

MEMORANDUM

DATE: April 12, 2020

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are considered routine and can be approved by a single motion. 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 Board meeting held on March 18, 2020.
2. JH Security Agreement: The airport uses JH Security to provide after hours security at the airport every night. Because the agreement with JH Security will expire May 31, 2020 a new agreement is proposed for Board approval. This agreement has a one year term.
3. Car Wash Maintenance Agreement: Proposed for approval is a non-exclusive one year service agreement for maintenance of the car rental quick turn around wash facility. The preventative maintenance for the 3 car wash bays will be performed as recommended by the manufacturer.
4. Town of Jackson LEO MOU: The Memorandum of Understanding for law enforcement (LEO) services with the Town of Jackson expires this year. Included for consideration is a new Memorandum of Understanding with the Town to provide LEO services. The airport is required to have law enforcement coverage during hours of passenger screening.

RATES REVIEW: Jackson Hole Aviation has submitted a request to decrease the price of Jet A from \$7.39 to \$6.76 per gallon. Staff has conducted a rate review and this rate is commensurate with other intermountain airports.

FINANCIAL REPORTS: The following table represents the financial information for March 2020. These numbers reflect the amended budget amounts. Fuel farm revenue and expenses continue to track with each other and reflect adjustments in market fuel pricing.

	MTD March 2020			
	Income		Expenses	
Airport Operations	\$ 1,250,064.54	-2%	\$ 776,046.82	-19%
Security Operations	\$ 602,342.80	-3%	\$ 534,612.38	-1%
Fuel Farm Operations	\$ 1,247,288.83	-27%	\$ 1,293,417.91	-22%
Sub-Total	\$ 3,099,696.17	-32%	\$ 2,604,077.11	-42%
Capital	\$ 135,914.31	-15%	\$ 1,361,546.49	524%
Total	\$ 3,235,610.48	-47%	\$ 3,965,623.60	481%

Net Revenue (excluding Capital)	YTD March 2020	
	\$ 4,642,153.34	33%

FY 2020/2021 BUDGET: Proposed for approval and submission to the Town and County for consideration is the Budget for FY 2020/2021. Some of the assumptions included in this budget are:

- Terminal rent and landing fees will remain at 2019/2020 rates
- Parking rates remain at \$17 per night
- There is no pool for wage adjustments and seasonal host positions are removed
- Activity levels have been adjusted to reflect the current economic and travel conditions.

RUNWAY DESIGN PHASE 2: Proposed for approval is the Phase 2 Design agreement with Jviation. The Scope of Work has been developed with coordination from the FAA and GTNP and the project remains scheduled for the spring of 2022. Staff has completed an Independent Fee Estimate for this project and the estimate was within the range allowed by the FAA. All of this information has been sent to the FAA for their concurrence.

WIND RIVER AIR: Proposed for consideration is the Application to Conduct Aeronautical Business for Wind River Air, LLC. The License to Conduct Aeronautical Business contains provisions prohibiting flights over noise sensitive areas of Grand Teton National Park. The term of the License is three years beginning April 1, 2020 ending March 31, 2023. The proposed agreement is subject to Board amendment prior to any approval.