

## MEMORANDUM

DATE: November 16, 2020

### GENERAL BOARD MEETING ACTION ITEMS:

**DAVID VELA RESOLUTION:** The resolution recognizes the years of service he has dedicated to the NPS as well as the relationship he fostered between the Park and the airport.

**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 six items are listed on the Consent Agenda.

1. Approval of Minutes: Presented for Board review and approval are the minutes from the Board retreat held on September 29, 2020, the Board meeting held on October 21, 2020 and the Special Board meeting held on November 4, 2020.
2. Jedediah's Menu Additions: 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 8 new made to order menu items. The proposed menu items and pricing has been reviewed by the Contracts and Concessions committee prior to being placed on the agenda.
3. Mountain Air Medical Agreement: Mountain Air Medical, LLC. is an air ambulance provider that wants to begin basing a King Air 90 at the Jackson Hole Airport. This form of agreement is essentially the same as the Classic Aviation (another air ambulance provider) agreement that the Board entered into in February. The term of this agreement has been changed to one-year to reflect the Board's decision to have all Licenses to Conduct Aeronautical Business have a one-year term. Mountain Air Medical has reviewed this agreement and agrees to the terms. The agreement with Mountain Air Medical has been reviewed by the Contracts and Concessions committee prior to being placed on the agenda.
4. Alaska Agreement: This is a standard form of our airline operating agreement. The term of this agreement is December 1, 2020 through June 30, 2021. This item has been reviewed by the Contracts and Concessions committee.
5. Three Elephant Agreement: The existing agreement with Three Elephant for communications consulting services expires in January. The proposed

agreement continues the existing terms. This item has been reviewed by the Contracts and Concessions committee.

6. Jackson Hole Aviation Hangar 2 Amendment: Jackson Hole Aviation’s existing lease extension for Hangar 2 expires on December 30, 2020. The Board had been extending this lease annually due to the uncertainty surrounding the FBO asset purchase agreement. Staff recommends extending the lease with Jackson Hole Aviation for Hangar 2 to April 2023 to line up with the Hangar 4/5 lease and master operating agreement. All other terms remain the same as the existing lease. This item has been reviewed by the Contracts and Concessions committee.

**FINANCIAL REPORTS:** The October activity levels continue to track above the sensitivity analysis, and this was reflected in October operations income. Rental car income was up for October and was closer to budgeted numbers while they continue to remit the 10% of gross revenues. Airline, parking, and general aviation income also remain above projections for October. Staff continues to manage security and operations expenses which were under budget -16% and -11% respectively. Fuel farm revenues and expenses continue to track with each other at approximately -12% below budget for October. This is reflective of lower airline fuel sales.

	MTD October 2020			YTD October 2020	
	Income	Expenses		Income	Expenses
Airport Operations	120%	-11%	Airport Operations	37%	0%
Security Operations	-1%	-16%	Security Operations	-1%	-12%
Fuel Farm Operations	-10%	-14%	Fuel Farm Operations	-51%	-51%
<b>Sub-Total</b>	<b>30%</b>	<b>-14%</b>	<b>Sub-Total</b>	<b>-21%</b>	<b>-32%</b>
Capital	22%	2%	Capital	6%	9%
<b>Total</b>	<b>30%</b>	<b>-12%</b>	<b>Total</b>	<b>-13%</b>	<b>-28%</b>

**AUDIT:** The annual audit of the airport’s financial statements has been completed and the airport’s financial position has improved over the previous year. The Airport’s net position continues to improve with significant investment in capital projects last fiscal year. This past year the airport was able to close out the landside drainage and stormwater project. All of these accomplishments occurred while the staff continues to focus on the highest of accounting standards. Eide Bailly had no findings or recommendations during this year’s financial audit.

**MEAD & HUNT AMENDMENT:** This Eighth Amendment authorizes the additional work to be performed under the Agreement including: Phase 3 Residential Well Sampling; continued pre-filtration monitoring; semi-annual groundwater monitoring on airport; pump and treat field engineering study and design; installation of four (4) extraction/monitoring wells.

**WATER FILTER PURCHASE:** Proposed is the purchase of whole home water filters for homes in the phase 2 and 3 areas of the airport's water testing sites.

**HANGAR 1 DOOR PURCHASE:** As mentioned at the October Board meeting, the Hangar 1 garage doors are in need of replacement and will not work in their existing location. Jviation was awarded the contract to assist with the design of the Hangar 1 modifications to allow for the new doors. A number of doors have been evaluated which will fit in the openings and the design process is far enough along to recommend the purchase of the doors as they are a lead item.

**RESTAURANT DESIGN CONTRACT:** Proposed for Board approval is the second amendment to the CLB Architects Agreement for the terminal restaurant design. This amendment allows for the expansion and remodel of the terminal restaurant in coordination with the anticipated runway closure in Spring 2022. The amendment will cover the design development, construction documents, project management (to support KLJ) and CMAR GMP development support.

**CHECKPOINT DESIGN CONTRACT:** Proposed for Board approval is the tenth amendment to Jviation's on-call engineering services agreement for the checkpoint redesign project. The project will provide a space that can adapt and change with technology, with room for up to 7 Lanes of screening equipment. This project will include renovating the Security and Law Enforcement Offices adjacent to the checkpoint. It will also relocate the restrooms, tenant spaces, and building support spaces containing electrical and communication equipment. This project is scheduled to be completed during the runway closure in Spring 2022.