

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: February 16, 2011

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

OTHERS PRESENT: Ray Bishop, Director; Mary Scott, Bob Vogel and Jackie Skaggs, NPS; Jon Faucher, Mead & Hunt; Gene Murphy, Jacobs; Mike Mahoney, KL&J; Louise Lesley, JHCA; Sharon Mader, NPCA; John Pearson, Alltrans; Rhea Escamilla, Jedediahs; Bert Bollar, Teton Aviation LLC; Cory Hatch, JHN&G; Mike Daus, public; Craig Logan, Jeanne Kirkpatrick, Peggy Marie Smith and other staff.

CALL TO ORDER: Andrea Riniker called the meeting to order at 9:10 AM on Wednesday, February 16, 2011 in the JH Airport Board Room.

- I. **CERTIFICATE OF ORGANIZATION:** Riniker made a motion to accept the following as officers of the 2011 Jackson Hole Airport Board: President Clay James, Vice President Jack Larimer; Secretary Jim Waldrop; Treasurer Jerry Blann and Member Andrea Riniker. A second was made by Waldrop. Motion passed unanimously. President James thanked Andrea Riniker for her service as President this past year.
- II. **SPECIAL ANNOUNCEMENTS:** Bishop shared with the Board that the airport had received the highest achievement – award of merit for design from the American Institute of Architects; State of Utah and Colorado AIA Award for design; award ceremony in Salt Lake City on March 16 for another award. Jackson Hole Airport has been awarded the screening contract by the Transportation Security Administration. Thanks to Jeanne Kirkpatrick, Aimee Crook and Michelle Buschow for the tremendous effort they put forth to obtain this competitive contract for the next 5 years. Jackson is the only airport where the screeners actually work for the airport under contract to TSA. .
- III. **APPROVAL OF MINUTES:** Larimer made a motion to approve the minutes of the December 15, 2010 Board meeting. Waldrop seconded the motion. Motion passed unanimously.
- IV. **ACTIVITIES AND REPORTS:**
 - A. Enplanements/Load Factor Report: Bishop shared that Enplanements January 2011 was +1% over 2010 and overall 2010 was +2% over 2009. PFC reports were shown as well as the screening wait times. Bishop and Logan shared information about the problem with skis that are screened in the baggage area. Kirkpatrick and Crook shared information about the TSA contract, and new positions and tasks that will be required. Blann asked that a regular report on cancellations be included each month. Bishop shared the past month report in a slide, but indicated that there is no past data to compare with. Board members further indicated what they would like to see in this report. Bishop commented that each airline has its own rules on landing. He mentioned that Bob Redding, Ex. VP of Operations for American stopped by for a visit. Blann made a motion to approve the activities reports. Riniker seconded the motion. Motion passed unanimously.

- B. Financial: Congress is considering a bill that could increase the PFC but it may not be approved. . Operating Revenue, PFC reports and ADDS were shared in slides. Bishop also included the slide outlining the Board schedule for adoption of the budget. Riniker asked that written communication be sent to Town and County about the budget process, an invitation to the budget workshop and clarification of how they would like to be involved. Riniker asked about the contract for Newton & Associates financial services. Kirkpatrick said that this is a re-validation process for the airlines. A budget memorandum will be forthcoming over the next couple of weeks. There is a meeting with the Town of Jackson over costs for LEO services on Wednesday, February 23, 2011. Bishop requested board members to attend with him. Blann and Waldrop will do so. Legal Update: Mike Morgan was present for action later in the meeting; however items that were addressed over the last month were NPS Lease Extension, Glycol Recovery Cat EX., TSA Screening Contract Review and Ground Transportation issues. A discussion on financials was held at the end of the Public Comments. Blann made a motion to accept the financial reports. Larimer seconded the motion. Motion passed unanimously.
- C. Excursion – American Airlines. The slides shared details of the excursion that took place on December 29, 2010. It included lessons learned and part of that is the need for a new paradigm of communication plans which may include encrypted radios. Acknowledgement of John Pearson and Alltrans and their response to help transport the passengers. Crook and Logan spoke to the question about bags; however it was more a question of getting them delivered after they came off the airplane. Riniker stated that it a remarkable feat that the runway closure was only of 2 hours 35 minutes. Riniker complimented Mary Scott and Gary Pollack for quickly coming to view the excursion. Their EMS will be coordinating further as back-up.
- D. 2010 Annual Noise Report – Andrea moved to accept the 2010 Annual Noise Report prepared by Bridgenet Consulting. Blann seconded the motion. Motion passed unanimously.

V. COMMENTS FROM NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC Mary Gibson Scott from NPS introduced Bob Vogel and Jackie Skaggs. Scott commented that visitation in the Park was up slightly. The Auditorium will open to the public in May and dedicated in July. Scott expressed appreciation of local legislators dealing with the sale of land bill, but there is continuing work on this and other budget items. Mayor Barron, Town of Jackson, had called and had other commitments today. Hank Phibbs, Teton County Commissioner is the new liaison to the airport. There is a desire on the part of both the Town and County to get information early on budget and in detail. They want to be involved and engaged. There is an ongoing effort (The Mayor and Commissioner Phibbs are lead on this) to review the 42 year old document that established the Airport Board , and to have better communication they want to establish joint information meetings in the Spring and Fall with the joint boards, so everyone is better informed of everything going on. Blann commented that he and the Mayor had visited about quarterly information meetings. Riniker commented that this will start with the March 7 meeting where

the Runway Safety Study will be presented and also the Extended Lease with the NPS. Sharon Mader, NPCA, requested copies of the noise report and safety study.

VI. ACTION ITEMS

- A. Rates Review:** Jeff Brown was unable to attend, but submitted changes. Jet A increase from \$6.44 to \$6.79; AvGas increase from \$6.25 to \$6.30; and Glycol increase from \$20.50 to \$22.00. Board members received the surveys of other FBO facilities. Waldrop asked that the records show that fuel costs are creeping above a bit above the average. Waldrop made a motion to approve the presented increases. Blann seconded the motion. Motion passed unanimously.
- B. Payment of the Bills:** Waldrop made a motion to approve the ACH Payroll of December 31, 2010 and ACH Payroll of January 31, 2011; Checks #23964-24187 and Checks 1773-1798. Blann seconded the motion. The motion passed unanimously.
- C. Newton Proposal for Financial Services to validate the Hybrid Compensatory Model for the airlines, not to exceed \$15,000.** Waldrop made a motion to approve these services. Blann seconded the motion. Motion passed unanimously.
- D. Approval of Official Depositories:** Wells Fargo Bank and Bank of the West, the only two in the community that meets the Airport Board requirements. Blann made a motion to approve these two banks as official depositories. Waldrop seconded the motion. The motion passed unanimously.
- E. Alltrans:** John Pearson gave a brief history of Alltrans. The short-term contract from January 2011 – June 2011, and then a return to the original contract was presented to the Board. Waldrop made a motion to approve the changes provided. Larimer seconded the motion. The motion was approved unanimously.
- F. Change Orders – Wadman:** Change order #36 was approved in December with a NTE \$90,000. It is completed at \$59,738; Change order #37 was explained and totaled \$47,471; Change order #38 dealing with TSA room for \$1,131. A summary of charges was explained. Blann made a motion to approve the change orders presented. Waldrop seconded the motion. The motion passed unanimously. A discussion was held on the close out status and procedures to follow. It was requested to lower retainage to \$300,000 by Mike Mahoney, KLJ. Waldrop made a motion to approve the reduction in retainage. Blann seconded the motion. The motion passed unanimously.
- G. Equipment Purchase:** Three pieces of equipment contained in the approved budget were presented: Genie Lift Scissor Lift, Restroom Steam Cleaner, and Carpet Extractor/Furniture Attachment, with a total price NTE \$15,000. Waldrop made a motion to approve these purchases. Larimer seconded the motion. The motion passed unanimously. A question from the board to staff about storage was addressed.
- H. Glycol Recovery Project – Approval to Bid Documents:** During December meeting Jacobs was approved to design glycol recovery pads. The parameters of this project and possible funding were discussed. The Board was asked to approve Jacobs to prepare the documents necessary for acquiring bids, and to authorize the director to solicit bids for the project. Bid approval would not be given until funding is confirmed.

Riniker made a motion to have Jacobs prepare the bid documents and solicitation be directed by the director. Blann seconded the motion. The motion passed unanimously.

VII. AIRPORT DIRECTOR'S COMMENTS: Bishop introduced the focused master plan referred to as the Airport Operational Enhancement Study and introduced Jon Faucher of Mead and Hunt to present. The study looked at the hazards and ways to treat risks reasonably available to the airport. They refined it to the top ten recommendations for this airport. . Photos and data showing the projected increased safety were shown. Discussed in greater detail were the Runway 1/19 Centerline Runway Lighting System, the paved overrun to RW19 of 700' in topographical layout, and the Pilot BMPs. These three were those that fit highest in the matrix. Gene Murphy explained how the work would run at night with no airport closure scheduled. Riniker made a motion to accept the Operational Enhancement Study and to have preliminary work on the Runway Centerline lights, the 700' paved over-run, the Pilot BMP, the funding preliminary work and the public sharing work in preparation for summer work. Blann seconded the motion. The motion passed unanimously. Mary Gibson Scott, NPS read the following statement:

Jackson Hole Airport Board Meeting, February 16, 2011, Comments, Mary Gibson Scott

Our employees and our park visitors use this airport, the only commercial airport located in a national park. The NPS has, and will continue to support, improvements that are necessary to ensure safe airport operations.

We have appreciated the opportunity to serve on the Technical Advisory Group for the Safety Study. Our participation in the study has provided us with an enhanced understanding of airport operations, and many of the factors that are important to its safe operation. We share in the concern regarding the number and rate of excursions, and commend the Board on their efforts to address the issue.

We support the Board's efforts to obtain funding for the installation of centerline lights, and to extend the safety overrun area by 700 feet.

The centerline lights would provide improved guidance for pilots and assist them with touching down in the right place.

Further, the added 700 feet of safety overrun area would provide an additional margin of safety for aircraft that are unable to stop on the runway or the existing 300-foot safety overrun area.

The new pavement would be within an area already designated in the airport master plan as a Runway Safety Area, and has previously been significantly disturbed and graded.

It is our understanding that the 700 linear feet of new pavement would not be constructed to the same weight-bearing capacity of the runway, and could not be designated as runway in the future since several other requirements related to the airport layout would not be met.

This improvement would purely address safety and provide an additional stopping area that could prevent a serious accident from occurring. It does so without raising many of the issues that have been associated with discussions over the runway length in past decades.

Most importantly, it is an improvement that can be completed in the near future.

For those who may be concerned that this is a step towards a runway extension, I would like to note that any proposal to extend the length of the runway would

- be extremely controversial on a national scale,
- require the preparation of an environmental impact statement,
- require the concurrence of the Department of the Interior,
- likely take a decade or more to reach a decision one way or the other.

Our recent record of decision for the time extension for the airport use agreement took 7 years to complete and requires that if a runway extension is proposed in the future, the NEPA process would have to include an alternative that removes the airport from the park.

Regardless, it is highly likely that any decision related to the runway would be litigated.

Centerline lights, along with hardening the safety area and the best management practices for pilot training, in combination with some of the other options presented in the safety study, could result in significant enhancement of safety in the short-term.

VIII. AIRPORT BOARD COMMENTS: The upcoming calendar was reviewed with the Board.

IX. EXECUTIVE SESSION: Blann made a motion for the Board to go into executive session to have a privileged discussion with the Board's legal counsel regarding three contracts which the Board was contemplating. Motion was seconded by Riniker and unanimously approved. The executive session began at 11:40 AM.

ADJOURN: The regular meeting of the Jackson Hole Airport Board was adjourned on motion by Waldrop, second by Larimer, and unanimous vote at 12:45 AM.

Clay James, President

Jim Waldrop, Secretary