

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** March 15, 2017

**BOARD PRESENT:** Jim Waldrop, Jerry Blann, John Eastman were present in the Airport Board Conference Room.

**OTHERS PRESENT:** Jim Elwood, Jackson Hole Airport; Ryk Dunkleberg, Jen Walchansky, Mead & Hunt; Gene Murphy, Kevin Ensor, SEH; Jim Stanford, Town of Jackson; Greg Epstein, Teton County; Jeff Brown, Matt Wright, Jackson Hole Aviation; Mike Gierau, Jedediahs; Pete Lindell, Fly Jackson Hole; Jeremy Mayo, Hertz; Dakotah Dayton, Corpat, Inc.; Suzanne Herrick, Denny Moffett, Public; Jeanne Kirkpatrick, Dustin Havel, Steve Jeppson, Michelle Anderson, Kaitlin Perkins, Jackson Hole Airport.

**CALL TO ORDER:** Waldrop called the meeting of the Jackson Hole Airport Board to order at 9:00 a.m. on Wednesday, March 15, 2017.

**I. EMPLOYEE RECOGNITION:** Elwood recognized Steve Jeppson as March's employee of the month. Jeppson stated he was honored.

**II. COMMUNITY OUTREACH:** Elwood stated that the Airport gave a special send off to Special Olympian, Gary Endecott, who departed for the world games in Austria on March 11<sup>th</sup>. Waldrop stated that these events are game changers. He stated that the Airport is a huge part of the community, and will be a bigger part moving forward. He stated that the Board appreciates the efforts of the staff.

Elwood stated that the Teton County Board of County Commissioners sent a letter to the Airport Board acknowledging the operations of the Airport during recent weather events.

**III. APPROVAL OF MINUTES:** Braun made a motion to approve the minutes of the February 22, 2017 meeting. Blann seconded the motion. Having no further discussion, the motion passed unanimously.

Eastman made a motion to approve the minutes of the March 8, 2017 special meeting. Braun seconded the motion. Blann abstained. Having no further discussion, the motion passed.

Dunkelberg stated there was a Noise Committee meeting and public hearing on March 14<sup>th</sup>. He stated the purpose was to present operational and facility measures evaluated from noise abatement and mitigation standpoint. He stated feedback was received from the Noise Committee and from the public. He stated the next step is to have staff and consultants evaluate measures presented. He stated once evaluated the recommendations will get approval of the Board, go back to a public hearing, and ultimately to the FAA.

**IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Stanford said that the Town of Jackson and Teton County have been working to finalize the SPET tax ballot that will be voted on by the public on May 2<sup>nd</sup>. He stated there will be eleven questions on the ballot; ten will pertain to the collection of the SPET tax and one regarding repurposing revenue.

Epstein stated that stress on government positions during recent weather events is relevant in the housing discussion. He stated that he is a transportation advocate and will push for a more robust Start bus schedule.

Elwood explained that there were two agenda action item changes. He said the Asset Disposal Policy and Terminal Maintenance will not be presented.

Pollock stated that the Park will start plowing roads on March 20<sup>th</sup>.

**V. COMMITTEE UPDATES:** Blann stated that the Conceptual Plan Committee has been reviewing the scope, design and Agreement for the new fuel farm. He stated the Committee is reviewing the initial plan and design for the Quick Turnaround Facility.

Braun stated that the Concessions Committee will continue to discuss improvements in the restaurant.

Braun stated that the Facilities Committee did a walk-through of the Airport to evaluate the metal on the terminal that is weathering.

Blann spoke for the General Aviation Committee and stated that there was a pre-bid meeting for the construction of the General Aviation Apron project. He stated that the project bids open on March 21<sup>st</sup>. He said there will be a special meeting on March 24<sup>th</sup> to award the bid.

Waldrop stated that there will be a Grand Teton National Park Mitigation Committee meeting in April.

Braun spoke for the Human Resources and Health committee and stated that progress continues to be made on the initiatives approved by the Board at the December meeting. He stated that later in the meeting the first housing assistance will be presented and voted on.

Waldrop spoke for the Transportation Committee and said that House Bill 80, related to Uber, was signed into law on March 10<sup>th</sup>. He stated a 45 day waiting period is required in order to amend the Ground Transportation Rule, which will end April 19<sup>th</sup>.

**VI. ACTIVITIES REPORTS REVIEW:** Elwood stated that passenger enplanements in February decreased by 12% as a result of the inclement weather and power outage. He stated that year to date passenger enplanements are at 0%.

**VII. ACTION ITEMS:**

**E. Housing Assistance:** Elwood stated in December 2016 the Board approved employee benefits; one of the objectives was to provide assistance to Airport staff wishing to move to Teton County. Elwood stated that Aimee Crook, Director of Security, currently lives in Etna, Wyoming and would like to move to Teton County in order to be closer to the Airport. He stated that Board will enter into a bridge loan to allow Crook and her family make the transition and sell her home in Etna and repay to the Board the amount of the loan in 18 months. Waldrop thanked the Human Resources Committee for the recommendations presented and approved at the December 2016 meeting.

Braun made a motion to adopt Resolution 2017-01, approving the Employee Benefit Loan agreement with Ms. Crook, Promissory Note in the principal amount of \$50,000, and associated Mortgage, in the forms annexed to the Resolution as Exhibit A, B and C respectively, and authorizing Board officers to execute and deliver the Agreement, and disburse the loan proceeds, upon execution and delivery of the Note and Mortgage. Blann seconded the motion. Having no further discussion, the motion passed unanimously.

**F. Agreement with KLJ – QTA Initial Scoping:** Kirkpatrick explained that this is the Phase One in the design of the rental car quick turn-around facility. She stated that in Phase One KLJ will prepare a concept design, which will define the size and components; determine parking and load/unload space required for rental car company operations; identify QTA requirements that must be satisfied in other projects and determine location and layout of QTA facilities. KLJ will meet with the rental cars representatives to determine requirements that need to be satisfied, and handle the environmental issues. Elwood stated that there was a nationally advertised RFQ for this work and there was a selection committee to choose the contractor.

Blann made a motion to approve the contract with KLJ, subject to minor changes to be approved by the Executive Director and the Board attorney, for phase one concept design of the QTA for a not-to-exceed fee of \$105,000. Braun seconded the motion. Having no further discussion, the motion passed unanimously.

**G. Agreement with Jviation – Professional Services Board & Staff Retreat:** Elwood stated that Hilary Fletcher of Jviation will provide recovery training at the full scale exercise in April, will conduct a staff retreat, and then the Board retreat in May. He said that Hilary Fletcher has specific experience relating to the recovery phase after a disaster in airports. He stated that the proposed fee is \$17,002.50 and staff recommends approval.

Blann made a motion to approve the contract with Jviation for work related to the full scale drill, facilitation of a retreat with the staff in April and a retreat with the Board in May for a fee of \$17,002.50. Braun seconded the motion. Having no further discussion, the motion passed unanimously.

**VIII. DIRECTOR'S COMMENTS:** Elwood stated that airport employee Phillip Adams and his wife recently gave birth to a healthy baby girl.



Elwood stated that an action plan on the eclipse will be presented at April's meeting. He said that there are impacts that need further information and detail before being presented to the Board.

Elwood stated that the bid opening for the Apron Construction Project will be on March 21<sup>st</sup>. He said there will be a Special Meeting on March 24<sup>th</sup> to award the bid.

**IX. BOARD COMMENTS:** Eastman stated that there was an article in Jackson Hole News & Guide regarding Gary Endecott's send-off. He thanked Airport staff for all of their efforts.

Braun stated that if the Airport performs in 2017 like it did in 2016, it will be in excellent shape.

Blann stated that he attended his first Wyoming Business Council meeting. He said Wyoming Aeronautics gave a presentation about funding.

**X. ADJOURN:** Blann made a motion to adjourn the meeting at 10:15 am on March 8, 2017. Eastman seconded the motion and the meeting was adjourned.



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Jim Waldrop, President



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Mary Gibson Scott, Secretary

**RESOLUTION NO. 2017-01  
OF THE  
JACKSON HOLE AIRPORT BOARD**

**RE: EMPLOYEE BENEFIT LOAN AGREEMENT WITH AIMEE E. CROOK**

**March 15, 2017**

The Jackson Hole Airport Board (the "Board"), a body corporate, organized under the laws of Wyoming, finds that:

**WHEREAS**, the Board is owner and operator of the Jackson Hole Airport (the "Airport"), and pursuant to Wyoming Statute §10-5-202 is authorized to employ persons necessary to operate and maintain the Airport and its allied facilities, and to provide pay and benefits as it deems proper;

**WHEREAS**, Aimee E. Crook is a Board employee, currently residing in Etna, Wyoming, who desires to purchase a residence in Teton County to be closer to the Airport;

**WHEREAS**, it is in the best interest of the Board that Ms. Crook's residence be conveniently located in relation to the Airport;

**WHEREAS**, Crook has placed an offer on a home in Teton County and is in need of funds in the amount of \$50,000 to pay earnest money and/or down payment for such purchase; and

**WHEREAS**, it is reasonable and in the best interests of the Airport to provide a bridge loan to Ms. Crook of \$50,000 for payment of such earnest money deposit and/or down payment, to be secured by a mortgage on Ms. Crook's current residence in Etna, Wyoming, which loan shall be repaid to the Board upon the sooner to occur of sale of said residence or eighteen (18) months from the date of the Note.


**NOW, THEREFORE**, it is resolved by the Jackson Hole Airport Board, in open and public meeting, as follows:

1. The Board hereby approves the Employee Benefit Loan Agreement ("Agreement"), Promissory Note and Mortgage in the forms annexed hereto as **Exhibits A, B and C** respectively, and authorizes the appropriate Board officers to execute and deliver the Agreement, and disburse the loan funds to Ms. Crook or the title company in connection with the purchase, upon due execution and delivery to the Board by Ms. Crook of the Promissory Note and Mortgage.

Upon motion duly made and seconded, the foregoing Resolution was adopted by the Jackson Hole Airport Board this 15th day of March, 2017.

**Attest:**

**JACKSON HOLE AIRPORT BOARD**

By:   
Secretary

By:   
Jim Waldrop, President