

## MEMORANDUM

DATE: May 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 April 22, 2019.
2. On Site Auto Services – Agreement: Levi’s Tire and Automotive, Inc. is proposing to provide on site oil change services for Hertz Rent A Car at the Airport. The agreement is for a one year term and includes the same environmental provisions as the existing on site oil change agreements.
3. Gym Equipment Purchase: Proposed is purchase of Tytax gym equipment to replace aging equipment currently owned by the Airport. The equipment is used by the Airport firefighters to maintain peak physical condition required for their job. The gym equipment is also available for use by all JHAB staff.
4. Entry Mats Purchase: Three of the walk off mats in the airport entry ways are worn and need to be replaced. These mats collect the dirt, mud, salt, and moisture as it is being tracked into the terminal to help reduce wear on the floors.

**PASSENGER FACILITIES CHARGE:** PFCs collected in the first quarter 2019 were \$459,643. The airport is receiving approximately \$1,300,000 annually from PFC’s for approved projects such as the terminal expansion and baggage claim remodel. At the current rate of \$4.50 per enplaned passenger, all currently approved PFC projects will be collected by early 2038.

**FINANCIAL REPORTS:** The April financial reports have been adjusted to reflect the amended budget approved by the Board in March. April income in the Airport Operations enterprise center was even with budget, Security Operations was 3% above budget and Fuel Farm was -3% below budget. Expenses in the Airport Operations enterprise center were -4% below budget, Security Operations were even with budget and in the Fuel Farm enterprise center were -18% below budget. Year to date income across the three enterprise centers is 5% better than budgeted and expenses are 2% over budget.

**RESOLUTION 2019-05 – RATES AND CHARGES UPDATE:** Following the budget approval the Board reviews and approves the rates and charges annually. The changes to the rates and charges in Resolution 2019-05 were covered during the budget review and include terminal rent, landing fees, and parking rates.

**SECURITY SYSTEM UPGRADES:** Included is a proposal to upgrade the security system server, access control software and CCTV software. The new server will allow for storage of 1 year of security video footage.

**GOOD TRAVELER PROGRAM:** Proposed is participation by the Airport in the Good Traveler Program (TGT). TGT allows travelers to purchase carbon offsets for the distance traveled on their trip. The offsets help counteract the effect of greenhouse gas emissions on the environment.