

MEMORANDUM

DATE: September 17, 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 Special Meeting (Facility Tour) held on August 17, 2022, the Regular Meeting held on August 17, 2022, the Special Meeting (Ground Transportation Committee) held on August 17, 2022 and the Special Meeting held on September 13, 2022.
2. F350 Truck Purchase: Per Wyoming State Statute for the purchase of new vehicles, staff published a request for bids, RFB, for a 4x4 pick up truck. The bid was sent to local and regional dealerships and published in the local paper and the Casper Tribune. We received one response to the bid from Ken Garff Ford in Cheyenne for a F350. The bid was responsive and was a good value.
3. Deice Truck Purchase – Global Ground Support LLC: Two deice trucks are necessary for the deicing operations at the Fixed Base Operation, FBO. Staff published an request for proposals, RFP, and received four responses. A Selection Committee reviewed the four proposals and has identified Global Ground Support LLC. as the top proposer. This consent agenda item is for the purchase of two deice trucks from Global Ground Support LLC.
4. Lektro 8850 Purchase – Advanced GSE, Inc.: President McLaurin approved a deviation to the Procurement Policy under the provision approved at the September 13, 2022 Special Board Meeting. Tugs allow line staff to move aircraft on the ramp and in and out of hangars. The FBO will need a total of 6-8 tugs. The Lektro 8850 is the most important tug to get onsite quickly as it can accommodate the widest range of aircraft sizes. This specific model is the most popular and therefore has the longest lead time. The lead time on these tugs is 7-8 months, so it is critical this equipment is ordered now to ensure it is onsite by May 1, 2023. Lektro is the market leader with 85%-90% of the Electric Towbarless market. Lektro developed the towbarless tug and they were first produced in 1967. The existing FBO exclusively uses Lektro tugs to move aircraft, so they are the known piece of equipment for both operators and mechanics on the Airport.
5. UKG HR/Payroll Software Agreement: For the last few years, the airport has used Ascentis, an HR Information System (HRIS) software, to track and monitor HR data, process payroll, maintain timekeeping records and time off requests,

and several other HR-related information tracking functions. At the end of 2022, Ascentis was acquired by Ultimate Kronos Group (UKG), another HRIS and payroll software provider. The airport has negotiated a contract with UKG to implement and utilize their product going forward, with an estimated “go-live” date of April 1, 2023. This timing is important due to the FBO transition, in addition to the fact that the legacy Ascentis software the airport is currently using will not be supported after the end of 2023. The airport was able to negotiate a 5-year term with UKG at a pricing level that is lower than the current amount being paid to Ascentis. Because UKG now owns the Ascentis product line, this will streamline the implementation of the UKG product. Finally, execution of this contract will trigger the cancellation of the airport’s current contract with Ascentis, the timing of which will be tied to the “go-live” date of the UKG product implementation. The contract has been reviewed by legal counsel.

FINANCIAL REPORTS: Included for approval are the financial reports for the period July 1 – August 31, 2022. Net revenues for this period are 23% better than the budgeted amount. This is due in part to better than projected operating revenues.

SOUTHERN DEPARTURE TASKFORCE REPORT: The Board will receive the report from the Southern Departure Task Force and consider the reply to the FAA.