

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** August 17, 2011

**BOARD PRESENT:** Clay James, Jack Larimer, Jim Waldrop, Jerry Blann, Andrea Riniker

**OTHERS PRESENT:** Gordon Cummins, Zeke McCabe, All Resort Group; Kendra Harris, Vicki Howell, Driver Provider; Paul Dunholter, Bridgenet; Jeremy Mayo, Hertz; Keil Corey, NPCA; Jeff Brown, JH Aviation; Rhea Escamilla Quijada, Jedediah's; Gary Pollack, NPS; Ray Bishop, Jeanne Kirkpatrick, Craig Logan, Peggy Marie Smith, and various other airport staff.

**CALL TO ORDER:** Clay James called the Jackson Hole Airport Board meeting to order at 9:05 AM on Wednesday, August 17, 2011.

**I. APPROVAL OF MINUTES:** Blann made a motion to approve the minutes of the July 20, 2011 Jackson Hole Airport Board meeting. Waldrop seconded the motion. The motion passed.

### II. ACTIVITIES AND REPORTS REVIEW:

A. Enplanements/Load Factor Reports: Bishop reported that July was +3%, with the YTD at -3%. Bishop commented that it was a late tourism year, as the last weeks of August have been very busy. Cancellations for the month of July were discussed. Although JAC has only 1.1% over a national 1.96%, it is the issue of frequency that causes travelers distress. The Board asked to have more information on the reasons behind cancellations and late flights over one hour for future reports. Screening wait times continue to be exemplary. The wait seems to be at the airline counters with as much as 25 minutes noted. The airlines have put employees by the kiosks to assist people. Blann made a motion to approve the activity reports for July. Waldrop seconded the motion. The motion passed.

B. Financial Reports: Income and Expense Operating reports were presented, along with PFC's and CFC's. In discussion, Blann asked for a comparison of rental car rates at JAC with other airports and resorts in the region, since it has been several years since that was done. Jeremy Mayo, Herts, commented that rates on rental cars are fluid and change all the time. Other line items were questioned and asked for investigation. A motion to approve the financial reports was made by Riniker. Blann seconded the motion. The motion passed.

C. Legal Update: Legal counsel has worked on airfield construction projects, ground transportation, and FBO rules and sub-leases this past month.

### III. COMMENTS FROM NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON

**COUNTY AND THE PUBLIC:** Gary Pollack said that the search and rescue efforts in the Park are up slightly, which may be due to the snow in the backcountry. Visitations over the last month have been about the same. Path construction is a little behind schedule. No one was in attendance from Town of Jackson or Teton County. No public comment. Bishop shared the Airport Terminal Leeds award which was framed by Terry Chambers and would be displayed in the terminal. .

#### **IV. ACTION ITEMS:**

A. Rates Review: No increase requested in any fuel service this month.

B. Payment of the Bills: Blann made a motion to approve ACH Payroll July 29, 2011; Checks #24820-#24920; and, Checks #1874-#1882. Larimer seconded the motion. The motion passed.

C. JH Aviation Transient Handling Fees: In June Brown had requested an increase in transient handling, tie down and hangar daily fees. There had not been an increase since 2005. At the July meeting the Board asked for more study and an FBO committee was formed. There has been considerable examination of staff analysis, comparables and meetings with the FBO. According to the committee, the rates in the proposal meet the "fair and reasonable" criteria. Rates as proposed have been lessened and the gallons adjusted to clarify that fuel purchase is the most economic alternative. Riniker made a motion to approve the transient handling fees, tie down fees and daily hangar rates as proposed (see attached). Larimer seconded the motion. The motion passed. Brown made further clarifying comments.

D. Purchase New Dozer Tires: Logan explained that Dozer 824-G (1997) needs new tires. The tread looked good at the end of the winter, but pre-season inspection discovered that the sidewalls were cracked and leaking fluid. Bids were obtained. The out-of-budget cost is \$26,800 for the four tires. Waldrop made a motion to approve purchase of four dozer tires at the cost of \$26,800. Blann seconded the motion. The motion passed.

E. Shades – West Hold Room & Terminal: A final bid came in after the Board books were prepared. The bid from Commercial Window Coverings, Inc proved to be lower in cost and guarantees matching the color and fabric of the current shades. The proposed 16 manual operation shades for \$2,608 and four remote ticket lobby windows for \$5,598 for a total proposal of \$8,206. Blann made a motion to accept the proposed bid of \$8,206 for the needed shades in the hold room and ticket lobby. Riniker seconded the motion. The motion passed.

F. Driver Provider – Rate Change: Bishop shared the proposal that had come from one provider of executive service to offer discounts in the off-season time period and for promotional visits. Logan spoke to the proposal and the structure that would be necessary to implement it. The Board asked Kendra Harris from Driver Provider to speak to the details. The Board asked for a structure to be put together for all Executive Services for the next meeting. Blann made a motion to approve the request of Driver Provider for up to 10% discount on reservations October 1 – November 30 and April 1 – May 31; a \$25 round trip reservation discount and a site visit rate of \$90 + tax. Riniker seconded the motion. The motion passed.

G. All Resort Group: The All Resort Group came before the Board previously and was approved to provide Executive Charter as well as Executive Service, but chose not to pursue Executive Charter at the time. They were asked to reapply. Rates were the same as proposed in 2009. Representatives Cummins and McCabe were asked about the delay. The delay in beginning was due to acquiring another company which had a Do-Not-Complete clause. That time period has expired and they are ready to begin the service as proposed. The Board asked

if they would want to be part of the approved rate structure. It would not be required, but available if they would care to participate within the stated structure. Logan stated that the rate structure for Executive Service and Executive Charter are either per hour or per diem. James asked about the drivers' training and the ITS training. That would be in the next tier of training. Waldrop made a motion to approve All Resort Group as an Executive Charter Service with rates as presented. Blann seconded the motion. The motion passed.

H. Printers – TSA Baggage System: 6 printers are attached to Baggage Handling and the Reveal Scanners. They are malfunctioning and cannot be repaired., so new printers will need to be purchased. The parts were approved by TSA at the time the system was constructed and because the inputs are different from the new computers it will require Horsley to install. The cost of these printers and installation by Horsley would be NTE \$6000. This is an in-budget item. Waldrop made a motion to approve the purchase of 6 printers NTE \$6000 with installation. Blann seconded the motion. The motion passed.

I. Jedediah's Three Phase Water Heater: Bishop spoke to the need for the upgraded water heating system. It was thought there might be problems, but needed to verify during a busy season. Two 240 volt, 24 kw, 3-phase water heaters will provide 100 gallons per hour or total of 360 gallons of hot water at the cost of \$10,459. Two bids were obtained. Blann made a motion to approve purchase of the proposed water heaters at the cost of \$10,459. Waldrop seconded the motion. The motion was approved. .

J. Custodial Contract Services: With the loss of two custodians, the staff investigated the cost comparison of hiring replacement staff or moving to contract custodial services. Three bids were solicited, and two were received. Bishop explained that they had chosen to go with the higher bid due to past performance of the selected company. The contract is for two daytime employees, 40 hours per week each, at the cost of \$116,000. This is a savings of over \$5,000 in this category. Larimer excluded himself from comments and vote due to personal involvement with one of the bidders. The tasks are outlined and the Board asked that the items be initialed by the contractor at the time of signing, and that regular inspections be held to ascertain quality service. Waldrop made a motion to approve the contract with Aspen Cleaning Services NTE \$116,000 for one year. Riniker seconded the motion. The motion passed.

K. Accept AIP 46 Grant – 2011: AIP 3-56-0014-46 is for the Glycol Recapture System and Runway Centerline Lights. The FAA tries to get grant funding obligated prior to September 30, although some of the work covered by this grant will not be accomplished until the Spring of 2012. Riniker made a motion to accept the \$8,883,899 FAA AIP -46 Grant and authorize the Board President to sign the acceptance. Blann seconded the motion. The motion passed. The Town of Jackson and Teton County will need to also approve this grant.

Waldrop made a motion to authorize Board President James to approve contracts with Evans Construction and Mountain West Electric, and issue Notices to Proceed, upon receipt of funding for these projects. Blann seconded the motion. The motion passed.

## **V. AIRPORT DIRECTOR'S COMMENTS:**

- Part 139 Inspection: Bishop and Logan highlighted the outstanding job Operations staff did throughout the last year that resulted in a superior 14 CFR Part 139 inspection by the FAA. It was noted that the Snow Removal and Field Condition Reporting process was so well managed that JAC has been recommended as a participant in FAA's new "Snow Matrix Study." Members of the Operation team that were on shift were recognized in the meeting.
- Snow Plow Purchase: Logan explained that Jacob's Engineering is currently preparing bid specifications for a replacement runway snow plow. A discussion of what that entailed followed. Bishop stated that there is a \$475,000 expense in the budget allocated to the plow, which will be funded from future PFCs. The plan is to advertise bid 8/19 with 200 days to deliver expected. Three to four bids are anticipated.
- Communication Link/Chamber Calendar: The Chamber DVD played as the Board meeting was convening. The Board felt that more up-to-date information was needed for the passenger and asked Bishop to pursue.
- Paved Safety Overrun Area: Bishop shared information about the process over the Enterprise ditch and the lighting electrical lines. Paving is scheduled to be completed by September 16; with curing time, the project will be finalized by October 16.
- Glycol Recovery Project & Runway Centerline Lights Update: We are waiting on final decision on FAA funding, but the two projects will probably be split between fall 2011 and spring 2012.
- Art Committee Update: Riniker reported on the 8/16 meeting of the Art Committee. There was good feedback on present set-up, especially the quality of the art and artists and a desire to continue that standard in the future. The committee looked at the Yellowstone stagecoach proposal, there are issues of liability and security, and Riniker wants to see the actual coach personally. The committee will help with a 6 month rotation of artists on the walls in the hold room and options of possible purchase through the GTNP Foundation gift store. The committee also looked at options for the front entrance of the airport.
- Next Generation Update: Paul Dunholter spoke about an audibility study and shared the FAA Next Gen website with JAC being featured. The proposed WAAS demo flight is tentatively scheduled for 9/29 with a curved approach for instrument landing. FAA Administrator Babbitt and team leaders may be attending. The Board suggested that the airport host an activity in coordination with FAA that date.
- Taxi ITS Training Update: As of the Board meeting 9 of the 26 Taxi companies had completed their training and received their contracts. Nine others were in process and 8 had not begun. The Board asked to push forward to complete this group.
- Report – FBO Committee: Larimer and James were members of the committee and Larimer spoke to the findings. The Board is charged with examination of items within the Board contract with JH Aviation to ascertain that pricing is fair and reasonable. Every item in the JH Aviation proposal for rates was reviewed and found to meet the standard. The Board administers the contract with JH Aviation. The FBO then has the ability to

conduct business, eviction oversight; what can be in the hangers, etc. The Board met as a courtesy, not a responsibility to renters. The renters cannot go over the head of JH Aviation to the Board. JH Aviation leases to renters and the terms of the lease are clearly explained in the document. This issue is completed. Brown spoke to the specific issues that had been changed in his lease agreement. If there is any change in government regulations it makes any current lease modifiable for regulations. Bishop said changes will be shared with Board members.

**VI. AIRPORT BOARD COMMENTS:** The calendar of upcoming events was reviewed by Bishop. Highlighted was the JH Air Airline Rendezvous dinner and the Jackson Hole Airport briefing. Bishop also updated the Board on the lawsuit by McHuron, which goes to the insurance company as lead.

Riniker commented on the meeting that she and Kirkpatrick had with the Town of Jackson concerning self-insurance, and an upcoming meeting with Teton County. Blann referenced the Mead & Hunt report and the good information provided; also the possibility of a discussion on the Allegiant Airlines; and desired more data mining on airline fueling and competitive rates. Waldrop welcomed the film crews that have passed through the airport and valley. Larimer commented that he will be out of the area for the Rendezvous activities.

**VII.** Riniker made a motion to move to an Executive Session regarding a personnel matter. James suspended the regular meeting at 11:02 A.M. The Regular meeting reconvened and adjourned at 11:22 A.M.

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Clay James, President

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Jim Waldrop, Secretary