

MEMORANDUM

DATE: April 22, 2019

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 four 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 18, 2019.
2. Ground Handling License – Quick Flight Services: Frontier Airlines will be resuming service at the Airport for the summer 2019. They have decided to use Quick Flight Services as the ground handler for their flights. This is the same ground handler they used last year. The term of the agreement is through June 30, 2019. On July 1, 2019 the new agreement with Frontier Airlines will incorporate this ground handling license.
3. Art Circle Well Refitting: Proposed is an agreement with Jorgensen Engineering to provide design and water rights permitting to refit the art circle water well. The refitting will allow for increased water flow to the east side of the airport property for landscaping. Included with the water rights permitting is the decommissioning of the Hangar 1 well. The scope includes coordination with GTNP and the Wyoming State Engineer's Office.
4. Short Term Disability Provider: The Board previously selected Lincoln Financial as the provider for employee Life Insurance benefits at the Airport. Proposed is a change in the provider of short term disability benefits to Lincoln Financial. All benefits and terms remain unchanged from the previous provider.

FINANCIAL REPORTS: March income in the Airport Operations enterprise center was, 5% above budget, Security Operations was, 8% above budget and Fuel Farm was 16% above budget. Expenses in the Airport Operations enterprise center were -2% below budget, in Security Operations were -0.4% below budget and in the Fuel Farm enterprise center were 10% above budget. Year to date income across the three enterprise centers is 9% better than budgeted and expenses are 1% over budget.

BUDGET FY 2019/2020: Proposed for approval and submission to the Town and County for consideration is the Budget for FY 2019/2020. This Budget incorporates the changes as discussed during the individual budget review meetings with the Board members. Some of the assumptions included in this budget are:

- A 10% increase in terminal rent

- A 20% increase in landing fees
- An increase in parking rates to \$17 per night
- A 5% pay rate adjustment to be distributed by performance reviews
- Fuel sales are predicted to be 1% above 2018/2019 actuals across all categories.

After Board approval budget meetings will be scheduled with the Town and County in May.

SNOW REMOVAL EQUIPMENT BID DEVELOPMENT: Aviation has submitted a scope of work and fee for the development of contract documents as well as bidding, reviewing and award of a loader, front mounted rotary snow blower attachment and other assorted attachments. Staff anticipates having this equipment in December 2019.

AIR TRAFFIC CONTROL ENHANCEMENTS: Mead and Hunt is proposing to evaluate potential improvements to the air traffic control environment and tower to determine operational issues unique to the location as well as characteristics of the airport. The intent is to address potential solutions to enhance capabilities at the Airport's control tower including possible technology improvements.

RESOLUTION 2019-04 – GTNP SNOW PLOW OPERATIONS: This past winter was record breaking and snow removal crews across the valley worked tirelessly to keep area roads open and safe. The Airport and GTNP have a critical partnership in many areas, only one of which is visitor access. The Airport would like to recognize the key role the GTNP snow removal operations crew play in keeping the airport safely accessible for vehicles, visitors and locals this winter with Resolution 2019-04.