

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** May 18, 2011

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

**OTHERS PRESENT:** Ray Bishop, Director; Sandra Bockman, Bill Newton, HOV; Jim Whalen, TCSO; Mary Scott, Gary Pollack, Jackie Skaggs, GTNP; Matt Stein, Classic Lifeguard; John Eggett, Kevin Hutchins, Avis; Don Porter, Dave Peterson, Jim Smith, FAA; Andy Gienapp, Dept. of Health; Jeff Brown, JHAviation; Paul Kirschling and various other taxi owners; 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, May 18, 2011.

**I. GRAND TETON NATIONAL PARK AND DEPARTMENT OF INTERIOR.** The airport has received the Third Amendment to the Agreement between the Department of Interior and the Jackson Hole Airport Board which extended the term, signed by John Wessels, Regional DOI Director. Resolution 2011-01 authorizes the Board to enter into this agreement with the Department of Interior on behalf of Grand Teton National Park. A special thanks was given to Mary Scott and Gary Pollack, NPS, for their work on this project. Blann motioned that James be authorized to sign Resolution 2011-01. Riniker seconded the motion and it passed unanimously. Photos were taken of the Board and NPS personnel at this monumental occasion.

**II. ASMBA Award –** Bishop recognized Sandra Bochman, Bill Newton and President Jim Whalen of Honoring Our Veterans (HOV) for their work with the returning combat-wounded veterans and their recreational therapy opportunities in this community. Bishop had mentioned their work to a personal friend who is president of ASMBA, an insurance company, and they have awarded \$5000 to this group to assist in their work. Photos were taken of this special award and comments were made by Sandra and Jim.

**III. Approval of Minutes -** Waldrop made a motion to approve the minutes of the March 16, 2011 meeting. Larimer seconded the motion. The motion passed unanimously.

### **IV. Activities and Reports Review**

A. Enplanements/Load Factor Reports: Bishop reviewed the activity reports that showed enplanements for April were -15% with overall YTD at -5%. The reasons for this are unclear, but dates of recreational closures and the economy may be factors. The summer schedule of peak hour/peak day passengers was shared. It is felt that the airline time spread is manageable. The quarterly noise profile report showed that JAC is well below the noise limits agreed upon with the Park. Andrea motioned that the activity reports be approved. Blann seconded the motion and it passed unanimously.

B. Financial Reports: Income and Expense Operating Statement and PFC reports were reviewed by the Board. A new report is the Customer Facility Charge report, which shows that all construction costs for the rental car portion have been paid, and there is \$88,000 in the account, which will go toward the study of the rental car parking and car wash. A motion to approve the financial was made by Blann and seconded by Larimer. The motion passed unanimously.

C. Legal Update: Mike Morgan has been busy with the Interior Agreement, rental car work and the airfield construction documents.

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

Supt. Mary Scott, GTNP, updated the board on the road construction for the summer which includes work on the pathway which will involve reduced speed limits and delays; also due to heavy snow in the backcountry there will be late openings.

Hank Phibbs, Teton County had no comment.

Public: Matt Stein, Classic Lifeguard Helicopter: Provided further information to the Board on his operation of medical transport and meetings with Jeff Brown and TC Sheriff, and answered questions. Andy Gienapp, WY Dept. Of Health, stated that he heads the WY EMS service and has no personal involvement with Classic Lifeguard. There is a need in the western region for resources to people in this region. The GTNP has talked with Classic Lifeguard, but is unclear on the proposal, although they understand that Classic wants 24 hour residential at the airport. The Board asked various questions and requested further documentation, also. The Board requested that Stein coordinate with the EMS, Hospital, Park, Board and Classic Lifeguard. Mark Anderson, CEO of Classic, was introduced. Classic's request could be on the June agenda depending on the incoming information.

## **VI. ACTION ITEMS:**

**\*FAA-WAAS:** Dave Peterson, Don Porter, and Jim Smith, FAA Next Generation group. There have been extensive discussions on a curved approach to the airport as part of the mitigation discussions. Net Jets started the development of this approach and the FAA now wants to formalize, and make it a published approach. This is the first environmental-benefit project, and Jackson will be the test site for this satellite-based system. Board members made comments and questions were answered concerning the system. A demonstration of the system, with the current FAA administrator flying his Citation to Jackson and having a public area for information at the airport, would take place in September. A motion to approve this project of the FAA at the Jackson Hole Airport was made by Waldrop. A second to the motion was made by Larimer and the motion passed unanimously. Bishop stated that we are one of a few airports that have a ground-based system, and that Honeywell will update as needed. It is recommended to defer update for 2 years.

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

**B. Payment of the Bills:** Blann made a motion to approve the ACH Payroll of March 31, 2011; ACH Payroll of April 29, 2011; Check # 24377-24580; Check # 1809-1837; CFC Account Check #10001. Riniker seconded the motion. The motion passed unanimously.

**C. Jackson Hole Aviation Agreements:** Hanger 2 – one year extension; Hanger 3 – one year extension; Fuel Farm – one year extension. Amend the rate of gross return on these lease extension from 10% to 15%. Brown made comments on the future of hanger use and the life-term of the hangers now in use. Riniker made a motion to approve the lease extensions for Hanger 2, Hanger 3, and the Fuel Farm with the change from 10% to 15% gross. Larimer seconded the motion. The motion was approved unanimously.

**D. National Park Service Gift Shop Agreement:** A three-year extension on this agreement is proposed. Waldrop made a motion to extend the current lease with the National Park Service Gift Shop three years. Blann seconded the motion. James excused himself from the vote. Motion passed in favor.

**E. Jackson Hole Security Agreement:** It is recommended that the current contract with Jackson Hole Security for night security be extended through May 30, 2014. Waldrop made the motion to accept the recommendation for extension of the contract. Blann seconded the motion. The motion passed unanimously.

**F. Wyoming Balloon Company:** Andrew Breffeilh does power gliders and has limited service at the airport. He has a tie-down space and utilizes JH Aviation lobby occasionally. A three year extension to his current lease is proposed. Larimer made a motion to extend the current lease three years. Blann seconded the motion. The motion passed unanimously.

**G. Taxi Rate Increase Proposal:** Bishop indicated that the proposal has two issues; first the rate increase and second their desire to eliminate the reduced rate for children. Ground transportation has done some polling, and the proposal is not unanimously supported; only 10 of 24 support the changes. Slides showing a comparison of Town fees and airport fees, and the essence of the proposal were shown. Waldrop commented that a fair increase was probably warranted, but felt uncomfortable with some other provisions. Explanation of the request was made by Paul Kirschling, representing a group of taxi owners. A discussion on the various parts of the proposal was forthcoming. Logan stated that to make any changes would require a formal Resolution for the Board. Larimer mentioned that the taxi company's competition is now the rental car company and they should be sitting in on the conversation. He also mentioned that the JHAB was the only regulatory agent at the time the rates were set, but now the Town and County are involved in the regulatory process. Bishop stated that with the new taxi agreement with the Town of Jackson, rates need to be coordinated with the Town. Riniker suggested that she would like to see some stated rates for going north, and that there is more information needed to consider the issues completely. Blann requested a study with other destinations including resorts be done, and that the IT customer-service training be incorporated into the agreement between the Airport and the Taxi companies. The Board decided that they would table the issue and appointed Waldrop and Larimer to work with Town and staff to clarify the issues and bring recommendations to the Board. Riniker made a motion to temporarily adjust the rates to interim of 18% as requested for 1-2 passengers to Town - \$32 to \$38 and to the Village \$55 to \$65, to be reconsidered at June Board meeting. Waldrop seconded the motion. Blann amended the motion to include the increase for 3 people to the Village from \$60 to \$70. Waldrop seconded the amendment. The amended motion for temporary increases passed unanimously.

**H. Bid Acceptance Glycol Deicing Pad:** Blann made a motion to approve Jacob's CM Services and contract subject to Independent Fee and Grant Award. Waldrop seconded the motion. This motion passed unanimously.

Waldrop made the motion to award the bid to Evans Construction for \$5,433,287 for the work, subject to grant award. Riniker seconded the motion. The motion passed unanimously.

Rinker made a motion to approve the President of JHAB to accept FAA Funding Grant. Blann seconded the motion. The motion passed unanimously.

**I. Approve Low-bid – Runway Centerline Lights:** Bishop shared information concerning the runway centerline light project. It is proposed that it be taken out to bid with bid opening in June. FAA does not have this listed in their priority of projects and there may be a delay in the bid process in order to see about FAA funding. Riniker made the motion to accept the three proposals: Authorize Board President to award the construction contract to lowest

responsive bidder with concurrence of FAA; Approve Jacobs Engineering Agreement for construction services for \$549,789.50 subject to FAA concurrence and Grant award; and Authorize Board President to accept the attendant FAA grant. Blann seconded the motion. The motion passed unanimously.

**J. Gensler Contract Amendment:** The Third Amendment to Contract for Architectural Services which includes services already performed, and the official paperwork with the total NTE \$39,630. Blann made a motion to approve the Gensler Contract Amendment as stated. Waldrop seconded the motion. Motion passed unanimously.

**K. KLJ Contract Amendment:** This is a formality for the services rendered in closing of funding grant and audit of TSA OTA compliance. There is no net increase in contract amount. The airport has received the As-builts. Blann made the motion to approve the KLJ contract amendment. Riniker seconded the motion. The motion passed unanimously.

**L. Budget Acceptance & Forward to City/County for Approval:** Bishop reviewed the budget notes from the April workshop and recognized Jeanne Kirkpatrick for the tremendous work accomplished. The additional data requested by the Town and County would be included in the accepted budget. Bishop and Kirkpatrick addressed the various budget slides to assist the Board in their understanding of various aspects of the present budget and future needs. Riniker asked about the BCBS reports, and Kirkpatrick said probably the first of June. Riniker made a motion to accept the budget as presented for 2012. Blann seconded the motion. The motion for acceptance of the budget was passed unanimously.

#### **VII. Airport Director's Comments:**

Bishop spoke of the 700' safety area project. It is still in the discussion stage and not ready to go out to bid. It is hopeful that it will be ready within 30 days. FAA will be sending a letter to GTNP concerning this project, as has been discussed.

The Jackson Hole Airport was awarded LEED's Silver for the remodel and expansion of the terminal project. There was an article in the paper.

#### **VIII. Airport Board Comments:**

Emergency Communication Plan is the very first draft. Riniker asked about Board being included in the Local Media. Waldrop indicated the need to coordinate this with the Park, Town and County. Logan indicated that this had not been coordinated with current systems in place. This piece was just a first attempt at addressing the communication needs for an incident.

Waldrop reiterated the celebration of the Third Amendment to the DOI Lease. Larimer was asked to attend the quarterly mitigation workshop with James on Thursday, May 19 at the Airport Board Room.

Blann and Waldrop had been working on the media advertising with Prance. He indicated that there had been some changes and would propose that they come back in July with a report and recommendation.

Michelle Buschow was recognized for graduating with her MBA from University of Wyoming. James thanked Mary and Gary for all their efforts in the Third Amendment work.

#### **IX. Meeting was adjourned at 11:20 A.M.**

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Clay James, President

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Jim Waldrop, Secretary