

MEMORANDUM

DATE: October 11, 2019
TO: Airport Board
FROM: Jim Elwood, A.A.E.

SUBJECT: EXECUTIVE SUMMARY

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 six 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 September 18, 2019 and the special Board meeting held on October 1, 2019.
2. Runway Visual Range (RVR) Maintenance Agreement: DBT Transportation Services (DBT) provides quarterly maintenance for the RVR system at the airport. The RVR is the responsibility of the airport to maintain and provides information to the pilot on the distance they can expect to see down the runway during times of low visibility. The term of the agreement is for 3 years beginning December 1, 2019. The annual fee is \$19,158 with a contract total of \$57,474.
3. Detail Driven Vehicle Amendment: The Detail Driven Off-Airport Detailing Agreement allows the operator to pick up and drop off vehicles at the airport for customers in connection with the operator's detail business. Presented for consideration is the Third Amendment to extend the agreement for one year (through October 31, 2020). The amendment has the same terms and conditions as the existing agreement.
4. Auto Detail of Jackson Amendment: The Auto Detail of Jackson Off-Airport Detailing Agreement allows the operator to pick up and drop off vehicles at the airport for customers in connection with the operator's detail business. Presented for consideration is the Second Amendment to extend the agreement for one year (through October 31, 2020). The amendment has the same terms and conditions as the existing agreement.
5. Baggage Handling System Maintenance Agreement: Enclosed are two agreements to provide maintenance for the baggage handling system. Staff is proposing to use two vendors allowing for flexibility during emergencies reducing potential downtime of the baggage handling system. The agreements are non-

exclusive with a \$95 per hour rate plus expenses for the scheduled services with a one-year term.

6. ATM Services Agreement: An RFP was issued for placement of 2 ATMs at the airport, one pre-security and one post-security. Three proposals were received and reviewed. Proposed is an agreement with First Interstate Bank (FIB) for the placement of both ATMs at the airport. FIB has proposed to charge \$3 per transaction to non-FIB customers and remit \$1 of each surcharge to the Board as "rent". The agreement has a three year term with an additional option term up to two years.

RATES REVIEW: Jackson Hole Aviation has submitted a request to increase the price of Jet A from \$7.69 to \$7.78 per gallon. Staff conducted a rate review and these rates remain commensurate with other intermountain airports.

FINANCIAL REPORTS: Net income for September is \$1,350,165 and year to date is \$3,249,919. Income across the three enterprise centers is 14% better than budgeted and expenses are 8% over budget. September income in the Airport Operations enterprise center was \$2,016,087, 19% better than budget, Security Operations was \$596,922, 2% better than budget and Fuel Farm was \$1,713,945, 23% better than budget. Expenses in the Airport Operations enterprise center were \$752,171, 3% above budget, in Security Operations were \$522,621, -3% below budget and in the Fuel Farm enterprise center were \$1,701,996, 21% above budget.

AUDIT REPORT: Annually the airport has an independent third-party review of the accounting operations, grants, PFC compliance, contracts, IT policies and various other areas to ensure compliance with federal accounting standards, grant requirements, laws and regulations. This year airport staff prepared all of the audit spreadsheets and the audit report which was then reviewed in depth by the audit firm. The findings of the audit were clean with no findings or recommendations. As outlined in the audit, net financial position increased by \$7,242,266 to \$105,684,502, mostly due to investment in capital assets.

WYDEQ GRANT AGREEMENT: Proposed for acceptance is a grant agreement with the WYDEQ to cover a portion of the purchase of the new Oshkosh rotary snowblower, loader and associated attachments. We anticipate having the snow removal equipment mid-December 2019. The WYDEQ grant is in the amount of \$173,474. The grant included in the Board packet has been reviewed by Mike Morgan and is currently being signed by the Wyoming Attorney General's office. We expect to receive the original grant in 10-14 days for Board signature.

RUNWAY BROOM PURCHASE: The airport has been offered the opportunity to purchase an Overaasen runway snow removal broom which has been fully repaired and will be tested and inspected by the end of October 2019. This is the same model broom that we are currently using in our fleet allowing for consistency during training and maintenance. The cost to purchase is \$162,000 and includes a 2 year warranty.