

MEMORANDUM

DATE: April 24, 2018

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are non-controversial and can be approved by a single motion. The public or Board Members may ask that an item be removed from the Consent Agenda and considered individually. The following three items are on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the regular Board meeting held on March 21, 2018.
2. Hazmat Spill Cart Purchase: Proposal to purchase Safety-Vac Model 16G200T-LOW fuel spill cart. During the review of the Airport's Spill Prevention, Control and Countermeasures Program, this purchase was determined to be beneficial. There is a single supplier for this type of equipment.
3. Hydration Stations Purchase: Proposal to purchase three hydration stations for the sterile area and baggage claim area. Currently, there are two hydration stations in the sterile area that will be replaced. The hydration stations that are currently installed have refilled over 250,000 water bottles. All three will be more aesthetically pleasing to fit the design of the building

RATES REVIEW: Jackson Hole Aviation has requested price adjustments to diesel fuel and auto gasoline. The requested rates are \$3.29/gallon for diesel and \$3.19/gallon for auto gasoline.

PASSENGER FACILITES CHARGE: PFCs collected for the quarter ended March 31, 2018 were \$333,436. We collect PFCs at a rate of approximately \$1.1 million per year. At this rate of collections, all currently approved projects should be collected by 2036.

CUSTOMER FACILITES CHARGE: The CFC balance as of March 31, 2018 is \$3,691,141. Through March 31, we have expended \$700,689 for the QTA project. CFC transaction days and collections remain on track with prior years. Collections for March were \$72,724.

FINANCIAL REPORTS: Income remains above the budgeted amount for March 31 and year to date continues to track above budget at 5.08%. The rental car income is higher than predicted as is the parking and ground transportation income. Expenses continue to track with the budget and year to date the expenses are under budget at -0.69%.

BUDGET FY 2018-2019: Proposed for approval and submission to the Town and County for consideration is the Budget for FY 2018-2019. Budget meetings will be

scheduled with the Town and County in June for consideration of the Budget after Board approval.

TOWN OF JACKSON – PARKING LOT LEASE: For Board consideration is a proposal to lease parking spaces in public parking garage from the Town of Jackson. The Airport would lease 141 parking spaces on Levels 3 and 4 from December through March, and 71 spaces on Level 4 from April through November. This Lease has a 35 month term, commencing on June 1, 2018 and terminating on April 30, 2021.

JVIATION – RETREAT FACILITATION CONTRACT: Hilary Fletcher of Jviation will provide facilitation services for the Airport Staff Retreat and Board retreat. Jviation has performed these services in the past.

LEIBOWITZ & HORTON – AIRLINE RATES NEGOTIATION CONTRACT: Leibowitz & Horton has developed a proposal to prepare documentation in support of presenting and negotiating FY 2019 Airline Rates and Charges at the Airline Rate Consultation and Negotiation Meeting that is scheduled in May 2018.

RESOLUTION 2018-03 – A TRIBUTE TO GARY POLLOCK: Resolution 2018-03 honors Gary Pollock for the personal and professional demeanor with which he served as the National Park Service liaison to the Airport for the past sixteen years. It also thanks him for his service and recognizes him as a “Friend of the Jackson Hole Airport.”