

## MEMORANDUM

DATE: September 9, 2022

### SPECIAL BOARD MEETING ACTION ITEMS:

**AIP 72 GRANT AGREEMENT AND RESOLUTION 2022-04:** FAA Grant AIP 3-56-0014-072-2022 is in the amount of \$8,000,000. This grant is funds from the Bipartisan Infrastructure Law (BIL) and will be used towards the terminal projects. Resolution 2022-04 accepts the grant agreement with the FAA for these funds. The Town of Jackson and Teton County have already approved this grant.

**KNIFE RIVER CHANGE ORDER – AIRFIELD LIGHTING CONTROL SYSTEM:** The lighting controller in the Air Traffic Control Tower is aging. As part of the runway project, there were several improvements which included more advanced controls and monitoring for the runway regulators. Some of these enhancements cannot be utilized by our existing lighting control system. Staff determined that operationally and financially it makes more sense for us to upgrade the remaining regulators and lighting control system to the newest technology versus trying to improve the existing dated technology. The current lighting controller is at the end of its service life.

This proposal will make a number of improvements, but the highlights are it will provide three locations for lighting control and associated equipment redundancy versus the one that exists today. It will also update some of our older regulators with this more advanced monitoring and controls. Airport operations staff will do some of the work associated with the installation as a cost saving measure.

**PROCUREMENT POLICY AMENDMENT:** This Amendment proposes a small change to the Procurement Policy that would allow the Board President to waive the \$35,000 threshold for formal procurements and permit the use of informal quotes and bids in certain circumstances, so long as the waiver would not conflict with State law. Staff will provide written justification for the request to waive the requirement for a formal procurement to the Board President and the Board President will approve or deny each request individually.

This Amendment does not change the required Board approvals for purchases and associated signature authority of the Executive Director versus the Board.

This proposed amendment to the Procurement Policy will provide needed flexibility to ensure we are able to conduct our procurements efficiently and quickly, while still ensuring that the Board purchases the best product for the best price.

**AVFUEL AGREEMENT:** An RFP for a fuel supplier was released this spring and we received two proposals in response to the RFP. A Selection Committee reviewed the proposals received and selected AvFuel as the recommended vendor. This agreement formalizes the agreement between the Jackson Hole Airport and AvFuel for the provision of aviation fuel products. This agreement will have a five-year term and be effective on May 1, 2023 when the airport begins operating the FBO.