

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: July 19, 2017

BOARD PRESENT: Jim Waldrop, Jerry Blann, Mary Gibson Scott and John Eastman were present in the Airport Board Conference Room. Rick Braun was present via conference call which was audible in the Airport Board Conference Room.

OTHERS PRESENT: Kate Andrus, Ryk Dunkelberg, Mead & Hunt; Mike Mahoney, KLJ; Gene Murphy, SEH; Greg Herrick, Michael Lawrence, Wyoming Jet Center; John Currier, Currier & Company; Matt Wright, Jeff Brown, Jackson Hole Aviation; Jeremy Mayo, Hertz; Paul Dunholter, BridgeNet; Pete Muldoon, Town of Jackson; Jim Elwood, Jeanne Kirkpatrick, Ron Campbell, Dustin Havel, Michelle Anderson, Randy Knepper, Aimee Crook, Tony Cross, Megan Jenkins, Kaitlin Perkins, Jackson Hole Airport.

CALL TO ORDER: Waldrop called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, July 19, 2017.

I. EMPLOYEE OF THE DECADES: Elwood recognized Jeanne Kirkpatrick as the Jackson Hole Airport's employee of the decades. A short video from Gary Pollock and David Vela thanking Jeanne for her service at the Airport was played. Gibson Scott presented Kirkpatrick with a Grand Teton National Park oval plaque and letter from the National Park Service recognizing her service. She expressed her appreciation for Kirkpatrick's strength, courage, ethics and integrity. Blann recognized and thanked Kirkpatrick for the way she guided the Airport and staff during her time at the Airport. Eastman recognized Kirkpatrick for everything that she has done for the Airport, and stated it has been an honor to work with her. Waldrop stated Kirkpatrick should be proud of the legacy which she has left at the Airport. Rick Braun thanked Kirkpatrick for her contributions.

II. COMMUNITY OUTREACH: Elwood stated that the Airport participated in the 4th of July parade. He said the Airport gave a tour of the firehouse to a group of homeschooled children. He said the Airport attended Plein Air for the Park and purchased two pieces of art to hang in the Board Room. Elwood said these purchases support the Grand Teton Association.

III. APPROVAL OF MINUTES: Blann made a motion to approve the June 21, 2017 minutes. Eastman seconded the motion. Having no further discussion, the motion passed unanimously.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Muldoon congratulated Kirkpatrick on her retirement. Waldrop introduced Alex Lemieux from the Wort Hotel.

V. COMMITTEE UPDATES: Blann stated the Conceptual Committee met to review the Construction Manager at Risk (CMAR), which will be discussed later in the meeting.

Eastman spoke for the Facilities Committee stating that the airside antler arch has been successfully installed. He said that the crosswalks in front of the terminal have been repainted. He said that sealing and painting airside is currently underway. He stated the sprinkler system to the trees on the east side of the Airport has been updated. He said that on the west side of

the Airport the berms are being constructed to screen the contractor staging area. He stated the construction on the General Aviation Ramp has been completed and it is now open.

Blann stated the General Aviation Committee has been working on the second FBO RFP. He said the RFP should be published by the August meeting.

Gibson Scott spoke for the Human Resources and Health Committee and stated that the housing and transportation allowance has been implemented. She said that recruiting for the assistant manager of administration and maintenance technician are underway.

Gibson Scott spoke for the Transportation Committee stating that Uber and Lyft started service at the Airport on July 1st. She said that Ride2Fly passengers have increased by 240 in the first six months of the year.

VI. ACTIVITIES REPORTS REVIEW:

A. Quarterly ADDs: Elwood stated that the Average Daily Departures (ADDs) for the quarter ending June 30, 2017 were 2.82 and annually were 2.23.

B. Activities Reports: Elwood said June passenger enplanements increased 8% and 2% year to date.

VII. ACTION ITEMS:

A. Rates Review: Blann made a motion to approve Jackson Hole Aviation's rates of \$6.74/gallon for Jet A fuel, \$5.99/gallon for Avgas and \$2.66/gallon for unleaded fuel. Gibson Scott seconded the motion, which passed unanimously.

B. Financial Reports:

1. Passenger Facility Charge (PFC): Kirkpatrick stated that PFCs are a charge on passenger tickets and are reported quarterly. She stated that PFC collections are very consistent.

2. Customer Facility Charge (CFC): Kirkpatrick explained that CFCs are collected on rental car transactions. She said the balance of the CFC account is \$3,231,791. She said these funds will be used to secure loans to build the new Quick Turn Around facility.

3. Income & Expense Operating Statements: Kirkpatrick said that operating income and expenses have exceeded the budgeted amounts. She said the fiscal year-end operating income exceeded operating expenses by \$998,529. She said the Airport's cash balance also improved 15% over the prior year. Blann made a motion to approve the financial reports for June 2017. Braun seconded the motion. With no further discussion, the motion passed unanimously.

C. Payment of the Bills: Braun made a motion to approve checks 33844-33998, checks 2847-2852 and ACH payroll and tax batches June 30 and July 15, 2017. Blann seconded the motion, which passed unanimously.

D. Consent Agenda:

D1. Loader Purchase

D2. Runway Snow Blower Purchase

D3. Runway Broom Purchase
D4. Eleaven Concession Agreement
D5. Wyoming Balloon Company Agreement

Eastman made a motion to approve consent agenda items D1-D5. Blann seconded the motion. Braun asked if the loader, runway snow blower and runway broom purchases were budgeted items. Elwood said they are. Having no further discussion, the motion passed unanimously.

E. KLJ Agreement – QTA Design: Havel stated that KLJ will design and provide construction documents for the rental car QTA facility. He said that Mike Mahoney has met with the rental car agencies to develop the design. Havel gave a brief presentation of the proposed design for the QTA. Havel stated the lump sum fee for the design is \$559,500.

Eastman requested that the soap dispensing equipment in the new QTAs be capable of using a biodegradable product. He asked where the rental cars will park when they exit the new QTA facility. Havel stated that there will be flex parking, which will be used for rental car parking at times and public parking at other times. Blann requested that the speed limit between the QTA and the ready zone be enforced.

Eastman made a motion to approve the KLJ Agreement for QTA Design for a lump sum fee of \$559,500. Blann seconded the motion, which passed unanimously.

F. KLJ Agreement – Owner’s Representative: Elwood explained that since the projects will use a Construction Manager at Risk (CMAR), it’s recommended to have an owner’s representative to assist the Airport in executing the construction projects. He said that the Airport has 15 sizeable projects and having a party with proper expertise to track projects and ensure that the Airport is getting value for each project. He said the term of the Agreement with KLJ is from July 2017 to February 2018. He said the not-to-exceed fee is \$146,050.

Braun asked about the difference between an Owner’s Representative and a CMAR. Elwood said an Owner’s Representative is an oversight position that facilitates on top of the CMAR to ensure the Airport gets the correct amount of value, reviews change orders and makes sure the Airport gets what is needed. Waldrop stated that the use of the CMAR is why an Owner’s Representative is needed.

Eastman asked if the Owner’s Representative will report to Board or to staff. Elwood explained it will depend upon the issue. He said the way the Contract is written, issues will be reported to the Executive Director but items which require action will be presented to the Board. Eastman asked that at a Committee level, the Board be presented with options and not decisions whenever possible.

Blann made a motion to approve the KLJ Owner’s Representative Agreement for a not to exceed fee of \$146,050. Braun seconded the motion. With no further discussion, the motion passed unanimously.

G. KLJ Agreement – Ground Transportation Studies: Havel explained that staff is always looking for opportunities to improve landside customer service aspects. He said that the KLJ Ground Transportation Studies Agreement is for three studies. He said the first is a speed study. He said there have been some concerns regarding speeding in the parking lot, so a speed study is required by the Town of Jackson to set and enforce speed limits. He said the second study is a sign study. He said the Town of Jackson (TOJ) has requested a sign study to

assure the proper sign placement and usage since TOJ tickets are used to enforce the Airport parking lot. He said the third study is a revenue control study which will review the viability of a controlled paid parking lot. He said that the total cost for all three studies is \$37,545. He said the Transportation Committee has reviewed the Agreement and recommends approval.

Gibson Scott made a motion to approve the KLJ Ground Transportation Studies Agreement for a total fee for the three studies of \$37,545. Blann seconded the motion, which passed unanimously.

H. SEH Agreement – Cultural Resource Survey: Havel stated that a Cultural Resource Survey must be completed prior to commencement of all the planned construction projects. He said that it will be a phased approach, with a southern location and a northern location. Elwood said that Cultural Resource Surveys have been completed in the past but have a timeline, so the Airport will be coordinating with the National Park Service to ensure that the information is complete. Elwood said that SEH will be subcontracting the Survey. Havel said the fee for the Cultural Resource Survey is \$34,848.

Gibson Scott said that the archeologist that is selected should be satisfactory to the Park and have experience with the State Historic Preservation Officer. She said that the study's scope should be reviewed and approved by the Park prior to finalization.

Blann made a motion to approve the SEH Culture Resource Survey Amendment 16 for a fee of \$34,848. Gibson Scott seconded the motion. Having no further discussion, the motion passed unanimously.

I. Construction Manager at Risk – Selection: Elwood stated that Statements of Qualification were received July 17th and the Selection Committee, which includes the Conceptual Committee, met on July 18th to review the four proposals that were received. He said the four proposers were Shaw Construction, Q&D, J.E. Dunn and Wadman. He said the Selection Committee ranked the proposals and is recommending that two firms, Shaw Construction and Wadman, move forward in an interview process and negotiation.

Blann stated that all four proposers were very qualified. He said the two firms that were chosen to be interviewed by the Selection Committee were selected related to their experience in Jackson. Gibson Scott asked if the CMAR would be responsible for constructability analysis and sequencing of projects. Elwood explained that the CMAR will be the prime contractor for the Airport. He said they will competitively bid the components of the projects. Waldrop stated that if the CMAR chooses to self-perform, they have to go through the bid process.

Eastman made a motion that the Selection Committee be directed to interview and negotiate with the short listed firms – Wadman and Shaw – and report back a recommended selection and contract to the Board for approval. Blann seconded the motion, which passed unanimously.

J. BridgeNet Agreement – Noise Monitoring: Kirkpatrick stated that BridgeNet's Agreement includes annual warranty and maintenance, remoting hosting of noise management system, calibration and inspection visits, on-call support, two reports per year and one noise contour map per year. She said that this information will allow the Board to track and graphically present the results of implementation of the FAR 150 alternatives that include Next Gen flight tracks and the Fly Quiet Program. She said the term of the Agreement is for three years and the annual fee is \$75,200, which is the same as the current fee.

Braun recognized Kirkpatrick for her work on the FAR 150 study. Dunholter thanked Kirkpatrick and said it has been a pleasure working with her.

Blann made a motion to approve the BridgeNet Noise Monitoring Agreement for an annual fee of \$75,200. Eastman seconded the motion. With no further discussion, the motion passed unanimously.

VIII. DIRECTOR'S COMMENTS: Elwood stated that summer passenger traffic flow has been going smoothly with the airline schedule. He gave a construction update on the Commercial Apron Reconstruction Project and the General Aviation Expansion Project.

IX. BOARD COMMENTS: Blann asked if parking lot capacity has been met this summer. Elwood said there have been a couple days where the parking lot was close to full.

There was a brief discussion about the Airport's Eclipse Mitigation Plan.

Gibson Scott thanked staff for the voluntary curfew summary given to the Board.

X. ADJOURN: Blann made a motion to adjourn the meeting at 10:29 am on July 19, 2017. Gibson Scott seconded the motion and the meeting was adjourned.



Jim Waldrop, President



Mary Gibson Scott, Secretary