

## MEMORANDUM

DATE: September 15, 2021

### 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 four items are listed on the Consent Agenda.

1. Approval of Minutes: Proposed for review and approval are the minutes from the Board meeting held on August 18, 2021.
2. Credit Card Resolution: Credit Card Resolution: Staff has been utilizing credit cards for purchases instead of direct billing with checks or purchase orders. This has added flexibility for vendors and increased productivity for Staff. Based on this move there is a need for additional credit cards and an extended credit line. Current credit card incentives and rates have been explored. Staff recommends applying with Bank of America for the Business Advantage Customized Cash Rewards Mastercard. This option allows customization of the rewards program to benefit the Airport's business needs and has a comparable percentage of unlimited cash back. The cash back will be used to offset the bill charges each month. There is also no annual fee for the recommended card.
3. FAA AIP Grant 70 Resolution: The Federal fiscal year ends on September 30, 2021. It appears that FAA will have unencumbered FY 20-21 funds which it will offer to the Jackson Hole Airport, to fund infrastructure replacements and improvements which are identified in the Airport's FAA-approved Capital Improvement Plan (CIP). The Airport has made application to FAA for the purpose of Constructing Access Taxiway, Constructing Bypass, and/or Expanding the Deicing Pad at the Airport, which are all projects identified on the CIP. Proposed for approval is Resolution 2021-16 to accept AIP 3-56-0014-70-2021.
4. CLB 8th Amendment: Proposed for approval is the 8th amendment to the CLB agreement regarding design of the new basement space below the gate and restaurant. The space was originally scoped to be unfinished with minimal improvements. The proposal is to upgrade the area to "meeting room space" while keeping flexibility for various enhanced needs over time. This will include general finished work such as carpet, sheet-rock, lighting, bathrooms, sufficient data and electrical to handle future needs.

**FINANCIAL REPORTS:** Included for approval are the financial reports for the period ended August 31, 2021. Activity levels remain above budgeted projections for August. Fuel farm income and expense continue to track with each other for August 2021.

### **Knife River Change Order # 2 and Aviation Amendment #16 – Baggage Makeup**

**Access Road:** Due to the restaurant construction project, the road used by the air lines to access the baggage makeup will be unavailable starting in the spring of 2021. An additional benefit of this project is to resolve a safety concern that currently exists as the existing GSE access road directly enters the commercial ramp at the pedestrian crosswalk area where passengers plane/deplane the two north commercial apron parking positions. Included with this project is a subsurface conduit duct bank that will provide a direct route for critical communication lines needed between the terminal building and the ATCT. Finally, this project will also include the installation of waterlines and electrical conduits for the proposed geothermal well cooling system that is planned to be installed as part of the Restaurant Expansion Project.

### **Knife River Contract and Notice of Award for Schedules II – III Runway**

#### **Reconstruction Project and Notice to Proceed with Preconstruction Activities:**

AIP 70 provides funding to complete this portion of the runway work earlier than anticipated. Proposed for approval is the Notice to Proceed for Preconstruction Activities which will allow Knife River to move forward with procuring materials for Schedules II – III of the Runway project. While we are requesting approval of the Notice to Proceed, it will not be issued until approximately 10 days prior to the start of the work (~April 1, 2022).