

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** JUNE 15, 2011

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

**OTHERS PRESENT:** Ray Bishop, Director; Jeff Brown, JH Aviation; Bob Vogel and Gary Pollack, GTNP; Paul Perry, TC Commissioner; Ben Haas, Lisa Robertson, Bob Spencer, John Huff, Roland Fleck, Keil Corey, Pete Magnusen, Private Pilots; Jeanne Kirkpatrick, Craig Logan, Peggy Marie Smith and other staff.

**CALL TO ORDER:** Clay James called the Jackson Hole Airport Board meeting to order at 9 AM on Wednesday, June 15, 2011.

**I. Approval of Minutes -** Blann recognized an error in the minutes. Larimer made a motion to approve the amended minutes. Waldrop seconded the motion. The motion passed unanimously.

### **II. Activities and Reports Review**

A. Enplanements/Load Factor Reports: Bishop reviewed the activity reports that showed enplanements for May were -1% with overall YTD at -4%. An example of the summer schedule of peak hour/peak day passengers was shared. A question on pre-flight arrival time was asked by Waldrop. Bishop will get further information. The "Winter Survey" executive summary showed that every airport related attribute increased from 4% to 18%, highlighting new terminal, improved screening facilities and custodial care. The baggage claim area is a detractor. The airlines have hired additional baggage handling personnel to assist. Larimer motioned that the activity reports be approved. Riniker seconded the motion and it passed unanimously.

B. Financial Reports: Income and Expense Operating Statement, PFC and CFC reports were reviewed by the Board. With the CFC funding, a study on the parking areas and car wash will begin in the near future. A motion to approve the financial reports was made by Larimer and seconded by Riniker. The motion passed unanimously.

C. Legal Update: Mike Morgan has been working on the Airfield Construction contracts and the FBO Rules and Sublease.

### **III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:**

Bob Vogel, Asst. Superintendent, shared that Grizzly Sow 399 has 3 cubs near Colter Bay and her cub 610 now has 2 cubs. Visitation is down slightly in the park. The speed limit will be 45 mph all season due to the pathways construction project. There is concern of high water. Many of the trails are still closed and there is a lot of damage. James commented that everyone should visit the new auditorium in Moose. It was completely built with donated funding.

Town of Jackson – no representative.

Paul Perry, TC Commissioner said that the County has a floor incident command system in place, with funding and people ready. The County budget is finalized, and they are working with WYDOT for ongoing highway projects; although Hwy 22/390 are off the table for quite a long time.

No comments from the public.

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

**A. Rates Review:** No increase in rates this month for any fuels. Brown made comments about the rates and the increases possible during the summer.

**B. Payment of the Bills:** Blann made a motion to approve the ACH Payroll of May 31, 2011; Check # 24581-24701; Check # 1838-1858. Larimer seconded the motion. The motion passed unanimously.

**C. Flight Service of JH Agreement:** Mike Collins is the operator and has an existing agreement which is expired. There is a proposed agreement for Board consideration in the standard form for non-tenant operators, with operating fee to the airport of \$400 or 5% of gross, whichever is less. The agreement is for three years. Waldrop made the motion to approve the contract agreement with Flight Services of Jackson Hole. Blann seconded the motion. The motion passed unanimously.

**D. Increase on Fee on Fuel Delivered:** Resolution No. 2011-02 for the Jackson Hole Airport Board RE: Increase in Fees on Fuel Delivered was presented. This increase is from \$.11 to \$.12, and was part of the accepted 2011-2012 budget. A motion to accept Resolution 2011-02 was made by Riniker. The motion was seconded by Blann. The motion passed unanimously.

**E. JH Aviation T-Hangar and Tie-down Fees Changes:** There were three parts to the action requested of the Board. Jeff Brown, JH Aviation gave background on the need for a sub-lease and rules and regulations for leasing hangar or tie-down space. He also spoke to the need for an increase in rental fees for hangars and tie-down spaces to make the properties a performing asset. The Board discussed with Brown the need to meet yearly to consider these issues, rather than wait an extended time. Bob Spencer, Lisa Robertson, Fred Hibberd, Pete Magnusen, Roland Fleck and Gary Pollack gave comments and considerations for the Board. A discussion was forthcoming from all of the Board members. Larimer made a motion to table the discussion and vote on the Rates and Charges proposal. Riniker seconded that motion. The motion passed unanimously. James suggested that he would like to see a Board committee study the question of the rates and charges. Larimer agreed to join him in this committee. Riniker made a motion to approve the Sub-lease utilizing the current rates with an amendment pending, and the Rules and Regulations as presented. Waldrop seconded the motion. The motion passed unanimously.

**F. 700' Paved Safety Area:** Bishop shared the approval letter from WTDOT with approval to move forward on the 700' Paved Safety Area. Bids will be solicited and close June 30. Blann made the motion to authorize the Board President to award the construction contract to the lowest responsive bidder subject to concurrence of State & project approved by FAA; Authorize the Board President to accept the attendant State Grant; and approve Jacobs Engineering Services subject to State concurrence (Est. \$233,055). Riniker seconded the motion. The motion passed unanimously.

**G. Taxi Rate:** Bishop reminded the Board of the temporary taxi increase passed at the last meeting. The findings of the taxi rate study conducted by ground transportation personnel and recommendations coming from the analysis and surveys from the taxi companies were included. There were mixed responses from the taxi drivers and some visited personally. The Town Council and Town of Jackson Police have been briefed. The discount for children has been taken away, although there is a multi-person discount which covers them. The Board discussed the fees that had been temporary and also those proposed. A different configuration was suggested. Larimer made a motion to approve Resolution 2011-03 which would allow \$35 for 1-2 persons on the Town of Jackson route; and \$60 for 1-2 persons and \$65 for 3 persons to Teton Village with the additional passenger cost of \$7 to Town of Jackson and \$10 to Teton Village, as proposed. Blann seconded the motion, but asked to have ITS training included in the motion. Motion passed unanimously. Riniker made a motion to approve the new rates for Close Proximity at \$30 for 1-2, with additional passengers cost of \$4/passenger; and The Extended Area at \$70 for 1-2 passengers with \$10/passenger for additional people. The taxi drivers clarified that the passengers would also have to pay the GTNP entrance fee and asked to have that included on the rate cards. Blann seconded

the motion. The motion passed unanimously. The ground transportation personnel will develop the format for the new rate charts to give to the taxi companies.

**VI. Airport Director's Comments:** Bishop gave updates on the Glycol project and the Runway Centerline lights.

**VII. Airport Board Comments:** Riniker commented on the Compass magazine included in their book. A reminder that the Airport Board Budget will be considered by the Town of Jackson and Teton County at their regular meetings on June 20-21, and a new date of August 26 for the annual Legislative updates.

**VIII. Executive Session:** Meeting was adjourned at 10:43 A.M to Executive Session to confer with and obtain legal advice from Board attorney regarding Board authority.

Meeting reconvened at 11:09 A.M. No action was taken.

Meeting was adjourned at 11:10 A.M.

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Clay James, President

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Jim Waldrop, Secretary