

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** March 16, 2011

**BOARD PRESENT:** Clay James, Jack Larimer, Jim Waldrop

**OTHERS PRESENT:** Ray Bishop, Director; Superintendent Mary Scott and Gary Pollack, NPS; Jeremy Mayo and Brad Williams, Hertz; Mike Mahoney, KL&J; Paul Perry, TC Commissioner; Mayor Mark Barron, Town of Jackson; Susan Mader, NPCA; Pete Jorgensen, Public; Craig Logan, Jeanne Kirkpatrick, 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, March 16, 2011.

**I. APPROVAL OF MINUTES:** Waldrop made a motion to approve the minutes of the February 16, 2011 meeting. Larimer seconded the motion. Motion passed unanimously. An Employee of the Month award was presented to Paul Walters of Operations.

**II. ACTIVITIES AND REPORTS:**

- A. Enplanements/Load Factor Report: Bishop shared that Enplanements February 2011 was -6% over 2010 and YTD was -3%. Cancellations and screening wait times were also shared. Larimer made a motion to accept the activity reports. Waldrop seconded the motion. Motion passed.
- B. Financial: Bishop shared a slide on Budget Development that outlines the Board workshop in April; Annual Rates and Charges Conference in May; Board Budget approval May 18; and distribution to the Town and County prior to June 1. Operating Revenue and PFC reports were shared through slides. A Cash Flow chart was in the Board packets. Larimer made a motion to accept the financial reports as presented. Waldrop seconded the motion. Motion passed unanimously. The Board asked that the memo prepared by Kirkpatrick be sent to the Town and County by April 1. Board members felt that the memo on the budget process was an excellent explanatory document. Bishop indicated that with the short-term budgetary extension at the Federal level that FAA grant funding is not looking favorable.
- C. Legal Update: Mike Morgan had worked on NPS Lease Extension, Glycol Recovery Cat Ex, TSA Screening Contract Review, and Ground Transportation during this period.

**II. COMMENTS FROM NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC**

Superintendent Mary Scott discussed their seasonal employment status which was hired at the 2008 levels, and the possible \$6B cut may have effect on some Park Service programs. Grizzly bears and Moose are out and people are asked to be aware. They are also beginning to plow the Park roads.

Mayor Barron complimented the slide show information; shared that sales tax revenue is about the same as 2010; that with the census there is a change in the budgetary balance with the county; they are interviewing 37 applicants for the new tourism board; and the ranch property restroom/visitor kiosks are moving forward on construction.

Paul Perry, newly appointed Teton County Commissioner, commented on the pathways along the Elk Refuge; attention to some wildlife crossings and new START bus routes are on the commissioners' agenda.

Jeff Brown, JH Aviation, stated that he believed the Safety Study and the proposed actions from that study were extraordinary, and the most important thing done at the airport in his

30 year association. Phil Hawker, public, echoed the sentiment of Jeff Brown, that he was very impressed with the Safety efforts and thanked Bishop, Scott and Pollack for helping to clarify the planned changes. He felt that an Eco-review possibility rather than the categorical status be pursued. He encouraged the equality of use of Runway 1 for landing from the south. Sharon Mader, NPCA, encouraged an Eco-review also. Jeremy Mayo, Hertz introduced Brad Williams, the new assistant manager for Hertz at the airport.

### III. ACTION ITEMS

- A. Rates Review: Jet A increase from \$6.79 to \$6.99; AvGas increase from \$6.30 to \$6.70; and Diesel increase from \$3.30 to \$3.80. Board members received the surveys of other FBO facilities. Brown commented that prices seem to be moderating a bit. Bishop briefed the Board on raising and lowering price levels; increases require Board approval, while lowering prices does not. Larimer made a motion to approve the presented increases. Waldrop seconded the motion. Motion passed unanimously.
- B. Payment of the Bills: Waldrop made a motion to approve the ACH Payroll of February 28, 2011; Checks #24188-24376 and Checks 1799-1807. Larimer seconded the motion. The motion passed unanimously.
- C. Wadman Change Orders and Retainage: Mike Mahoney, KL&J, shared that currently retainage is at \$300,000. With the shortlist that will be completed by the end of May, he recommends reduction of the retainage to \$150,000. Waldrop made a motion to approve the reduction to \$150,000. Larimer seconded the motion and it was approved unanimously. Change Order #41 is the result of the negotiations with Wadman which came in at \$13,315. Larimer made a motion to approve Change Order #41. Waldrop seconded the motion. Motion passed unanimously. Waldrop thanked Mahoney, on behalf of the Board, for his efforts in these negotiations.  
There will probably be an administrative change order forthcoming, but legal counsel was out of the office. The Board was asked to approve a NTE \$14,000 authorization for Bishop to administer. Waldrop made a motion to authorize Bishop to administer the final change order, NTE \$14,000. Larimer seconded the motion. Motion passed unanimously.  
Craig Logan is traveling to Salt Lake on behalf of the airport, to stand with Wadman in receiving the Association of Contractors Award for this project.
- D. Electric Truck: The airport is ready to purchase the second electric truck for operations. Logan spoke to the results they have had with the first, and how the second will be used. This is part of the current budget. Waldrop made a motion to approve the purchase of the electric truck at \$15,400. Larimer seconded the motion. The motion passed unanimously.
- E. Classic Helicopter Contract: A discussion was held on the application of Classic Air Care to obtain a license to operate a medical helicopter based at Jackson Hole Airport. There is no overnight on the airport and this is one of the conditions they desire. Superintendent Mary Scott shared the Park's conversations with this group and how their service works. Jeff Brown, JH Aviation commented on the space that they desired. Other discussions concerned the Teton County and St. John's Medical Center and their current services. The Board felt that further investigation was necessary Waldrop made a motion to table the issue until further information can be obtained. Larimer seconded the motion. Motion passed unanimously.

**IV. AIRPORT DIRECTOR'S COMMENTS:** Bishop explained the difficulties that the airlines are experiencing with skis and the scanning machinery. He felt that about 50% is operator error and Logan will be training to assist with this. The other 50% is a design problem and there has been talk about switching out machines or an additional XL. Dave McCartney, BNP, is coming to review the problems.

The summary of attendance and comments of the public meeting on the Safety Study were shared with the Board. Waldrop complimented staff in the preparation of the public meeting which was patterned after the Park's processes. Bishop spoke to the Best Management Procedures of the airlines and the progress with obtaining these from the various airlines. From these they will form a Pilot Committee to review and pull 9-10 procedures to share with the pilots. Members of the committee would be Ray Bishop, JH Airport Director; Jeff Brown, JH Aviation; Bert Bollar, private pilot; Rick Braun, Boeing; and Dave Mills, retired FAA regulation writer. The meeting will probably begin work in mid-April. Mike Morgan would be asked to review the liability legalities.

The Board made inquiry as to the state of the CFC Parking Lot Study. The rental car agencies want to investigate the building of new wash bays. The original proposal was not completely acceptable to the agencies, because it included public parking also. This needs to be revisited. Around \$278,000 has been collected so far in CFCs.

A previously addressed issue of sewer and city tie-in was brought up. Superintendent Scott stated that the airport was invited to the April 20 Value Engineering workshop at GTNP, which would be addressing some of this issue.

**V. AIRPORT BOARD COMMENTS:** The standing committees of the Board were outlined: Art: Riniker and James; NPS Mitigation: Riniker and James; Wildlife: Larimer and Waldrop; Concessions: Larimer and Blann; and Safety: Waldrop and Blann. The upcoming calendar was reviewed with the Board. After discussion of conflicts the April Budgetary Workshop will be held Thursday, April 21, rather than Wednesday, April 20. Waldrop asked that the Budgetary Process Memo be sent to the Town and County by April 1.

**VI. ADJOURN:** The regular meeting of the Jackson Hole Airport Board was adjourned by James at 10:20 AM.

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Clay James, President

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Jim Waldrop, Secretary