

## MEMORANDUM

DATE: September 9, 2018

TO: Airport Board

FROM: Jim Elwood, A.A.E.

**SUBJECT: EXECUTIVE SUMMARY**

**CONSENT AGENDA:** Items on the consent agenda can be approved by a single motion. The public or Board Members may ask that an item be removed from the Consent Agenda and considered individually. The following seven 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 August 10, 2018.
2. Fire Services of Idaho, Inc. – Contract Award: Staff received four quotes to provide annual and regular inspections of the fire systems as well as repair and maintenance. Fire Services of Idaho, Inc. provided the most qualified proposal. The Concessions and Contracts Committee has reviewed this proposal and recommends approval.
3. AIP 59 – Wetland Mitigation Letter: As part of the Landside Improvement Project, the Airport will be disturbing approximately 0.30 acres of wetlands along the existing Enterprise Ditch inside the Development Subzone. The US Army Corps of Engineers requires the Board to mitigate or re-establish a like amount of wetlands in another location in the watershed. The Board has worked with Grand Teton National Park and located a site approximately 0.43 acres in size near Jackson Lake Lodge suitable for mitigation. The cost is expected to be AIP eligible for reimbursement and should be completed by October 2019.
4. SEH – Amendment 17 Scope Adjustment: Amendment 17 was previously approved by the Board in October 2017. The significant changes to Amendment 17 included the removal of the Stormwater Treatment Building design, the deletion of the ARFF lift station design.
5. SEH – Amendment 18 Scope Adjustment: Amendment 18 was previously approved by the Board in May 2018. This amendment adds the design and bidding for the Wetland Mitigation. In addition, it adds coordination design for the gas main project. These changes result in a net increase of \$50,787
6. Fuel Farm Consulting – Amendment 1: Amendment 1 extends the fuel farm consulting agreement for one additional month for \$7,500. This amount is the

same as the original agreement. All other terms remain the same in the agreement.

7. Spradley Barr Automotive Group – Contract Award: Staff advertised and received two proposals for two one ton pick-up trucks with plow blades. Both bids were responsive. The low bid was from Spradley Barr Automotive Group. The GTNP/Environmental Committee has reviewed this item and recommends approval.

### **GENERAL BOARD MEETING ACTION ITEMS:**

**RATES REVIEW:** Jackson Hole Aviation has requested a price increase in Jet A from \$7.46 to \$7.71/gallon. Staff conducted a fuel price survey and determined this is commensurate with other intermountain airports and in-line with the average at \$7.67/gallon.

**CUSTOMER FACILITIES CHARGE:** The CFC balance as of August 30, 2018 is \$2,434,681. Through August 31, we have expended \$2,546,842 for the QTA project. August CFC collections were \$276,705, up 32% from July 2017.

**FINANCIAL REPORTS:** August income in the Airport Operations enterprise center was \$1,637,245, 3% above budget, Security Operations was \$546,305, 2% above budget and Fuel Farm was \$2,366,272, 12% above budget. Expenses in the Airport Operations enterprise center were \$624,532, -5% below budget, in Security Operations were \$484,877, -6% below budget and in the Fuel Farm enterprise center were \$2,208,728, 11% above budget.

**ENTERPRISE/CORPAT ASSIGNMENT - AGREEMENT:** Enterprise RAC Company of UT, LLT (ERC) completed the purchase of Corpat, Inc. and has requested assignment of the rights, title and interest in the Board's rental car agreement with Corpat, Inc. The Assignment, Assumption, and Consent Agreement provides for the Board's consent of the assignment. The existing concession agreement with ERC under the Enterprise brand will remain separate from this agreement. ERC will be responsible for all duties and obligation including environmental and remediation under the assigned agreement. Mike Morgan and Lynn Leibowitz have reviewed the assignment and agreement.

**MEAD & HUNT – WASTE STREAM AUDIT:** This item provides for the development of a waste management plan which will align with the Town, County, and Park's waste reduction initiatives. The process will involve conducting a waste management inventory as well as a waste composition study. Airport stakeholders including the restaurant, airlines, and rental cars will be involved in the study. The GTNP/Environmental Committee has reviewed this item and recommends approval.

**MEAD & HUNT – CAR WASH LEACH FIELD CLOSEOUT:** The first amendment to the Mead & Hunt Agreement provides for the permitting, plan development, and closure of the underground injection control well permit associated with the rental car wash

facility. This plan will comply with the closure requirement of the permit and the State of Wyoming regulations. The GTNP/Environmental Committee has reviewed this item and recommends approval.