

MEMORANDUM

DATE: December 14, 2020

SUBJECT: DECEMBER 18, 2020 BOARD MEETING SUMMARY

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 item is listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Board meeting held on November 18, 2020. Once approved, a copy of the final minutes can be found on the airport's website following the meeting at <https://www.jacksonholeairport.com/records-reports/board/>.

RATES REVIEW (FUEL): The FBO operating agreement requires that any price changes in consumable items such as fuel, oil or oxygen be approved by the Board at the next regularly scheduled Board meeting following the price change. In reviewing such adjustments, staff conducts a survey of intermountain airports to determine whether or not the price being charged is commensurate. Proposed for Board review and approval is a price change in Jet A fuel from \$7.13 per gallon to \$7.39 per gallon. This price change is due to an adjustment in product cost.

RATES REVIEW (FBO SERVICES AND AIRCRAFT FEES): Similar to the price adjustment above, the FBO operating agreement requires Board approval prior to any price changes for FBO services or aircraft fees. These price adjustments may be proposed by the FBO annually, on or before February 1st. As part of the review prior to approval, staff conducts a survey of intermountain airports on the proposed fee adjustments. Proposed for Board review and approval is a price change in several FBO services including aircraft parking, handling and hangar fees. There have been no requested adjustments to single engine piston rates with the proposed price changes for this year. Staff has conducted a rate survey of the proposed price changes with the other intermountain airports and determined the rates to be commensurate.

FINANCIAL REPORTS: The November activity levels remain above the sensitivity analysis, which is reflected in the November financial outcome. Year to date, airport operations income is 40% above budget while security income remained even with budget. Airport operations expenses were slightly above budgeted amounts in November due to snow removal expenses.

PFAS: CONFIRM WATER FILTER REIMBURSEMENT POLICY: In June 2020 the Board approved an amendment with Mead & Hunt to test the residential wells in an area

directly west of the airport. This well testing was to better understand whether per- and polyfluoroalkyl substances (PFAS) has migrated off of the airport. PFAS can be found in the firefighting foam (AFFF) which the airport is required to use by the FAA. However, the airport has made numerous operational changes to ensure AFFF is only dispensed in event of an emergency. It is no longer used during training. The well testing has been conducted under the EPA's testing method and coordinated with Grand Teton National Park, Teton Conservation District, Teton County Health District and Wyoming DEQ. Parties interested in more information regarding PFAS including background information, test results, frequently asked questions as well as the recently added PFAS Management, Mitigation, and Remediation Plan can visit the airport's website at: <https://www.jacksonholeairport.com/>

In August, the Board approved purchase and installation of filters for the phase one test area. The phase 2 testing in an area further south of the phase one area began in September. At the November meeting the Board approved the purchase of water filters for installation on domestic water wells in the phase 2 and 3 test areas whose results are above the EPA's 70 part per trillion (ppt) life time health advisory threshold. As part of that discussion, a need exists to develop a water filtration system reimbursement policy for homes with test results below 70 ppt. Proposed for the Board to consider under the Water Filter System Reimbursement Policy is to reimburse homeowners who elect to install water filtration systems now. If in the future the Airport Board establishes a lower ppt as the standard, then the homeowner will be eligible for a reimbursement of the water filtration system and installation expenses. However, the reimbursement will not be greater than the expense (purchase of water filtration system and installation expenses) that the airport would have incurred to do the installation. Additionally, if the homeowner decides to install a water filtration system different than the one being installed by the Board for PFAS mitigation, then the homeowner will still get the reimbursement, but will not be eligible for ongoing maintenance expenses should the Board decide to offer ongoing maintenance support to the water filtration system. Only water filtration systems installed after March 2020 are eligible for reimbursement.

DIVERSION, RECYCLING, AND WASTE RECEPTACLES PURCHASE: The airport has a number of environmental programs including the dark skies initiative, use of alternative fuel vehicles, a glycol recapture system, and stormwater detention system. As part of these programs, the airport continues to make positive strides in its waste diversion through recycling, reuse and composting. The Board previously approved the purchase of a waste/recycling cabinet which is currently located near the security checkpoint. Proposed for purchase are eight (8) more diversion, recycling and waste receptacles from the same vendor, KVO Cabinets, which will match this initial one with some minor modifications. These receptacles will be located throughout the terminal to help continue the success of the recycling and waste diversion program. The total cost to purchase the eight (8) recycling cabinets from KVO Cabinets, Inc is \$88,683.



HANGAR 1 STEEL PURCHASE: Hangar 1 was constructed over 20 years ago and the west side roll up doors are at the end of their useful life. At the October meeting the Board approved a design contract focused on building new exterior west wall/door enclosure to accommodate the installation of new garage doors. This change will not only accommodate the new garage doors, but will also provide more space for the large snow removal equipment housed in Hangar 1. At the November meeting, the Board approved purchase of the doors. What is now proposed is to purchase the structural steel beams for the reconstruction project. The not to exceed amount for the steel beam purchase is \$8,950.

