

## MEMORANDUM

DATE: April 15, 2022

### 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 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 March 16, 2022.
2. Mead & Hunt Amendment 11 for Additional Well Monitoring: This Amendment to the Mead & Hunt On-Call Environmental Agreement is for the next steps related to the groundwater monitoring for PFAS. There are three tasks identified which include on-airport monitoring events thru 2022; on-airport semi-annual monitoring events in 2023 and 2024; and off-airport continued monitoring events in 2023 and 2024. Each individual task requires the Executive Director's Approval to proceed.
3. KLJ Engineering Amendment 2 to Hangar 3 & GSE Building Design Agreement: This amendment to the KLJ Engineering Agreement is for added scope for the Hangar 3 & GSE Building project to make Bay 3A a viable FBO maintenance hangar. The main elements of the added scope are code requirements for fire protection, expanded "bump outs" to house maintenance/staffing requirements and fire protection equipment, and building systems upgrades/relocations to support the maintenance function.

**FINANCIAL REPORTS:** Included for approval are the financial reports for March 31, 2022. Fuel sales remain ahead of projections for the fiscal year. Fiscal year to date net revenues through the end of March were above the amended budgeted amount, this is anticipated to be in line with the amended budget at the end of the fiscal year due to limited revenues during the runway closure.

**FY 2022-2023 Budget:** Proposed for approval is the FY 2022/2023 budget. This year we are presenting the budget with four enterprise centers and six cost centers. The enterprise centers include the Fuel Farm, Security Operations, Airport Operations, and Fixed Based Operator (FBO). The six specific cost centers remain unchanged from prior years and include: airfield, landside, terminal, other buildings and grounds, environmental, and community outreach. During this next fiscal year, the Airport will begin operating the fixed base operation at the airport. In the months leading up to this enterprise, the Airport is planning for adequate staffing and equipment acquisition necessary to ensure a smooth transition and ongoing operations. This budget includes adjustments in:

- Terminal rents
- Landing fees
- Parking rates (with a local discount provided)
- Utilities commensurate with activity levels
- Personnel expenses
- Maintenance costs as required for the infrastructure at the airport.

Once approved by the Board the budget will be forwarded to the Town and County for their action. Currently this is expected to occur at the April 26 JIM meeting between the Town and County.