

## MEMORANDUM

DATE: March 17, 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 nine 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 February 17, 2021.
2. Off Airport Rental Car Agreements: The Board approved the new on airport rental car agreements at the February Board meeting. The off airport rental car agreements are set to expire at the end of April 2021 and need to be renewed as well. Proposed for Board approval are two off- airport rental car agreements; with New Frontiers Auto Rental (Dollar/Thrifty) and Leisure Sports. These are non-exclusive agreements and any off-airport rental car company wishing to pick up or drop off passengers at the airport can enter into this agreement. As part of the rental car bid process, the off airport rental car agreement was reviewed by the airport's consultant, attorney, staff and Board.
3. Jackson Whole Family Health Agreement: TSA requires all Transportation Security Officers to complete a medical screening prior to being hired. The airport currently has a non-exclusive agreement with Emerg-A-Care to provide these services. Proposed is a new agreement with Jackson Whole Family Health to also provide the required medical screening which will allow for flexibility in scheduling the assessments. Aimee Crook, Assistant Airport Director-Security, has worked with Jackson Whole Family Health to ensure they are able to meet the requirements of TSA to conduct the medical screenings.
4. Jackson Hole Security Agreement Extension: The airport is required to have a security presence 24 hours a day 7 days per week. During scheduled flight operations this service is provided by the Town of Jackson. After hours, Jackson Hole Security provides the required security services. Proposed is a one-year extension with Jackson Hole Security for night security services at the Airport. The current agreement expires at the end of June but provides for two one-year options. All other terms of the agreement including price remain the same in this first amendment.
5. Quick Turn-Around Facility Car Wash System Service Agreement Extension: The on airport rental car companies utilize a quick turnaround facility to wash and prepare cars for passenger rentals. This facility requires regular service

and maintenance. Proposed for Board consideration is an amendment to the Quick Turn Around Facility Car Wash System Service Agreement with LEPCO Carwash to extend the term for an additional year. All other terms of the agreement remain the same in the amendment including price. LEPCO Carwash performs routine maintenance, service and support of the car wash bays in the quick turnaround facility.

6. Incredible Edibles Catering Airport Concession Agreement: Presented for Board consideration is an agreement for a non-tenant concession for catering services. These services will be provided by Incredible Edibles Catering to general aviation aircraft. It is a non-exclusive agreement and any party interested in providing these services can enter into this type of agreement with the Board.
7. Trego Dugan Ground Handling License: Each airline at the airport uses ground handlers to provide services such as cleaning, fueling and loading luggage on to the airplane. With the entry of new air carriers, we anticipate some new ground handlers being selected for these services. Frontier Airlines has recently announced Trego Dugan will provide these services for their operations. Each ground handler is required to enter into a ground handling agreement with the airport. If they are not a subsidiary of the airline they are providing service to, they are required to remit a monthly ground handling license fee for each month of operation. There is no grant of preferential or joint use space in the ground handling license agreement. The agreement is a standard form used by all ground handlers at the airport.
8. Network Equipment Purchase: The airport has identified some networking needs related to IT growth and upcoming capital projects. The proposed networking equipment purchase encompasses a few items. The largest project will provide network connectivity in the new networking cabinets in the south basement location to accommodate the airline office move south of baggage claim. Additionally, there are several switches around the airport that are running out of ports due to the conversion of analogue cameras to digital/IP as well as expanding various equipment. Also proposed is new networking equipment for the fuel farm. The cameras in the fuel farm building were connected directly to the recording server, also located in that building. After multiple hot summers in operation, it was determined that the recording server does not operate reliably in that temperature environment. Part of this project is to move that server to a cooler server room and connect the cameras to a switch instead. Finally, there are new wireless access points included in the purchase. The new access points will provide Wi-Fi 6 connectivity in the hold room where usage is highest. The “old” access points in the hold room are far from their end of life and will be moved to new locations, such as the new landside restaurant or temporary administration building. The access points will perform well in the less dense areas.

9. Purchase for Expansion of Virtual Server Environment: The airport’s virtual server environment is approaching 50% capacity with recent projects over the last couple years. The new projects scheduled for this spring will push us closer to 50%, likely over. As 50% or over is approached, we start to run more risk of not being able to handle the whole capacity in the event of a server failure. Increasing from two to three servers will double our capacity. This is because our current fault tolerance plan allows for one server to fail while the other two carry the load. In addition, we would pool our Windows server licensing to a data center license which makes deploying projects cheaper in the long run and easier to be in compliance with Microsoft. Traditionally we have paid for each virtual Windows server. This new licensing model allows us to license the whole environment with one fee.

**FINANCIAL REPORTS:** February 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 February and fiscal year to date.

	February MTD Income	February MTD Expense		February YTD Income	February YTD Expense
	%Change from Budget	%Change from Budget		% Change from Budget	%Change from Budget
Airport Operations	73%	-2%	Airport Operations	48%	1%
Security Operations	0%	-8%	Security Operations	0%	-11%
Fuel Farm Operations	6%	4%	Fuel Farm Operations	-32%	-32%
<b>Sub-Total</b>	<b>21%</b>	<b>0%</b>	<b>Sub-Total</b>	<b>-7%</b>	<b>-19%</b>
CARES	0%		CARES	0%	
Capital	61%	30%	Capital	32%	4%
<b>Total</b>	<b>25%</b>	<b>4%</b>	<b>Total</b>	<b>4%</b>	<b>-17%</b>

**FAA Grant AIP 3-56-0014-065-2021:** In December 2020, Congress passed the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). This Act provided funding to airports to continue supporting their expenses during the

economic downturn resulting from the pandemic. Enclosed for Board acceptance is AIP 3-56-0014- 065-2021. This is the airport's allocation of the federal CRRSAA signed into law in December. This grant will be used for operating expenses and eligible debt service. The total amount of the grant is \$3,239,894. The Board will need to approve Resolution 2021-03 to accept the grant. Once accepted, the grant will be sent to the Town and County for acceptance at the April 12 JIM meeting. Also included is a letter extending the acceptance date in the grant from April 9 to April 16 to allow the Town and County time to sign the grant agreement.

**Wadman – GMP for Baggage Claim Food Service Area:** With the entrance of new airlines into Jackson, additional ticket counter space is necessary. This space has been identified in the current location of the Jedediah's landside Grab and Go food counter. Therefore, an alternative location will need to be provided for this food service to continue. Space has been located in the baggage claim area. Proposed is Amendment 2021-3 to the guaranteed maximum price agreement with Wadman. This amendment allows for construction of the Grab and Go Kiosk in the baggage claim area. The substantial completion date for this work is June 8, 2021.

**Wadman – GMP for Ticket Counter Area:** Once the Jedediah's landside Grab and Go food counter is relocated, ticket counters can be reconfigured to accommodate airlines servicing the airport this summer. This will include a common use system (any airline can use the space) and baggage belt build out. Proposed for approval is Amendment 2021- 4 to the guaranteed maximum price agreement with Wadman for the ticket counter improvements. The date of substantial completion for this project is May 1, 2021.