

MEMORANDUM

DATE: May 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 seven 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 April 21, 2021.
2. Airline Agreement Amendments: Proposed for approval are amendments to all of the airline agreements to extend the term for a period of one year. This amendment will also update the rates to those in the currently approved budget, ensure all of the spaces are correct with the changes that have been occurring at the airport and that the insurance language is consistent across all the agreements. The new insurance language requires an AM Best rating of A- or better in all agreements.
3. Ground Handling License Amendments: Similar to the airline amendments, proposed for approval are amendments to extend the term of the Ground Handling Licenses with UGE, DGS, and Envoy for an additional year. The amendment will incorporate the new insurance language as well. No other changes have been made to the ground handling licenses. The ground handling license does not lease any preferential or joint use space. That space is allocated to the airline as part of the airlines operating agreement.
4. Milestone Software Upgrade: Proposed for purchase is an upgrade to the Milestone software. The Milestone XProtect Video Management Software platform runs on the camera recording servers to process, store, archive, and retrieve surveillance footage. The upgrade provides features that will help us grow in capacity and make it more cost effective to store older video footage, while still meeting retention requirements. Additionally, the new features will allow for viewing more cameras at once resulting in better situational awareness. The upgrade will be provided by Mountain West Electrical Services, LLC.
5. Camera Storage Server Expansion: Proposed for purchase is hardware to expand the security camera storage on the Airport's servers. Storage for the surveillance system occasionally needs to be expanded to accommodate new cameras, higher resolution cameras, and increased retention requirements. This purchase expands a current storage server by about 360TB. The drives are a standard model that the airport has used in other servers to reduce the amount of spares on-site. The proposed provider for this server is Pine Cove Consulting, LLC.

6. WYDOT Grant AJA001C: Proposed for acceptance is a state only grant from the Wyoming Department of Transportation Aeronautics Division (WYDOT) for a maximum of \$204,000. Staff and the Airport's engineer have worked with WYDOT to issue a grant for the design for the taxiway connectors, edge drains and runway weather information system portion of the runway reconstruction project.
7. WYDOT Grant AJA003A: Proposed for acceptance is a state only grant from the Wyoming Department of Transportation Aeronautics Division (WYDOT) for a maximum of \$342,900. This grant provides funding for the Seal Coat & Marking Project. One of the agenda items will be for the Board to award the WYDOT AJA003A Seal Coat & Marking Project to Straight Stripe in the amount of \$325,020.95 for Schedules I, IIA, IIB, and III. This project will be funded by WYDOT using a state/local grant in the total amount of \$381,000 (90% or \$342,900 from state, 10% or \$38,100 from JHAB) which includes all project costs—engineering, administration, and construction.

FINANCIAL REPORTS: The April 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 April and fiscal year to date. Fluctuations in fuel farm revenues and expenses are primarily due to fuel pricing adjustments which are difficult to project.

FAA Grant AIP 3-56-0014-066-2021: The Board has received an addendum to Grant AIP 065 which adds \$95,103 to provide relief from rent and minimum annual guarantee ("MAG") obligations to airport concessions. At the May Board meeting the Board will consider passing two motions for this item: 1) accept the grant and 2) approve the Resolution authorizing any Board member to sign the grant offer. Should this grant be accepted, staff will work with the FAA to determine how to allocate the funding to the on airport concessionaires.

Fees and Charges Resolution: Annually the Board approves the fees and charges between the airport and tenants/users. There are a few fee increases this year along with clarification of language and the addition of some fees. Highlights of the changes proposed for acceptance in the new fees and charges resolution are outlined below:

- Adjust terminal rents and landing fees to the rates approved in the budget.
- Update language in section 2.3 to reflect current language in airline agreements.
- Update Section 4.3 to include language regarding Cyber Keys and a rate for issue and replacement of Cyber Keys.

Notice of Proposed Rule Making – Ground Transportation Rule Amendment:

Recently, the Town set maximum rates for taxi providers which may affect the taxi line for rides from the airport. To date the airport has always had a fixed fee and customers knew what to expect when they got in the line. At this meeting, the Board will consider making a motion to issue a notice of proposed rule making. The proposed rule can be modified before the Board considers adopting the final rule after the 30 day notice/comment period.

Non-Federal Reimbursable Agreement Amendment A1: The construction of the Runway 1/19 Reconstruction project will have an impact on FAA-owned navigation aids (NAVAIDS) which will require new installation, relocation, and/or adjustment depending on the NAVAID impacted. The airport and the FAA have a Reimbursable Agreement (RA) which provides for coordination/design with the FAA during the runway project to ensure the affected NAVAIDS are properly relocated. This proposed amendment to the RA will now include costs for FAA personnel to be onsite to shut-down, construct, oversee, commission, and restore FAA NAVAID facilities impacted by the Runway 1/19 Reconstruction project. In addition, the FAA will coordinate any flight checks required for commission and acceptance of new, adjusted, or relocated FAA equipment. The Reimbursable Agreement costs will be initially paid by the Airport. However, these costs will be fully reimbursed through FAA AIP grants at the completion of all items as outlined in the revised RA.

KLJ Engineering – Hangar 4-6 Development Design: Proposed for approval is an agreement for the Hangars 4-6 design with KLJ Engineering. The Board did a concept design for the south general aviation development which was completed in February of 2019. The proposed design agreement would allow the airport to move forward with the design of that concept and prepare the Board for the development of those facilities. The design agreement will deliver 3 bid packages suitable for either CMAR or Design-Bid-Build project delivery methods. While not required for this project, staff conducted an independent fee estimate to determine reasonableness of the cost. The proposed cost was within 7% of the independent fee estimate.

Wadman Authorization for Pre-Construction Services for Hangar 4-6 Development Design: Proposed for approval is an amendment to Wadman's CMAR agreement to provide for Pre-construction Services for the Hangar 4-6 Development project. The pre-construction services will be provided for up to 18 months.

Wadman Amendment ATO Remodel: Proposed for Board approval is an amendment to the Wadman CMAR agreement for the remodel of the airport administration space into airline ticket office (ATO) space. The Board began planning for relocation of the ATOs with the checkpoint/holdroom expansion project. The construction of the ATO space is scheduled to start June 7, 2021 with substantial completion estimated to be August 20, 2021. This amendment provides for the preconstruction work to begin which will accommodate long lead times for some items.

Seal Coat and Mark Pavements Contract: As mentioned previously, proposed for approval is an agreement with Straight Stripe for Schedules I, IIA, IIB, and III of the Seal Coat & Marking Project. Per WYDOT Aeronautics' staff recommendation, the Project is expected to be approved prior to this Board meeting. In moving forward with Straight Stripe, and similar to the approach taken with Knife River for the Runway 1/19 Reconstruction Project, it is recommended that the JHAB issue the Notice of Award and approve the Contract with Straight Stripe for the Seal Coat & Marking Project.