

## MEMORANDUM

DATE: December 14, 2021

SUBJECT: BOARD MEETING SUMMARY

**2021 NOISE UPDATE PRESENTATION:** Ryk Dunkelberg and Paul Dunholter will provide an update on the Noise Abatement Program. The presentation will cover noise history, metrics and progress with the program.

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

**CONSENT AGENDA:** Items on the consent agenda are considered routine and can be approved by a single motion. Any Board member 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 review and approval are the minutes from the Board meetings held on October 5, October 20, and November 19, 2021.
2. Kutak Rock Restaurant, Hold Room & Basement Bond Counsel Letter of Engagement: In order to complete the restaurant, hold room and basement construction bond, the Board will need to hire bond counsel. Kutak Rock is the bond counsel previously used by the Board for the rental car quick turnaround construction financing. Staff and airport attorney Mike Morgan felt the service provided by Kutak Rock was exemplary. The proposed engagement letter is in substantially the same form as was used for the QTA in 2018.
3. Jviation Revised Amendment No. 14 – Adding Taxiway CA/CO: The Runway 1/19 Reconstruction project was bid in March 2020 with five schedules of work. Originally, only two schedules were awarded due to available funding at the time. With recent financing from the FAA, reconstruction of taxiways A4 and A1 which had previously been excluded from the project can be awarded at this time. Presented for approval is Jviation revised Amendment 14 to add taxiways A4 and A1 construction administration and construction observation (CA/CO) to the scope of work. An independent fee estimate was conducted for the additional scope and was within 3% of the proposed fees. This is anticipated to be covered by the FAA at 100%.
4. Hold Room Furniture Resolution and Purchase: Staff received notice in late November that the pricing for the hold room furniture would be increasing 20% above the anticipated amount if the furniture purchase was not confirmed before the end of the month. With Board approval under the emergency procurement policy, staff signed the notice of intent to purchase at the quoted price. Staff will assemble the furniture during the runway closure. The Board is being asked to formally approve the furniture purchase at the quoted price at this time. The hold

room furniture purchase is a budgeted item. There is an associated resolution that waives the requirement of the procurement of this furniture to be done by competitive bid due to the fact that the hold room furniture requirements are specialized and need to match the existing hold room furniture.

5. Subcontractor Procurement Waiver Resolution – Restaurant, Hold Room & Basement Project: Presented for Board approval is a subcontractor procurement waiver resolution for the restaurant, hold room and basement project. Based on the bids received, 22% of the subcontracted work will be awarded to Wyoming resident contractors. There were 32 subcontract packages with four awarded to Wyoming resident contractors. On 5 packages, the low resident contract bid was >105% of the low non-resident contract bid, 3 packages received non-responsive bids from resident contractors and the remaining 20 packages received no bids from Wyoming resident contractors.

**FINANCIAL REPORTS:** Presented for approval are the financial reports for the periods ended October 31, 2021 and November 30, 2021. Activity levels remain above budgeted projections for both October and November. Fuel sales for October and November remain ahead of 2020. Year to date net revenues through the end of November (excluding CARES funds) were 97% above the budgeted amount.

**FY2020 – 2021 Audit:** Presented for approval is the final audit report for the Jackson Hole Airport for the fiscal year ended 2020 – 2021. The Airport's auditor, Eide Bailly, LLP, issued an unmodified opinion with no findings of deficiencies or material weaknesses.

**Restaurant, Holdroom and Basement Project Bond:** The request for proposals for financing the construction of the restaurant, hold room and basement project was issued on October 20, 2021. Two proposals were received to provide the bond financing for the project. The proposals received were from First Interstate Bank and Bank of the West. Staff and the Board's financial consultant, Steve Horton, evaluated the proposals and will provide a recommendation to the Board at the meeting.

**Wadman Guaranteed Maximum Price (GMP) Amendment for Restaurant, Holdroom & Basement Project:** Proposed for approval is the guaranteed maximum price (GMP) amendment to the construction manager at risk (CMAR) agreement with Wadman for the construction of the restaurant, hold room, and basement project. This GMP Amendment will be funded by the combination of bond proceeds and airport funds. The Board previously approved early procurement steel and heavy timber packages and the early mechanical, electrical, plumbing equipment and wells. These items are incorporated in this GMP amendment, consequently the previous amendments need to be cancelled with this approval.

**Southern Departure Procedure Study – Mead & Hunt Contract Amendment:** Presented for approval is an amendment to the Mead & Hunt agreement to investigate the feasibility of a potential procedure for southern departures. The goal of the southern departures is to reduce residential overflights both close-in and distant from the airport.

The proposed departure study will determine if one or more such procedures are feasible and if so, design the procedures. The project is phased such that the feasibility study will continue if it is determined there is benefit to the community. A Departure Study Input Taskforce will be established that includes a Board member and community members, as well as public lands representatives which would provide input during the process. This taskforce will disband upon completion of the scope. The steps within each phase build on prior phases and provide for Board decision prior to moving to the next step or phase. The Board will not be obligated to pay for phases if they are not completed. At project completion, should a special procedure be found to benefit the community it will be submitted to the FAA portal. Special procedure development and submission would require further review.

**Parking Lot Fencing Steel Purchase:** Staff is proposing to replace the temporary fencing in the parking lot with a permanent solution that is similar to the fencing in Grand Teton National Park at Jenny Lake. In 2019 the parking lot system and associated layouts were completed. Part of that project was meant to construct some permanent fencing, generally based off the design of the fencing at Jenny Lake with a few modifications. At that time, it was decided to install a temporary solution which is the black fencing currently in the airport parking lots. That black fencing is the same fencing used on the ramp which will be rotated through the inventory when the permanent parking lot fencing is constructed.

As you know, during the closure there will be staff available who can assist the maintenance and operations team in completing this project. The majority of the items are within staff's ability to procure (wood, concrete, core drill, rental of vacuum trailer, bolts, welding rods, stain, wood burning equipment, stain/oils, miscellaneous items). The exception is the steel for the project which includes approximately 400 steel posts and caps and associated rebar and steel plates. Staff has reached out to steel manufacturers to get general pricing and timelines. The response is that steel is very volatile and quotes are valid for 24-48 hours. Due to the cost, the Board will need to use the formal procurement process and because of the volatility in pricing will need to act on this promptly once received.

Therefore, staff is requesting the Board approve staff to execute a not to exceed contract for the purchase of steel. The steel will be procured through the approved procurement process and staff will execute the contract promptly after receiving the bids. This will allow for meeting the quick execution of the purchase and receiving the product at or slightly in advance of the closure. This is a budgeted item.

**Turo, Inc. Peer-to-Peer Vehicle Sharing Concession Agreement:** Presented for approval is a peer-to-peer vehicle sharing agreement with Turo, Inc. Turo is a relatively new business model that is similar to Airbnb. This agreement allows for customers to rent vehicles from hosts through the Turo digital network. Airports around the country have been figuring out how to adapt to the Turo presence in the rental car industry. Staff has worked closely with Airport counsel, Dan Reimer, on the proposed agreement and Dan has spent several months negotiating the agreement with Turo. We are one of the first airports with which Turo has agreed to enter into a formal agreement.

**Executive Session:** As permitted under Wyoming Statute § 16.4.405 the Board may adjourn into executive session to discuss matters of employment.