



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 14, 2018  
**MEETING DATE:** June 18<sup>th</sup>, 2018

**SUBMITTING DEPARTMENT:** Administration Department  
**DEPARTMENT DIRECTOR:** Larry Pardee  
**PRESENTER:** Larry Pardee

**SUBJECT:** Town Parking Garage Lease of Spaces to Jackson Hole Airport – Ride-2-Fly Program

#### STATEMENT/PURPOSE

The purpose this item is for Town Council to review and consider a draft parking garage lease agreement between the Town of Jackson and the Jackson Hole Airport Board for payment for the use of parking spaces in the Town owned parking garage to allow airport customer parking for the Ride-2-Fly Program.

#### BACKGROUND/ALTERNATIVES

The Town Council approved the use of the upper 3<sup>rd</sup> and 4<sup>th</sup> floors of the Milward & Simpson Parking Garage for the use of the Ride-2-Fly Program. The program has provided an offsite park and ride airport program at no cost to the airport. The draft agreement as presented was drafted by the Airport Board's legal counsel and proposes a payment to the Town of Jackson for the allowance of this parking in the amount of 52,457 annually. Town staff reviewed the proposed agreement and sent back comments as noted in the attached draft. Please see the Town Attorney's comments outlining staff's request for clarification and/or additional information as noted in the sidebar of the draft agreement.

The Town Council may want to consider whether to continue the arrangement with the Jackson Hole Airport or whether they want to discontinue that arrangement and allow parking in the entire structure for employees of downtown businesses, citizens, and guests to the community wanting longer parking than 3 hours at a stretch.

The Town Council has several options for consideration:

1. Approve the draft parking agreement with the Jackson Hole Airport Board for Ride-2-Fly as presented and authorize Mayor Muldoon to execute the agreement on behalf of the town of Jackson.
2. Discuss the proposed agreement, request any additional information from the Jackson Hole Airport Board, direct the Town Attorney to provide a complete and comprehensive legal review, and direct staff to further review the agreement and present the agreement for Town Council action at a future Town Council meeting.
3. Deny the request in its current form and request a different proposal.
4. Take no action thereby continuing the Ride-2-Fly parking arrangement without payment.

5. Deny the request and direct staff to discontinue allowance of parking in the structure for Ride-2-Fly patrons and further direct staff to remove the signage.
6. Other.

#### ATTACHMENTS

Draft - Lease of Parking Spaces at 4-18-18 (ACD revisions)

#### FISCAL IMPACT

Revenue generator of \$52,457.00 as presented today in its current form.

#### STAFF IMPACT

The staff impact of Council's approval of this agreement is minimal in that the document would need to be executed by all parties and scanned into the records of the Town of Jackson.

#### LEGAL REVIEW

Town Attorney has only sent back comments from staff members for the Airports legal counsel review and consideration. Should Town Council wish to proceed with this draft lease agreement it requires final legal review and any additional Council requests.

#### RECOMMENDATION

Staff recommends the Council discuss the agreement, consider any changes to it, and then act on the agreement. Staff makes no specific recommendation at this time as there are benefits to discontinuing the arrangement and there are also benefits to the Town of Jackson being compensated for use of spaces that are not available to the general public.

Should the Council be ready to act, staff recommends the document be approved subject to any further changes by the Town Attorney.

#### SUGGESTED MOTION

Should the Town Council be ready to act, one possible motion would be:

I move to discuss the proposed agreement, request any additional information from the Jackson Hole Airport Board, direct the Town Attorney to provide a complete and comprehensive legal review, and direct staff to further review the agreement and present the agreement for Town Council action at a future Town Council meeting.

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Synopsis for PowerPoint (120 words max):

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