

MEMORANDUM

DATE: February 17, 2020

CERTIFICATE OF ORGANIZATION & CONFLICT OF INTEREST DECLARATIONS:

Proposed for adoption is the Certificate of Organization of the Airport Board for 2020. This Certificate of Organization also lists the Registered Agent for the Airport and will establish officers for the coming year. All Board Members and the Registered Agent will also be asked to complete Conflict of Interest Declarations as required each year.

NOISE UPDATE

The Board's noise consultants will be at the February meeting to update the Board on the airports enplanements, noise and operations history and activity this past year. Additionally, they will discuss progress on the Fly Quiet program and other noise mitigation initiatives.

HR UPDATE

The Board's HR Manager will review changes in HR policies implemented by the Board in 2019. He will also discuss the impact these changes had on staffing at the airport. As part of his review he will also cover trends in the cost of living, housing and rental markets affecting people living in Teton County and Wyoming this past year.

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 four items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Open House on December 16, 2019 the Public Hearing and Board meeting held on December 18, 2019 and the Special Board meeting held on January 16, 2020.
2. Official Depositories: At least annually the Board is required to name the financial institutions in which they will deposit funds. The Board fulfills this requirement in February of each year. Proposed for approval are Wells Fargo, Bank of the West and First Interstate Bank. Once these depositories are named, there is no specific requirement to deposit funds at any of the named institutions.
3. Spare Fuel Facilities Pump Purchase: Proposed is the purchase of a spare pump, motor and gear box for one of the refueling islands at the fuel farm. This will provide redundancy reducing down time if any part of that system goes down. Additionally, this unit will fit the specific configuration at the fuel farm without retrofit.

4. Fuel Facility Controls Service Agreement: The programmable logic controller (PLC) system at the fuel facility is the computer system that controls the facility functions and the information flow from the facility to the airport. Included with the PLC system is a human machine interface (HMI). To ensure proper functioning of these systems, the manufacturer, Telemetry and Process Controls – Fuel, Inc., (TPC) has provided a maintenance agreement including preventative maintenance and service which is proposed for Board approval.

RATES REVIEW: Jackson Hole Aviation has submitted a request to decrease the price of Jet A from \$7.80 to \$7.56 per gallon. Additionally, a request to increase the price of Type I glycol from \$26.00 to \$27.00 per gallon and Type IV glycol from \$29.50 to \$30.50 was also received. Staff has conducted a rate review and these rates remain commensurate with other intermountain airports.

FINANCIAL REPORTS: The following tables represent the financial information for December 2019 and January 2020.

	MTD December 2019		MTD January 2020	
	Income	Expenses	Income	Expenses
Airport Operations	-13%	0%	6%	-1%
Security Operations	2%	0%	2%	-1%
Fuel Farm Operations	26%	24%	6%	11%
Sub-Total	15%	24%	14%	9%
Capital	96%	16%	57%	17%
Total	111%	40%	71%	26%

Reflected in the airport operations income number was the fact that the rental cars reached their minimum annual guarantees (MAGs) earlier this year than last year due to a strong summer. They will begin paying the MAG again in May at the start of the contract year. Additionally, the net income was down in January due to the payment of insurance.

PFC income for the quarter ended December 31, 2019 was \$370,312 and year to date through the end of December we have collected \$1,661,693. These funds can only be used for approved projects that enhance safety, security, capacity, or reduce noise. At the current rate of collections we anticipate having all approved projects fully reimbursed by June 2031.

RESOLUTION 2020-01 – TRANSPORTATION LEADERS AGAINST HUMAN TRAFFICKING PLEDGE: The Manager of the FAA at the Denver Airport District Office, John Bauer, has asked the Board to join other transportation leaders in the pledge against human trafficking. Resolution 2020-01 formally recognizes the Board’s pledge and commits the Board to employee education, raising public awareness, and joining to measure the collective impact.

AUDIT AGREEMENT: Proposed is an agreement with Eide Bailley to conduct the audit of the Board's financials for FY 2020-2022. Eide Bailley has been the Board's audit firm for 3 years. The agreement incorporates the Government Accounting Standards Board's proposed transition to GASB 87 (Lease Accounting) in FY 2021. GASB 87 is intended to provide information to financial statement users by requiring the recognition of specific lease assets and liabilities that previously had been classified as operating leases. Because there is now a single model for lease recognition, the consistency of information about leasing activities is improved. The first step for staff is gathering all of the leases (both from the lessee and lessor perspective) and pulling relevant information from them for further categorization. Staff will also need to formulate journal entries, footnote disclosures and present values of future lease payments in addition to recording assets, liabilities, receivables, and inflows from the leases.

RUNWAY DESIGN NON-FEDERAL REIMBURSABLE AGREEMENT: As part of the runway project, staff and the engineers will need to work with the FAA on the location of the FAA owned navigation aids and any possible impacts to them due to the project. Proposed is an agreement with the FAA for the meetings and design work that is eligible for reimbursement once the grant for the runway project has been received.

CLASSIC AVIATION AGREEMENT: Proposed is an agreement with Classic Aviation allowing the operation of air medical flights from the airport. The term of the agreement is three years.