

MEMORANDUM

DATE: February 12, 2021

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 ten items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Special Board meeting held on December 18, 2020 and the Special Board meeting held on January 28, 2021.
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. Once the depositories are named, there is no specific requirement to deposit funds at any of the named institutions.
3. On Airport Rental Car Agreements: A Request for Bids (RFB) was issued this fall for the three on-airport rental car concession opportunities available beginning May 1, 2021. Four bids were received and all bids were determined to be complete and responsive. The three high bidders were Avis Budget Car Rental LLC., Enterprise Rent-A-Car of UT LLC. d/b/a Enterprise and Enterprise Rent-A-Car of UT LLC. d/b/a National/Alamo.

The Board must officially approve the agreements with these three entities to complete the RFB process. The agreements have been reviewed and refined with members of the 2020 Contracts & Concessions committee, Mike Morgan, the Board's financial consultant, Leibowitz and Horton, and the rental car companies as part of the RFB process.

4. Pump and Equipment Service Agreement: Proposed is a one year agreement with Advanced Pump and Equipment for the necessary annual maintenance of the seven waste water lift stations at the Airport. The airport has used Advanced Pump and Equipment for these services in the past. This agreement has an initial term of one-year which will renew automatically for additional terms of one year each unless either party gives written notice at least thirty days prior to the expiration of the primary or any extended term.
5. Fuel Facility Controls Service Agreement: Proposed for approval is a one year agreement with Telemetry and Process Controls – Fuel, Inc. (TPC) for the regular scheduled maintenance of the fuel facility control system. TPC has provided these services at the airport in the past.

6. IT Cabinet Purchase: Staff is proposing to set up designated spaces in communications rooms around the terminal for airlines or other vendors for dedicated IT infrastructure. This will allow for a more efficient way to manage the limited space and associated cabling infrastructure among all of the stakeholders at the airport. The proposed agreement with Graybar Electric Company Inc. is for the purchase of IT equipment storage cabinets. Staff received prices from a number of distributors and Graybar provided the best quote for the necessary equipment. Airport staff will do the installation of the cabinetry.
7. Fiber Backbone Purchase and Installation: Staff solicited four proposals to install fiber connectivity to the airport IT rooms. The fiber will allow the airport equipment, airline equipment and additional equipment approved by the airport to be set up on specific networks across the terminal site. The anticipated project includes three fiber runs to support the IT cabinet infrastructure in the main terminal with an additional run from the administration office basement to the firehouse basement.
8. Network Firewall Purchase: Airport staff has solicited proposals for new network equipment that can process advanced routing and security protocols to the internet and airline networks. This equipment will facilitate the airport's 10Gb connection in addition to the granular security rules required to integrate the airlines with the common use technologies in use at the airport. After reviewing the four proposals received in response to the RFP and conducting interviews, airport staff is recommending to move forward with Pine Cove Consulting for the network firewall purchase.
9. Common Use Equipment Purchase: Common use equipment allows airlines to operate at the airport and use ticket counters and gates in a non-proprietary fashion without providing their own equipment. There are currently two common use providers at the airport, SITA and Embross. Airport staff has solicited quotes from both providers to expand the common use infrastructure to accommodate new and existing airline service. The recommended solution will be provided by Embross, and will add equipment for 8 ticket counters and 2 secured hold area gates. With the presence of two common use providers, this will give the airport and participating airlines the opportunity to use both options and make an informed decision on the consideration to make all gates common use in the future.
10. Ticket Counter Cabinets and Inserts Purchase: One of the projects discussed during the January special meeting was the relocation of the existing Jedediah's kiosk in the non-secure area next to the airline ticket counters to an alternate location. This will allow for additional ticket counter positions which will contain common use airline equipment. The proposed quote and purchase agreement includes nine ticket counter shells, one baggage office shell and 15 inserts to fill the cabinet spaces as well as the common use gates in the sterile area. Staff

contacted four different manufacturers for quotes on this work and recommends the proposal from Fish Construction Inc.

RATES REVIEW: Proposed for Board review and approval is a price change in Jet A from the previously Board approved rate of \$7.39 per gallon to \$7.59 per gallon. Also, proposed is an adjustment in the cost of deicing fluid. Staff is conducting a rate survey to ensure both rates are commensurate with the other intermountain airports.

FINANCIAL REPORTS: The January activity levels remain above the sensitivity analysis, which is reflected in the operations income for these months. Fuel farm income and expense continue to track with each other for January and fiscal year to date. The percent difference from budgeted amounts are reflected in the chart below.

	MTD January 2021		July 1, 2020 – January 31, 2021		
	Income	Expenses		Income	Expenses
Airport Operations	64%	0%	Airport Operations	45%	1%
Security Operations	0%	-8%	Security Operations	0%	-11%
Fuel Farm Operations	-16%	-17%	Fuel Farm Operations	-38%	-38%
Sub-Total	4%	-10%	Sub-Total	-11%	-22%
CARES	0%		CARES	0%	
Capital	11%	0%	Capital	468%	18%
Total	50%	-9%	Total	45%	-18%

TRACTOR UNITS WITH PLOWS EQUIPMENT PURCHASE: Staff continues to focus on the capital equipment maintenance and upgrade plan which was implemented several years ago. Over the last few years the staff and airport Board has been focused on upgrading needed snow removal equipment to maintain the airport facilities and replacing the equipment as needed. Scheduled for replacement this year is two of the oldest plow trucks (1995 Oshkosh P Series Trucks) that pull the newer snow removal broom units. A Request For Proposals (RFP) was published at the end of December and four responses were received. A selection committee reviewed the responses and the top proposal was for a Mercedes/Overaasen truck chassis with an Overaasen EP-9 plow. These particular units are some of the most common tractors (trucks) pulling the Airport’s brooms.

KLJ ENGINEERING – 3RD AMENDMENT TO OWNER’S REPRESENTATIVE AGREEMENT: The Airport has used Mike Mahoney with KLJ as the Owner’s Representative on a number of projects over the last few years. The proposed Third Amendment allows for Owner’s Representative services with respect to the additional

projects the airport is undertaking in preparation for the larger restaurant and checkpoint projects.

CARNEY LOGAN BURKE (CLB) 4TH AMENDMENT TO DESIGN AGREEMENT

Proposed for approval is a 4th Amendment to the CLB Design Agreement for the approval to add to the scope and design work for the conversion of the airport administration office space to accommodate airline operations and administrative office needs, the move of the non-secured food service (grab and go kiosk) from next to the ticket counters to baggage claim and conversion of the airline office space into gate area including the design of two new restrooms and improvements to the associated hold room space. These changes will result in a shift of the restaurant further to the east.

JVIATION 12TH AMENDMENT TO ON-CALL ENGINEERING AGREEMENT: Proposed is a 12th amendment to the Jviation agreement related to design work for the ticket counter expansion and geotechnical investigation review.

AMENDMENT TO WADMAN CMAR AGREEMENT: The Board contracted with Wadman as the Airport's Construction Manager at Risk (CMAR) in 2017. Wadman has subsequently provided supporting justification for an amendment to this existing agreement. This justification includes the removal of the not to exceed fee for the general condition and on-site expenses as certain portions of 24/7 work were not anticipated in the original agreement. The other notable item is the contractor fee or "mark-up" has been adjusted from 4% to 6%. This change is justified due to an overall increase in construction costs and overhead that have occurred over the past four years.

WADMAN—GUARANTEED MAXIMUM PRICE (GMP) FOR EXIT LANE

MODIFICATIONS: Proposed for approval is an amendment to the GMP agreement with Wadman for the passenger deplaning vestibule work necessary to prepare for the installation of the Flip Flow breach control equipment. Because the Wyoming resident subcontractors make up less than 66% the Board will also need to approve a Wyoming residency waiver for the project.

KLJ ENGINEERING AMENDMENT 1 TO HANGAR 3 & GROUND SUPPORT EQUIPMENT (GSE) BUILDING DESIGN AGREEMENT:

Amendment 1 to the KLJ Hangar 3 and GSE design agreement provides for the adjustment of Hangar 3 to the west to better align with the other general aviation buildings. Proposed for approval is the amendment which is focused on the civil design work necessary for this project.