

MEMORANDUM

DATE: December 12, 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 six items are on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the regular meeting held on October 16, 2019 and the special meeting held on November 13, 2019.
2. Vending Machine Amendments: There are three vending machine operators at the airport (Coke, Pepsi, and a food vendor). The existing vending machine agreements expire on December 31, 2019 with an option for a two-year extension. These amendments exercise the two-year option with additional language allowing the Board to cancel the agreements with 60 days written notice. All other terms and conditions remain the same.
3. Hangar 2 Amendment: The current amendment for Hangar 2 expires on December 31, 2019. This is a one-year extension of the prior amendment with all other terms and conditions remaining the same.
4. Security Storage Purchase: Proposed is the purchase of additional storage to increase capacity and properly retain data from the cameras across the facility. This upgrade adds approximately 400TB of storage and is necessary to allow for expanded camera coverage, higher resolution cameras and longer retention times.
5. Three Elephant Amendment: Amendment One with Three Elephant extends the term of the original agreement for one year. All terms and conditions of the original agreement remain unchanged.
6. Human Resources Information System (HRIS) Purchase: Implementation of an HRIS would give us a dedicated HR information tracking and reporting system; a robust system that tracks time, attendance, time off requests, etc.; and a full-service payroll system. Staff has worked with Hayes, the airport's benefits consultant, to review and recommend an HRIS vendor.

RATES REVIEW: Jackson Hole Aviation has submitted a request to increase the price of Jet A from \$7.78 to \$7.80 per gallon. Staff conducted a rate review and these rates remain commensurate with other intermountain airports.

FINANCIAL REPORTS: Income across the three enterprise centers is 12% better than budgeted and expenses are 6% over the budgeted amount. October income in the Airport Operations enterprise center was 32% better than budgeted, Security Operations was 3% better than budgeted and Fuel Farm was 18% better than budgeted. Expenses in the Airport Operations enterprise center were -1% below the budgeted amount, in Security Operations were -6% below the budgeted amount and in the Fuel Farm enterprise center were 27% above the budgeted amount. November income in the Airport Operations enterprise center was -23% below budget, Security Operations as 1% better than budgeted, and Fuel Farm was -7% below budget. November expenses in the Airport Operations enterprise center were 3% over budget, in Security Operations were -4% below budget, and Fuel Farm was -4% below budget.

PFC income for the quarter ended September 30, 2019 was \$390,469 and year to date through the end of September we have collected \$1,291,377. At the current rate of collections we anticipate having all approved projects fully reimbursed by June 2031.

JACKSON HOLE AVIATION FEES: Jackson Hole Aviation (JHA) submitted a request to increase some of the basic fees they charge their customers. Per the master operating agreement, on or before February 1st of each year JHA can request to adjust changes to non-consumable fees (i.e. rent, tie-down, maintenance). Staff conducted a rate survey and it was determined that the rates met the fair and reasonable clause as directed in the Airport's Use Agreement with the Department of the Interior. This is the first requested rate increase since 2014.

GENERAL OPERATING RULES: Proposed for acceptance are the final General Operating Rules initially considered at the September meeting. The Rules were published for 45 days and public comment was taken during that time though none was received. A public hearing was held at 8:30 am to receive any additional comments.

APPROACH AND DEPARTURE PROCEDURES: This amendment is focused on the continuation of the Part 150 study work. Mead and Hunt will be focusing on ways to reduce the length of the landings and departures required at the Jackson Hole Airport which helps to reduce noise impacts of aircraft operations. The scope includes analysis of noise benefits, developing visual procedures that mitigate noise, a departure delay analysis, and weekly calls and in person meetings.

RECYCLING BIN PURCHASE: The airport has been working with Mead & Hunt to develop different ways for the airport to meet their 60% diversion by 2030 goal. One step to meet the goal is to provide airport customers in the terminal with recycling options in one convenient location that is clearly marked so they easily make the right choice. Based on the airport's waste audit and the community's recycling options, Mead & Hunt developed recycling containers that will be labeled with the Recycle Across America signage for ease of use.