

MEMORANDUM

DATE: June 21, 2019

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 five items are on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the regular Board meeting held on May 22, 2019.
2. Screening Medical Exams – Agreement: A request for proposals was issued for provision for preemployment medical exams for the screening staff. The requirements for medical providers to meet the minimum medical screening standards per TSA regulations are significant. As the Airport's current provider, Emerg A Care responded. The agreement is non-exclusive and is for a one year term with two one year options.
3. Transportation Network Company – Amendments: These amendments reflect the updated rates and charges approved by the Board at the May meeting and extend the term for another year.
4. Airline – Amendments: The airline agreements expire June 30, 2019. These amendments incorporate the Board approved rates as well as an enhanced environmental clause. The proposed amendments expire October 15, 2019 after which the the Board will be approving new long-term airline agreements.
5. Water Well Re-permitting: Proposed is a petition to repermit two of the existing airport water wells to reflect the new use of the wells:
 - a) Old waste water treatment plant well will be used for the new QTA, fuel facility and terminal building,
 - b) Old Hertz well will be used for irrigation on the east property tree lineAdditionally, two unused wells will be abandoned. This is an administrative procedure.

RATES REVIEW: Jackson Hole Aviation has submitted a request to decrease the price of Jet A from \$7.70 to 7.52. These rates remain commensurate with other intermountain airports.

FINANCIAL REPORTS: Year to date income across the three enterprise centers is 5% better than budgeted and expenses are 2% over budget. May income in the Airport Operations enterprise center was 6% over budget, Security Operations was 4% above budget and Fuel Farm was 5% above budget. Expenses in the Airport Operations enterprise center were 4% above budget, in Security Operations were 4% above budget

and in the Fuel Farm enterprise center were -17% below budget.

FIRST AMENDMENT POLICY: Proposed for Board consideration is a policy defines the acceptable time, place and manner of expression of First Amendment Rights at the Airport. The policy includes a map outlining the designated locations for permitted activities to occur as well as an application for consideration of a permit.

BEAR SPRAY RENTAL: Staff issued an RFP for a bear spray rental/return kiosk in the terminal and received multiple responses. Upon reviewing the proposals, the selection committee determined Teton Backcountry Rentals' proposal of a staffed kiosk including rental, return, and education on the use of bear spray to be the best solution. Proposed for approval is an agreement with Teton Backcountry Rentals for the Bear Spray Rental kiosk.

SUPPLEMENTAL FUEL AGREEMENT: The existing fuel agreement between the Board and Jackson Hole Aviation expires on August 1, 2019. The proposed Supplemental Fuel Agreement extends the term of the existing fuel agreement through April 26, 2023 and restates the fee for the sale of motor fuels. Gasoline and diesel fuels will be sold to Jackson Hole Aviation at the rate stated in the Board's Rates and Charges Resolution.

FBO PARKING ACCESS CONTROL AMENDMENT: As part of the parking lot access and revenue control project a gate will be installed at the FBO parking lot. The FBO has use of a portion of the gated area as defined in the Hangar 5 agreement with the Board. Proposed is an amendment to the Hangar 4 and 5 Facilities Lease allowing the Board to reimburse the FBO for the lost revenue from the gated off parking lot.

MOVE IN LOAN ASSISTANCE: The Move-In Loan Assistance Program has been in place for a year and a half and staff has had an opportunity to evaluate the requests for use and employees' needs over this time. The policy update reflects what works best for employees including revised guidelines for the criteria and approval process and updates to the guidelines for the terms of repayment.