

MEMORANDUM

DATE: June 14, 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 ten items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Special Board meeting held on May 20, 2021.
2. Provisions Catering Airport Concession Agreement: Proposed for approval is an airport concession agreement with C&C Chefs LLC d/b/a Provisions to provide general aviation catering services. This is a non-exclusive agreement with a one year term. Provisions Catering will remit 8% of gross for all revenues generated at the airport. This item has been reviewed by the Contract Committee prior to being placed on the consent agenda.
3. Jedediah's Price Changes: Our agreement with Jedediah's requires the submittal of any price changes or menu additions to the Board for approval to ensure the prices being charged are fair and reasonable. Jedediah's has submitted a request for approval of several new menu items as well as some price adjustments. Staff has conducted a comparison of the proposed pricing locally and with other intermountain airports and finds the proposed prices to be fair and reasonable. This item has been reviewed by the Contract Committee prior to being placed on the consent agenda.
4. Notice to Proceed for Construction (NTP-C) – Knife River Corporation: Proposed for approval is a NTP-C which is a follow-up contractual document to the Notice of Award, Contract, and Notice to Proceed for Preconstruction Activities that was approved at the April Board meeting. This particular NTP-C is only applicable to Schedule I, Phase 1 which identifies the work scheduled to be completed this year. This Schedule is anticipated to begin the week of July 5th. This item has been reviewed by the Capital Committee prior to being placed on the consent agenda.
5. Notice to Proceed for Construction (NTP-C) – Straight Stripe Painting, Inc.: At the previous Board meeting, the Board approved Straight Stripe for the seal coat and striping project at the airport. This NTP-C applies to all of the previously awarded Schedules (I, IIA, IIB, & III) for this project. Work for this project is anticipated to begin the week of July 5th. This item has been reviewed by the Capital Committee prior to being placed on the consent agenda.

6. Procurement Policy: Proposed for approval is an update to the Board's Procurement Policy. The Policy was previously updated in 2014. This Policy provides for a realignment to the document to make it easier to follow as well as an update to some of the procurement items. This item has been reviewed by the Contract Committee prior to being placed on the consent agenda.
7. Contracts & Rates Approval and Signature Policy: Proposed for approval is a new Contracts and Rates Approval and Signature Policy. The Board does not currently have a policy on contracts or rates approval except for the ground transportation rule. This Policy formalizes the Board's position on contracts and rates approval. This item has been reviewed by the Contract Committee prior to being placed on the consent agenda.
8. FAA Memorandum of Agreement – Localizer Relocation: As mentioned last month, Aviation and airport staff have been working with the FAA on the relocation of the localizer antenna. During the runway design process it was determined that the localizer was just inside the south runway safety area and they saw the runway closure as an opportunity to correct this issue. The FAA will be pre-funding this project through this contract and the airport will remit payment for the work to the contractor. This item has been reviewed by the Capital Committee prior to being placed on the consent agenda.
9. Baggage Claim Market Furniture – Carney Logan Burke (CLB) included furniture descriptions and layout in the 30% design package used to develop the GMP proposal for the Food Market. While furniture is usually not included in a construction contract, at the time it was included in the Food Market project. However, based on the Wyoming Statute requirements to publicly bid all subcontract work this was completed and we did not receive any bids. In the past the airport has used a purchasing agent who arranges the procurement, delivery, storage, and installation of the furniture and after consultation with Mike Morgan, it was determined that JAC could use the purchasing agent approach by taking three actions:
 - a) The JAC Board can waive the Wyoming Statute's requirement for competitive bidding of the furniture based on not receiving any bids and the unique nature of the furniture.
 - b) Adjust the CMAR GMP Amendment to delete the furniture allowance and related CMAR costs.
 - c) Approve a purchasing agent contract/amendment for the furniture procurement with CLBA consistent with the CMAR furniture allowance and associated fees in the GMP Amendment. This approach will result in no net price change in project cost.

Proposed for approval is the Waiver Resolution, the Wadman Change Order to delete the furniture, and the purchasing agent contract. This item was reviewed by the Capital Committee prior to being placed on the agenda.

10. Aviation 13th Amendment – National Park Store Tenant Improvement Design – Proposed for approval is an amendment to the Aviation agreement to provide for the design of the National Park store. It was determined that a replacement store could be made available for several years and the space will be finished to support future TSA use, including electrical and data outlets, with minimal tenant improvements to support the store. This item has been reviewed by the Capital Committee prior to being placed on the agenda.

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

KLJ Engineering – Hangar 4-6 Development Design: The Board tabled the KLJ Engineering – Hangar 4-6 Development Design item at the May Board meeting to allow the Capital Committee and the Board additional time to consider a number of factors related to the project. KLJ and subconsultants have confirmed the scope and fee with an appropriate adjustment to the delivery schedule. What is proposed for consideration and approval is an agreement for the Hangars 4-6 Design with KLJ Engineering. The Board did a conceptual 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 three bid packages suitable for either CMAR or Design-Bid-Build project delivery methods. The bid packages can be constructed separately. 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.

Aviation 14th Amendment – Runway Project CA/CM: Proposed for consideration is an amendment to the Aviation contract to provide Construction Administration and On-site Construction Management for the Runway 1/19 Reconstruction project. The reconstruction of Runway 1/19 will be completed in three phases. Phase 1 is scheduled to begin in early July 2021 and will last until October of 2021. This work will primarily consist of installing infield drainage improvements, minor grading, and work on the extended paved safety area of Runway 19. This phase will last for 100 calendar days and will have up to two Aviation staff on-site, performing construction management full time. This phase will include both daytime and nighttime work.

Phase 2 is scheduled to begin on April 11, 2022 and will last until June 27, 2022. During this phase Runway 1/19 will be closed for 78 calendar days for reconstruction and work will occur 24 hours per day, seven days per week in order to meet the schedule. During the runway reconstruction, surface edge drains will be installed along the runway edge, new electrical signage and lighting will be installed, relocation and installation of FAA NAVAIDS will be performed, and surface grading will be completed. During this phase of work, up to five Aviation staff members will be working various shifts to provide on-site construction management.

Phase 3 of the Runway 1/19 reconstruction project will be performed during the summer/fall of 2022 after the reconstruction of the runway is completed. Work performed in this phase will include runway pavement grooving, final runway striping, and final seeding. This phase will last for 30 calendar days and will have one Aviation staff member on-site, performing construction management full time.

Staff has conducted an independent fee estimate and found the fees to be within acceptable limits. Additionally, the scope and fees have been accepted by the FAA. This item has been reviewed by the Capital Committee prior to being placed on the agenda.

CLB 6th Amendment – Interim Food Kiosk & Additional Hold Room Door Design:

The Airport will reopen on June 28th, 2022, while the new restaurant will not become operational until late November 2022 resulting in a potential disruption of food service to travelers for 6 months (220,000+ enplanements and a peak hour demand of over 800 enplanements per hour). Because of this, it is important to provide interim food service post-security. Staff worked with the current concessionaire to develop the level of service and infrastructure requirements.

Related to the expanded screening checkpoint and the restaurant expansion is the addition of two new doors in the existing gate area with security controls. These doors will be used during the holdroom expansion as gate doors for passengers to access the ramp. Post construction the doors will be used as employee access doors which will improve the airport's overall security position. The CLB 6th Amendment has been reviewed by the Capital Committee prior to being placed on the agenda.

CLB 7th Amendment – CA/CO Services and Commissioning Services: CLB has begun providing Construction Administration and Construction Observation (CA/CO) Services "at risk" on the Bag Claim Market and the ATO Relocation projects. These services are required to assure proper interpretation of the construction documents and protect the Owner's interests during and after construction. These services will also be required for the holdroom/restroom expansion and the restaurant expansion.

In addition to the CA/CO services, the holdroom/restroom expansion and restaurant projects make significant changes and additions to the HVAC and electrical systems in the terminal building. Building code requires commissioning of those systems by an independent commissioning agent, separate from the construction contractor. CLB has proposed to include the commission services subconsulting fees in their CA/CO scope. This CLB 7th Amendment has been reviewed by the Capital Committee prior to being placed on the agenda.