

MEMORANDUM

DATE: February 21, 2018

CERTIFICATE OF ORGANIZATION: Included for adoption is the Certificate of Organization of the Airport Board for 2018. This Certificate of Organization also lists the Registered Agent for the Airport. Also available for signature will be the Annual Conflict of Interest Declarations. All Board Members and the Registered Agent must complete the Conflict of Interest Declaration each year.

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 seven 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 January 24, 2018.
2. Official Depositories – At least annually the Board is required to name the financial institutions in which they may deposit funds. The Board fulfills this requirement in February of each year. This year the Board will name Wells Fargo, Bank of the West and First Interstate Bank. Once these depositories are named, there is no requirement to deposit funds at any of the named institutions.
3. Timeclock Professional – Software Upgrade: Proposal to upgrade the current software being utilized by Airport staff for time management. The software upgrade will allow upgrade of the legacy software to the currently supported version and allow utilization of key features of the software. Airport attorney Mike Morgan has reviewed the proposed Master Service Order Form and Ondemand Service Agreement and approves of its form.
4. Currier & Co. – Amendment for Fuel Farm Design: The Board entered into a design, pre-permitting, and bidding contract with Currier & Co. on May 1, 2017. This amendment is a result of scope changes including the need to bid the project in 3 separate packages, changes in tank size and location, and additional site investigations. The Conceptual Committee has reviewed this item and recommends approval.
5. High Desert – Glycol Disposal Contract: High Desert Trucking collects used glycol from the airport and transports it to a licensed facility where it can be recycled or disposed of in an environmentally friendly manner. The contract proposed for Board approval is consistent with currently paid rates for disposal.

The term of this agreement is from February 21, 2018 through September 2018 which will allow for the contract to be re-bid prior to next winter.

6. Jorgensen – Electric Relocation Contract: Additional electrical work is required to prepare the Airport for the projects anticipated south of the access road. The work involves relocating underground power and associated infrastructure to the east Airport boundary to facilitate construction of the rental car Quick Turn Around Facilities, Fuel Farm project, and hangar projects. Jorgensen will conduct the civil engineering for this project, coordinate with Lower Valley Energy (who will perform the work under a future contract), and will coordinate the required power outage to switch the power over to the new location. The project is anticipated to be completed as soon as possible to accommodate the associated construction projects due to occur this spring.

7. On-Airport Rental Car – Agreements: At the January 24, 2018 Board meeting, the Board approved the rental car proposals from Enterprise, Corpat (Alamo/National) and Overland West (Hertz). Following that meeting, staff worked with these three companies to allocate space and finalize the contracts. The Concessions Committee has reviewed this item and recommends approval.

RATES REVIEW: Jackson Hole Aviation, LLC has requested several price adjustments to the Jet A rate over the past month resulting in a requested approved rate of \$7.33 per gallon. The Jet A price remains commensurate with other inter-mountain airports as determined on our fuel survey.

CUSTOMER FACILITES CHARGE: The CFC balance as of January 31, 2018 is \$3,865,046. Through January 31, we have expended \$371,081 for QTA design.

FINANCIAL REPORTS: Income remains above the budgeted amount for January 31 and year to date continues to track above budget at 5.77%. Expenses continue to track with the budget and year to date the expenses are under budget at -0.65%.

MEAD & HUNT – PART 150 STUDY: Mead & Hunt has been working with the Airport and stakeholders to complete the Part 150 Noise Study. This study addresses requirements of the Use agreement, identifies existing and potential noise exposure, evaluates alternatives to reduce noise effects, and makes recommendations for noise abatement or mitigation measures. Once the Board has accepted the Study, it will be submitted to the FAA. The FAA will certify the report and noise exposure maps for reasonableness, accept the noise exposure maps, and either approve or disapprove the recommendations.

KLJ OWNER'S REPRESENTATIVE AMENDMENT: The Board entered into an Owner's Representative agreement with KLJ on July 19, 2017. Under this agreement KLJ has been working with the Board and staff to coordinate the multiple construction projects going on at the airport including the Fuel Farm project, the Landside Access Road and Drainage Project, the future QTA project, etc. The existing agreement is set

to expire on March 3, 2018, this amendment will extend the term until August 31, 2019. The Conceptual Committee has reviewed this item and recommends approval.

KLJ QTA DESIGN AMENDMENT: The Board entered into a design contract with KLJ on July 19, 2017. The proposed amendment with KLJ adds back-up electrical power to support the QTA, Fuel Farm, and future hangars. KLJ is proposing to work with Currier and the architect team to ensure consistency with fuel farm connections and design elements with the QTA. The Conceptual Committee has reviewed the proposal and recommends approval.

WADMAN – QTA CONSTRUCTION – CMAR AMENDMENT 4: Amendment 4 to the CMAR contract for Wadman covers the construction of the rental car Quick Turn Around facility. The guaranteed maximum price proposal was developed on the design development documents prepared by KLJ. This allows Wadman to meet the desired construction schedule with anticipated completion on November 27, 2018. The Conceptual Committee has reviewed this item and recommends approval.

ASSET PURCHASE LOAN – FBO: The Airport utilized a two phase RFQ/RFP process to advertise for an FBO Asset Purchase Loan. The RFQ was advertised in December 2017. Five financial firms responded to the RFQ. The respondents were shortlisted and prequalified to submit responses to the RFP issued in early January. Three financial institutions submitted proposals on February which were reviewed by the Airport's Financial Consultants, Airport staff, and Attorney Mike Morgan. Option 1 provided by First Interstate Bank provides the lowest overall cost including interest rate and issue costs. First Interstate Bank also proposed the most favorable covenants and lending terms for the Board.

JVIATION – NPS/USFS/AIRPORT CHARRETTE PLANNING PROPOSAL: The Airport would like to work with stakeholders including Grand Teton National Park and the US Forest Service to evaluate potential functions for a new Aircraft Rescue Fire Fighting and Snow Removal Equipment facility. This is the first step in the planning and design process. Jviation will provide charrette planning services to facilitate the discussion. The fees for this project will be reimbursed under a grant from the State. The GTNP Committee has reviewed this item and recommends approval.