

MEMORANDUM

DATE: September 11, 2020

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 three 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 August 19, 2020.

2. FAA Tower Lease: Proposed for Board approval is a lease with the FAA for 221 square feet of space in the air traffic control tower. The FAA uses this space for storage, AWOS (automated weather observing system) equipment, and administrative space. Also being leased under this agreement is 262 square feet of garage space which the FAA uses to store a Snowcat. The FAA uses the Snowcat for winter access to navigational aids on the airport. The lease has a 5 year term with one five year option.

3. Glycol System Maintenance Agreement: At the August meeting, the Board approved an agreement with Liquid Automation Systems for glycol system support. Immediately after that meeting, Liquid Automation Systems asked staff for modifications to Section 8, Insurance and Indemity. Staff worked with the vendor and Mike Morgan to come up with mutually suitable language. The updated agreement contains the new language in Section 8.1 and 8.2. The Board will need to reapprove this agreement with the revised language at the September Board meeting.

FINANCIAL REPORTS: The August activity levels continue to track above the sensitivity analysis, and this was reflected in August operations income. Rental car income was up for August and was closer to budgeted numbers while they continue to remit the 10% of gross revenues. Airline, parking, and general aviation income also remain above projections for August. Staff continue to manage security and operations expenses which were under budget 2% and 10% respectively. Fuel farm revenues and expenses tracked with each other at approximately 52% below budget. This is reflective of lower airline fuel sales.

	MTD August 2020		YTD August 2020	
	Income	Expenses	Income	Expenses
Airport Operations	24%	-2%	5%	2%

Security Operations	0%	-10%	0%	-11%
Fuel Farm Operations	-52%	-52%	-58%	-58%
Sub-Total	-27%	-37%	-37%	-39%
Capital	0%	22%	7%	-52%
Total	-27%	-33%	-47%	-69%

FAA GRANT ACCEPTANCE: Staff has been working closely with the FAA to secure end of year grant funding for the runway reconstruction project. At the August Board meeting, the Board approved the President and Treasurer to execute the FAA grant in an amount up to \$25 million. The FAA has advised that the Airport may receive two grants as follows: AIP 63 at 100% federal funding; AIP 64 as a regular matched grant. Because AIP 63 may be an amount greater than previously approved, the Board will need a new resolution. In order to accept the grants, the Board will need to individually approve Resolution 2020-08 and 2020-09.

ATIS EQUIPMENT UPGRADE: Proposed for Board approval is an upgrade to the ATIS (automatic terminal information system) in the ATCT (air traffic control tower).

Replacement of the existing system is needed and switching to a digital system will provide significant improvements in the ATCT operation including:

1. Has a voice synthesizer which reads the reports automatically every hour which reduces the workload for ATCT personnel and increases situational awareness.
2. Takes out the human error element which increases safety.
3. Allows the airport weather and airfield conditions to be available worldwide through ACARS (*Aircraft Communications, Addressing, and Reporting System.*)
 - Replaces conventional voice radio transmissions with electronic transmissions to a display in the cockpit.
 - Airline dispatch can receive D-ATIS messages which aids in operational control decisions.
4. Improves overall efficiency for ATCT, airport operations and airline dispatch.