMARY FOR OCTOBER 30, 2024 BOARD MEETING

2024 Q2 AND Q3 FLY QUIET PRESENTATION: Ryk Dunkelberg and Paul Dunholter will present the 2024 Q2 and Q3 Fly Quiet results 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 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 August 21, 2024 and the Special Board Meeting held on September 12, 2024.

- 2. Transportation Security Clearinghouse Services Agreement:** This Agreement with AAAE is a continuation of our current airport ID background vetting services with the additional service of an Identity Management System (IDMS). The airport has used AAAE's Transportation Security Clearinghouse for many years to process security threat assessments and fingerprints for airport ID badge holders. With AAAE's partner, AirBadge, we will have access to AirBadge's IDMS platform that will allow us to streamline the badging and credentialing process, eliminate the need to enter the same data into several different databases and ensure compliance with TSA regulations. Other benefits of an IDMS are the ability to move towards a paperless badging office, a self-service portal and appointment scheduling. The annual costs for these services is not to exceed \$75,000 and is a budgeted item. The Organizational Documents Committee has reviewed this Agreement.

- 3. Series 2024A Bond Resolution Amendment:** The 2024A bond for the Administration/FBO Terminal building requires periodic submission of a coverage certificate. We have been working with First Interstate Bank (FIB) to adjust the timing of the submission for the required coverage certificate to align with the airport's and bank's processes. The change has been captured in this Amendment which was prepared by the Airport's bond counsel. The Airport's attorney, FIB, and FIB's bond counsel have all reviewed the amendment, as well as the Board Treasurer.

- 4. Mead and Hunt On-Call Environmental Consulting Agreement 9th Amendment:** In 2022, an RFP was published for an On-Call Environmental Consultant. The Airport entered into an Agreement with Mead and Hunt for On-Call Environmental Consulting Services. The base agreement was for two years, with three additional one-year extension options for a total term of 5 years. The

9th Amendment to the Mead and Hunt Agreement exercises the option for the first of the three available one-year terms and extends the agreement through December 13, 2025. Staff continues to be pleased with the services that Mead and Hunt provides to the Airport and looks forward to a continued relationship with them. This Amendment has been reviewed by the Organizational Documents Committee.

ACTION ITEMS:

Financial Reports: Financial reports for August and September 2024 will be presented for Board acceptance.

Ken Garff Cheyenne Vehicle Purchase Agreements: Wyoming Statute requires all new vehicles that are leased or purchased go through a competitive bid process. Staff published a solicitation for several different vehicles, and we received those bids and have reviewed them. Based on the bids received, the below vehicle purchases are presented to the Board for approval.

The Organizational Documents Committee has reviewed and provided feedback on the vehicle purchases.

Summary:

(2) Two – 4x4 Mid-Size Pick Up Trucks: One of these vehicles will be used by the Operations team and one of the vehicles will be used by the FBO team. These trucks will be used for various tasks around the airfield and errands to/from town. These are the workhorse vehicles of the Airport.

We received 14 bids for the Mid-Size Pick Up Trucks. Only 3 of them meet the specification, and we are bringing forward the 2 lowest responsive bids for two Ford Rangers. Both are from Ken Garff Cheyenne and prices are \$50,070 and \$55,883 respectively.

(1) One – 4x4 EV Pick Up Truck: This electric truck will be used for various airport operation tasks including FAA Inspections, tours, and errands.

We received 4 bids. 3 of them did not meet published specifications. The lowest responsive bid is a Ford F150 Lightning can be ordered to the required specification from Ken Garff Cheyenne. The cost is \$73,094 and the vehicle will be delivered in 120-180 days.

(1) One – 4x4 Crew Cab Class 5 Truck Chassis: This truck will replace one of our existing ARFF rescue vehicles that is approximately 30 years old. This chassis will be retrofitted with a storage box for applicable ARFF equipment. This vehicle will be painted to match our other ARFF equipment.

We received 5 bids. 4 of them did not meet published specifications. The lowest responsive bid is a Ford F550 we can order to the required specification from Ken

Garff Cheyenne. The cost is \$72,382 and the vehicle will be delivered in 120-180 days.

KLJ Engineering Owner's Representative Agreement – Amendment 2: This Amendment extends the period during which KLJ Engineering will provide Owner's Representative (OR) services for the Administration and FBO Building project through April 30, 2026. The Not to Exceed (NTE) amount of this Amendment is \$293,900. The current OR Agreement with KLJ is set to expire at the end of December. When the Board executed the Agreement originally, the FBO/Administration building had not yet been approved for construction. While the original OR agreement has carried the project to date, it is time to update the agreement to cover the balance of the construction period. This Amendment has been reviewed by the Organizational Documents Committee.