

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: December 15, 2010

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

OTHERS PRESENT: Ray Bishop, Director; Bob Vogel, NPS; Mike Mahoney, KL&J; Jeff Brown, JH Aviation; Rick Schmidt and Mike Dobens, Tower; Leland Christensen, TC Commissioner; Mayor Mark Barron, Town of Jackson; Mike Gierau, Jedediah's; Gene Murphy, Jacobs; Jeremy Mayo, Hertz and staff members Jeanne Kirkpatrick and Peggy Marie Smith.

CALL TO ORDER: Andrea Riniker, President called the meeting to order at 9:04 AM on Wednesday, December 15, 2010 in the Jackson Hole Airport Board Room. Ray Bishop, Director and Rick Schmidt, JAC ATCT, recognized Mike Dobens from the Tower for the outstanding work as one of the certified air-traffic controllers. Bishop recognized Screener Cynthia Sudela as Employee of the Month.

MINUTES: Blann made a motion to approve the minutes of the October 21, 2010 meeting. Waldrop seconded the motion. The motion passed.

II. ACTIVITIES AND REPORTS REVIEW:

- A. Enplanements/Load Factor Reports – November enplanements were at 0% with YTD for 2010 of +2%. Bishop shared the Screening Wait Times from June through November. He said November wait times were below the 20 minutes . Bishop commented that Terry Schenck, United, has announced his retirement as of January 3, 2011. Further comments were made concerning the winter schedule and the areas of concern with the baggage claim area during the noontime flights.
- B. Financial/PFC Reports – Bishop reviewed the construction cost spreadsheet which included the actions of the Board in this meeting. The income and expense operating statements were reviewed with Kirkpatrick by Waldrop. Income from parking was discussed. Riniker addressed the question that had come from the Town Attorney concerning the free parking which is offered to all those not parking overnight. James made a motion to accept all of the financial reports. Blann seconded the motion. The motion passed.
- C. Terminal Project Update – Bishop shared the summary sheet of construction costs and contingencies. He said technically the construction will be completed Friday, but there will be a punch list of items that are estimated to be completed over the next six weeks Riniker asked for an update on the technology pieces that involve Circumerro and Prance with flight schedules and interactive with hotels. Bishop and staff answered the various questions from Board concerning various aspects of the display boards, and other construction completion items. The Board asked that Flight-view and Flight Schedules be addressed as highest priority. Riniker gave a special thanks to the Jackson Hole News and Guide for the coverage that was given at the climax of this project, and to everyone who has been involved. Waldrop shared a comment from Jack Marquart that in thirty years, this is the best project he has been involved in.

- D. Legal Update – The Board received a summary of legal work from Mike Morgan, and the one page letter concerning the NPS Lease Extension.

III. COMMENTS FROM –NATIONA PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC

Mayor Barron offered congratulations on the grand opening tomorrow. He had a question concerning an agenda item that was in executive session. It was clarified as having been a misprint on the agenda. He also had a question concerning PFCs. Kirkpatrick explained the process of applying for and receiving PFCs for specific projects. Riniker further clarified concerning public hearings and final approval by FAA.

Commissioner Leland Christensen said they were doing various County board interviews the next day. He also talked about the Aviation Board hearing that he had attended with the airport in Cheyenne, and the importance of the centerline runway lights project. He invited the Park to attend the decision meeting. He said that visitors notice all of the work done at the airport has not changed the visual impact. Blann acknowledged appreciation for attendance and support. Bob Vogel representing NPS acknowledged John Russels and Mary Scott who had attended earlier meetings. November visits to GTNP were up 6% and YTD 5%. The official opening was December 14.

Jeff Brown, JH Aviation, shared highlights from an article about early days at the airport where they would line the runway in Christmas trees to give a visual for landing.

IV. ACTION ITEMS

- A. Rates Review:** JH Aviation asked for a change in Jet A and Avgas rates. Blann made a motion to approve Jet A at \$6.44/gal, an increase of \$.15; and Avgas at \$6.25/gal for an increase of \$.16. Larimer seconded the motion. The motion passed.
- B. Payment of Bills:** Waldrop made a motion to approve the bills #23838-23963; #1745-1772; ACH Payroll of October 29, 2010 and November 30, 2010. Blann seconded the motion. The motion passed. Waldrop commented on the efficiency of the work with Kirkpatrick on the financials.
- C. Change Orders:** Waldrop made a motion to approve Change Order #33 on previously addressed items for \$55,715. Blann seconded the motion. The motion passed. Blann made a motion to approve Change Order #34 dealing with the lights for \$64,246. Larimer seconded the motion. The motion passed. Change Order #35 included pending items previously presented. Blann made a motion to approve Change Order #35 for \$43,786. Waldrop seconded the motion. The motion passed. Pending Items in the “cleanup category” were discussed; specifically the rental car counter tops and the SSCP police office. Blann made a motion to authorize NTE \$90,000 for those pending items. Larimer seconded the motion. The motion passed.
- D. Audit Approval:** Kirkpatrick spoke to the improvements made in the accounting procedures based on the previous year’s audit. She said the auditors were here for a week and there were no written deficiencies in internal control compliance. Waldrop

made a motion to accept the audit for FY 2010. Blann seconded the motion. The motion passed.

V. AIRPORT DIRECTOR'S COMMENTS:

- Mu Process – Bishop explained about friction, contaminants and pilot reports (PiReps) in relationship to Mu readings of runway conditions. He said the FAA now requires that any time an airport receives a PiRep of nil braking or a Mu number of less than .21 the runway must be closed. .
- Runway Excursions – Bishop showed pictures of the Gulfstream 200 that went 375' off the south end of the runway. Larimer explained that excursions include all events where the plane leaves the runway including stopping on overrun pads and sometimes going beyond the paved surface.
- Flight Cancellation - A discussion of flight cancellations was held, showing the types of cancellation. Blann asked about the source of the data presented, and that a format be developed to assist JHAir.
- RCLS Simulation – Bishop shared the safety issue that was validated through the Boeing simulator with the centerline lights.
- FAA @ Seattle – Excursion Working Group – Bishop said Craig Logan is attending this meeting and that the Air Carrier Cert. Management Officers are a prime group to give support.
- Opening Celebration – Open House 9 – 10 AM with music and light hors d'oeuvres; ceremony at 10:30; ribbon cutting at 11AM sharp.

VI. AIRPORT BOARD COMMENTS: A review of the upcoming meetings was shared.

VII. EXECUTIVE SESSION: The Board and Bishop went into Executive Session at 10:30 AM to discuss possible construction litigation; personnel matters; conversation with Counsel on potential grant agreement and contracts. No action taken during executive session. The meeting reconvened at 11:45 AM.

VIII. Larimer made a motion to adjourn the December meeting of the JH Airport Board. James seconded the motion and the motion passed.

Clay James, President

Jim Waldrop, Secretary