

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: September 21, 2011

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

OTHERS PRESENT: Mike Morgan, Legal Counsel; Gary Pollack, Supt. Mary Scott, NPS; Gene Murphy, Jacobs; Mike Mahoney, KL&J; Kevin Olson, Tim O'Donoghue, Jackson Hole Chamber of Commerce; Jeff Brown, JH Aviation; Jeremy Mayo, Hertz; Mayor Mark Barron, Town of Jackson; John Pearson, AllTrans; Paul Dunholdter, Bridgenet; Rick Flory, Public; Ray Bishop, Jeanne Kirkpatrick, Craig Logan, Peggy Marie Smith and various other airport staff.

CALL TO ORDER: Clay James, President, called the meeting of the Jackson Hole Airport Board to order at 9:00 AM on Wednesday, September 21, 2011.

I. APPROVAL OF MINUTES: Blann made a motion to approve the minutes of the August 17, 2011 meeting of the Jackson Hole Airport Board. Waldrop seconded the motion. It passed unanimously.

Bishop introduced Mike Mahoney, Gene Murphy, Mike Morgan and Paul Dunholter.

II. ACTIVITIES AND REPORTS REVIEW

A. Enplanements/Load Factor Reports: Bishop said that the enplanements are gradually catching up with 2010 and that August was at 0% and YTD was at -2%. Logan shared the cancellation and delays with details showing 10 delays of the 453 flights for this period. Screening wait times were presented. Larimer made a motion to approve the activity reports. Blann seconded the motion. The motion passed unanimously.

B. Financial Reports: Kirkpatrick reviewed the income/expense reports and the distribution of the budget. At this point expenses are 5% over budget due to approved out of budget items. Bishop spoke about the PFC and the CFC income. Next month the Board may look at doing a parking lot study with CFC funding. Larimer asked about doing the study in-house, and Bishop answered that there are portions that are complicated and predictive that would be better to have a professional review. Waldrop made a motion to approve the financial reports. Blann seconded the motion. The motion passed unanimously.

C. Legal Update: Mike Morgan referenced his summary report which was client privileged and in the Board Books.

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

Supt. Mary Scott, NPS, spoke to the elk plan, and the pathway's box culverts being dropped in this week. The Board would be receiving invitations to the Blessing and Temporary Goodbye to the Vernon Native American Collection at Colter Bay, October 6 at 5:30 PM. Visitation is down slightly over the year. NPS is hopeful to get their fiscal budget shortly.

Mayor Mark Barron acknowledged the airport involvement with the filming of a segment of "Modern Family", and that the showing would be at the Center of the Arts that evening at 6:30 PM.

Rick Florey, General Aviation Public, had given a letter to the Board concerning the fees at the Jackson Hole Aviation. Riniker had a question regarding the historical perspective of general aviation, "Wasn't the airport begun as a general aviation endeavor?"

IV. ACTION ITEMS (VOTE)

A. Rate Review: There were no fuel rate increases requested this month. James asked about the future of fuel prices, and Brown said that it was about \$1/gallon higher than last year. He went on to discuss the factors behind the pricing and the distributor(s) in the Rocky Mountain area. Brown would like to investigate the treatment of the airlines by the distributor. Blann indicated his desire to work with Brown on that.

B. Payment of the Bills: Blann made a motion to approve ACH August 31, 2011; Checks #24921-25025; and Checks #1883-1893. Riniker seconded the motion. The motion passed unanimously.

C. Airport Visitor Service: Kevin Olson, President of the Board of Directors, spoke concerning the history behind the visitor service proposal. Tim O'Donoghue, Chamber Director spoke about the details of the pilot program funded through lodging taxes that is proposed to the JHAB as a partnership. O'Donoghue said that Howdy Partners would continue as present; and that the pilot would have a strong metrics for evaluation. Bishop shared some of the conversations concerning training, uniforms, and placement. Board members asked clarifying questions, and suggested details that need to be worked out. Blann made a motion that the partnership between Jackson Hole Airport and Jackson Hole Chamber of Commerce in the pursuit of an Airport Visitor Services pilot program proceed. Riniker seconded the motion. Waldrop recused himself from the vote. The motion passed unanimously with remaining Board members. As part of the discussion, Bishop shared the Silverstar wireless proposal that had just been received for study.

D. Chamber of Commerce Stagecoach Display: James and Riniker visited the restored Yellowstone stagecoach that is in storage. It is being proposed to display the coach in the terminal lobby. Riniker said that there are questions of liability, how to protect the coach and maximize the benefit to the community. Waldrop made a motion that the committee proceed with addressing these issues and finalize the agreement with the Chamber of Commerce. Blann seconded the motion. The motion passed unanimously.

E. Investment Policy: The Board was presented with a proposed Investment Policy prepared by the Board attorney. Kirkpatrick pointed out that the State Statute require that public entities have an investment policy on file. The State Statutes set forth the types of investment that can be utilized and collateral required. It is recommended that the Board continue the current practice of investment in CDs with the addition of investment in Wyoming State Treasurer's Asset Reserve (WYO-STAR). In addition, the proposed policy continues to require that the Board utilize only treasuries as collateral. Kirkpatrick mentioned that WYO-STAR invests only in instruments approved by State Statutes. Riniker recommended use of a Financial Advisor. Morgan explained the statutes and limitations of the statutes and the recommendation to comply with the statutes, although the Airport is not a political sub-division as stated in the Statutes. Kirkpatrick mentioned that the official depositories designated by the Board are those that can provide the required collateral. Blann asked that a checks and balance procedure of quarterly review with the treasurer be put into place. Riniker made a motion to adopt the Investment Policy presented. Waldrop seconded the motion. The motion passed unanimously.

F. AllTrans Contract Agreement: Bishop mentioned that the original contract with AllTrans required that 3% of gross revenue be paid to the Board. Pearson had come to the Board earlier and the Board suspended the 3% to 1% for a time period. That time period has expired. Pearson proposes that the 1% continue due to the economic times. Board members

commented on the service and the need to be able to audit records. Pearson was questioned on the seasonality and the percentage of his business coming from the airport services. Riniker made a motion to return the percentage to 1% until June 2012, and add the ability to audit AllTrans accounts, if so desired. Blann seconded the motion. The motion passed unanimously.

G. Snow Plow: One bid for the purchase of a snow plow was received and opened September 20, 2011. The bid came from OJ Watson (Oshkosh) for \$463,608. The Board expressed concern that there was only one bidder and asked about the specifications. Murphy addressed questions concerning the bid and it is recommended that the Board award the contract to OJ Watson. Waldrop made a motion to accept the bid; authorize the Airport Director to sign the notice of award; the Board President to sign the contract; and the Airport Director to sign the notice to proceed. Larimer seconded the motion. The motion passed unanimously.

VI. AIRPORT DIRECTOR'S COMMENTS:

- Triennial Disaster Drill: Logan explained that the Part 139 requires that the airport conduct a full-scale disaster drill every third year. The September 13 drill was organized with Teton County Emergency Management and the WY National Guard. He explained the scenario used, the goals achieved and some of the lessons learned. He pointed out that far more "right" took place than areas to focus improvement on, and action plans have been derived. WYOLINK was tested during the drill. The Board asked for an update, after the county-wide reviews were completed.
- Paved Safety Area Update: Murphy reported that the paving was completed 9/20/2011 with only the light installation remaining.
- Glycol & RCLS Update: The contracts were signed by the Board president when the FAA grant was approved. Murphy said that there would be two start-stop dates since some will be accomplished this fall and the rest finalized in the Spring. Evans Construction was the successful bidder on the Glycol Recapture System and Mountain West Electric on the Runway Centerline Lights.
- Capital Improvement Program: Bishop briefed the Board on the projected 7 years of Federal and State Projects. He highlighted the Apron Rehab and Master Plan which are scheduled in the future. Murphy highlighted the components that are affecting the concrete deterioration on the apron, although the concrete has outlived life expectancy. The terminal baggage area was mentioned as a priority. The Board asked to have a prioritization, input conference.
- Historical Museum Art: The Museum has a great photo gallery on the wall by Jedediah's with informational cards.
- NextGen Validation: The FAA scheduled validation flight was cancelled. Brown has the database on his airplane and will be flying to test it the next week. The chief pilot for United is interested in the database. Newly delivered aircraft has the database, but older airlines have to be retrofitted. Riniker asked to have a luncheon with Boeing Pilot Rick Braun.
- 2011 Interim Noise Report: Dunholter reported that the winter monitor showed that results were well below requirements and that there is not much change from past seasons.
- Bird Strike: On 9/1/2011 American Airlines had a bird strike. It was identified as a Sage-grouse.
- Automobile in Terminal: An automobile rammed the terminal; the architect will be here to inspect for structural damage; the driver had no personal insurance; and the cost appears to be between \$50,000-\$75,000.

VI. AIRPORT BOARD COMMENTS:

- The calendar of events and meetings was reviewed. October 19 will be the Wildlife Committee Meeting after the Board Meeting. The Christmas Party for the airport employees and Board has been scheduled for December 10 at Spring Creek Resort. The December Board Meeting will be held December 14.

VII. EXECUTIVE SESSION:

At 10:45 Riniker made a motion to adjourn to Executive Session to confer with legal counsel about pending litigation and personnel issues. Blann seconded the motion. The motion passed unanimously.

VIII. Adjourn: The Board reconvened at 11:39. No action was taken during Executive Session. Larimer made a motion to adjourn the September 21 Board Meeting. Blann seconded the motion. The motion passed unanimously. Larimer will not be present at the October meeting.

Clay James, President

Jim Waldrop, Secretary