

MEMORANDUM

DATE: October 16, 2020

GENERAL BOARD MEETING ACTION ITEMS:

SENATOR GRANT LARSON RESOLUTION: Senator Grant Larson was one of the five original Board members and served a total of 13 years on the Airport Board. His vision and dedication to aviation and the community was instrumental to establishing the airport we have today. Resolution 2020-10 recognizes Senator Grant Larson for his lifelong dedication to aviation and public service.

DOYLE VAUGHAN RESOLUTION: Doyle Vaughan dedicated his life to aviation. He served in the aviation sector as a pilot, trainer, on the airport Board for 10 years and as a member of the Wyoming Aeronautics Commission. Resolution 2020-11 recognizes Doyle Vaughan for his lasting impacts to the aviation industry and the community.

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 Board meeting held on September 16, 2020.
2. Baggage Belt System Maintenance Agreement: The proposed agreement with Five Star Airport Alliance is for the inspection, preventative maintenance, and emergency maintenance of the baggage belt system and the associated program logic controller (PLC). All services under this agreement will be provided on an on-call basis at the airport's request. The airport had a prior agreement with Five Star Airport Alliance in place last year which is expiring. The proposed agreement has a one year term.
3. Liebowitz & Horton Consulting Agreement 3rd Amendment: Proposed for Board approval is a 3rd Amendment to the Liebowitz and Horton base agreement. The amendment includes services for the updating of the on and off airport rental car leases, developing the bidding strategy, and managing the bidding process. The existing rental car agreements expire on April 30, 2021. Liebowitz and Horton assisted the airport with the rental car agreements and bid process previously and their familiarity with the airport is very valuable to the process.
4. TSA Office Space Lease: Proposed for Board approval is a lease with TSA for 177 square feet of office space in the ATO hallway. TSA currently leases this office space and the proposed lease is a continuation of the existing lease. The rental rate has been updated and matches what the airlines currently pay for office space in this hallway.

5. Detail Driven Non-Tenant Use Agreement: Detail Driven picks up vehicles from the airport, details them, and returns them to the airport for their customers. They are required to have an agreement with the airport to provide this service. Detail Driven has had an agreement in place for these services in previous years and this agreement is in the same form as previous.

6. Auto Detailing of Jackson Hole Non-Tenant Use Agreement: Auto Detailing of Jackson Hole picks up vehicles from the airport, details them, and returns them to the airport for their customers. Auto Detailing of Jackson Hole has had an agreement in place for these services in previous years and this agreement is in the same form as previous.

7. Eco Lube Express Non-Tenant Use Agreement: Enclosed for Board review and approval is a non-tenant use agreement with Eco Lube Express LLC which allows them to provide oil change services to vehicles operated by on-airport rental car companies. The agreement includes specific language related to the collection and disposal of hazardous materials to ensure no oil is discharged at the airport.

8. Snow Removal Equipment Purchase: Last year the airport purchased a mini loader to help with snow removal in the parking lots and associated small areas. Proposed for purchase is another small Caterpillar 906 Loader. Airport attorney, Mike Morgan, has reviewed the purchase through Sourcewell which has been used by the airport in the past.

9. Basement IT Room Cooling Equipment Purchase: Airport staff has been working to improve air cooling in one of the IT rooms located in the north basement. In the summer of 2019, the paging system equipment was moved into this room which significantly increased the heat output from the additional electronics. Staff worked reduce the temperature by reconfiguring the HVAC vents, but the temperature remains higher than recommended for the equipment. The solution is to purchase an additional cooling unit, similar to a unit that was installed in the IT room at the south end of the terminal.

10. Compost Trailer Purchase: The airport and Jed's started a composting program last year. This program has continued to improve with the restaurant composting 11,800 pounds between June 2019 and present. Currently the compost product is being stored inside with weekly pickup, which is not ideal. In order to resolve this the airport has budgeted to purchase a shed to store this product outside of the terminal as well as a trailer to move materials. Proposed is the combination of these two concepts and budget amounts to purchase an enclosed trailer.

RATES REVIEW: Proposed for Board review and approval is a price change in Jet A from \$7.16 per gallon to \$7.13 per gallon. Staff has conducted a rate survey and this rate is commensurate with the other intermountain airports. This item has been reviewed by the General Aviation Committee prior to being included on the agenda.

FINANCIAL REPORTS: The September activity levels continue to track above the sensitivity analysis, and this was reflected in September operations income. Rental car income was up for September 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 September. Staff continues to manage security and operations expenses which were under budget -11% and -4% respectively. Fuel farm revenues and expenses tracked with each other at approximately 45% below budget. This is reflective of lower airline fuel sales.

HANGAR 1 GARAGE DOOR REDESIGN: The existing garage doors on Hangar 1 are in need of replacement. There are no good options to replace the doors in their existing location/configuration. Staff has identified some other garage door alternatives which require design support. This particular amendment to Jviation is for the design work.

EXIT LANE EQUIPMENT DESIGN AND PURCHASE: In August of 2018, TSA informed the Airport that the technology being used to monitor the passenger deplaning gate was not adequate and not providing the level of security required. At that time, it was decided that the best short term solution was to staff the deplaning doors to ensure no one was able to go from the baggage claim area back out on to the ramp.

Staff researched possible technology solutions and issued an RFP for an Exit Lane Breach control system. This system will detect, alarm and stop individual attempts to enter a secure/sterile area through the use of automatic doors, cameras and analytics as passengers enter the airport from the ramp. The airport received two responses to the RFP. After reviewing the proposals staff recommends moving forward with purchasing two Flip Flow Extended Units from Record-USA.

In addition to the purchase of the exit lane units staff would also like to use Jviation to provide support for this project to ensure that the overall project meets the needs of the airport and matches the existing terminal finishes. The proposed scope of work would include two phases, a design phase to assist with the architectural elements as well as heating and ventilation considerations. It will also include a construction administration phase to provide support during the construction and installation of the system.

AIRLINE COMMON USE EQUIPMENT PURCHASE: Alaska Airlines is scheduled to begin service at JH Airport on December 17 and will use the common use ticketing counters and gates that had been used by Frontier. Alaska Airlines requested to deploy self check-in kiosks in front of their ticketing counters to make the check-in process more efficient for their customers. As a solution to proprietary check-in kiosks, Airport staff solicited quotes from SITA, our current common-use vendor, as well as Embross, a company also known for their airline ticketing kiosks. After reviewing pricing and feedback from Alaska Airlines and others, staff decided to recommend the solution by Embross. Staff recommends ordering four kiosks that will function for Alaska Airlines during their operations. The kiosks will also support American, Delta, Frontier, and United along with likely any other carrier that might offer service in the future. The kiosks also have a mobility function that allows them to be easily moved to handle IROPS or change in passenger demand.

AMENDMENT TO OWNER'S REPRESENTATIVE AGREEMENT: The airport is considering several large capital projects over the next couple years. This Owner's Representative Amendment is to the current agreement with KLJ and provides for services in conjunction with the proposed restaurant expansion and security checkpoint area expansion.

FBO TRADE NAME: The Board has stated the intention to begin operating the FBO on May 1, 2023. With the approval of this item the Airport Board will adopt the trade name "Jackson Hole Flight Services" for its FBO operation, which shall begin serving the public upon expiration of the current FBO's operating agreement in 2023.