

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: December 20, 2017

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

OTHERS PRESENT: Gary Pollock, National Park Service; Jim Stanford, Town of Jackson; Greg Epstein, Teton County; Joseph Sebastian, TSA; Mike Mahoney, KLJ; Alicia Cox, Yellowstone-Teton Clean Cities; Thomas Kirsten, Jorgensen; Jerry Peterson, Jeremy Mayo, Hertz; Jeff Brown, Jackson Hole Aviation; Greg Herrick, Wyoming Jet Center; Lin Heffner, Public; Jim Elwood, Dustin Havel, Michelle Anderson, Megan Jenkins, Ron Campbell, Paul Walters, Anna Valsing, Esther Borja, Phillip Adams, Kody Jeppson, Alton George, 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, December 20, 2017. Blann congratulated Eastman on his reappointment to the Airport Board.

I. EMPLOYEE OF THE MONTH: Elwood recognized Kody Jeppson as December's employee of the month. He recognized Anna Valsing for being appointed to the Friends of Pathways Board.

II. COMMUNITY OUTREACH: Elwood stated that airport staff attended the Rotary Scholarship Fundraiser on November 4th at the Wort Hotel. He said the airport hosted a Jackson Hole Chamber of Commerce Mixer on November 16th. He said that the airport organized a local food drive on November 22nd with the Jackson Cupboard. He stated that he gave a presentation regarding the airport to the Jackson Hole Rotary Club on December 12th.

III. YELLOWSTONE-TETON CLEAN CITIES – ELECTRIC VEHICLE GRANT: Walters stated that the airport installed two Level II electric vehicle charging stations with the capacity to charge a total of four vehicles. He said that the cost of the charging stations was \$9,750. He said that Yellowstone-Teton Clean Cities is presenting the airport with a grant of \$5,000. He introduced Alicia Cox, the director of Yellowstone-Teton Clean Cities. Cox thanked the airport and gave a brief presentation of Yellowstone-Teton Clean Cities projects.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Pollock stated that the Continuing Resolution expires on the evening of December 22nd. He said he will have finalized numbers for the 2017 summer at the January meeting.

Stanford stated the Town of Jackson has taken continued measures to reduce wildlife and vehicle collisions. He said the speed limit on Broadway Street has been reduced.

Epstein stated Teton County is working on the Social Services and Human Health Plan and Funding Model. He said the Town and County have hired a new Integrated Transportation Planner.

V. COMMITTEE UPDATES: Blann stated the Conceptual Committee has been meeting regarding the new Quick Turn Around Facility (QTA) and Fuel Farm Facility.

Gibson Scott stated that Concessions Committee has met regarding the rental car bid documents.

Eastman stated the Facilities Committee has reviewed and recommends approval of numerous action items later on the agenda.

Blann stated the General Aviation Committee has not met since the November 1st meeting.

Eastman stated that Grand Teton National Park has reviewed and provided insight on a number of projects and initiatives. He said the Park has reviewed the FAA Part 150 Noise Study which will lower the impact of noise on the surrounding environment.

Braun spoke for the Human Resources and Health Committee stating that the airport is fully staffed for the winter. He said that Teton County Affordable Housing Department, The Housing Trust and First Interstate Bank came to the airport to give two presentations to employees on affordable housing options in Teton County. He said a trainer from Employers Council came to the airport for two days of training with staff.

Gibson Scott spoke for the Transportation Committee giving an update on Ride2Fly. She said staff held a pre-season ground transportation meeting on December 18th to plan for the upcoming winter season.

VI. ACTIVITIES REPORTS REVIEW: Elwood stated that passenger enplanements increased 3% from October 2016 and 8% from November 2016. He said that year to date enplanements remain the same as 2016. He said that Delta Airlines has been flying larger mainline planes into the airport, which has reduced flights and increased passengers.

VII. ACTION ITEMS:

A. Consent Agenda:

A1. Approval of the Minutes – November 1 and November 10, 2017

A2. Venture Technologies – Core Switch

A3. Synergy Energy Systems – Window Shades

Braun made a motion to approve Consent Agenda items A1 through A3. Gibson Scott seconded the motion, which passed unanimously.

B. Rates Review: Elwood stated that Jackson Hole Aviation has requested to increase the price of Jet A fuel to \$7.04 per gallon and increase Diesel fuel to \$2.99 per gallon. Eastman made a motion to approve Jackson Hole Aviation's rates. Braun seconded the motion. Having no further discussion, the motion passed unanimously.

C. Financial Reports:

1. Customer Facility Charge (CFC): Anderson stated that the CFC balance as of November 30th is \$3,922,033. She said that \$250,272 has been expended for the QTA design as of November 30th. She said \$309,228 remains to be expended on the design.

2. Income & Expense Operating Statements: Anderson said income has remained above the budget amount for both October and November. She said expenses continue to track with the budget and year to date expenses were under budget for October and November. Gibson Scott made a motion to approve the financial reports for October and November 2017. Eastman seconded the motion, which passed unanimously.

D. Payment of the Bills: Braun made a motion to approve checks 2058-3022, checks 34408-34690, check 10022, ACH Payroll and Tax Batches October 31, November 1, 6, 8, 15, 20, 30, December 8 and 15, 2017. Gibson Scott seconded the motion, which passed unanimously.

E. Resolution 2017-18 – Establish Speed Limit: Havel stated that on the July 19th meeting the Board commissioned a Speed Limit Study which recommended a 20 mph speed limit on the terminal loop road. He said a notice of proposed rulemaking was published and no comments were received. He said Resolution 2017-18 will establish the speed limit. He said the Facilities Committee has reviewed and recommends adoption of Resolution 2017-18. Braun stated that enforcement of the speed limit is a low priority for the Board, that the key priority is improved safety.

Gibson Scott made a motion to adopt Resolution 2017-18 in the form presented, to promulgate a rule respecting a speed limit and operating restriction on motor vehicles. Braun seconded the motion, which passed unanimously.

F. Environmental Consulting Services – Bid Award: Havel stated that a Request for Proposals for On-Demand Environmental Consulting Services was advertised and companies were interviewed on December 11th. He said Mead & Hunt was selected as the top proposer. He said the Facilities Committee has reviewed the selection and contract and recommends approval. Gibson Scott commended airport staff for arranging an Environmental Consultant due to our location in the National Park. Eastman stated the airport will move to more sustainable and environmentally aware programs.

Gibson Scott made a motion to award the Agreement for On-Call Environmental Consulting Services to Mead & Hunt in the form presented, and authorize the appropriate officers of the Board to sign. Eastman seconded the motion. Having no further discussion, the motion passed unanimously.

VIII. DIRECTOR'S COMMENTS: Jenkins gave a presentation on the airport's new website. Havel gave a brief construction update. Elwood thanked the Board for all of their contributions and time.

IX. BOARD COMMENTS: Waldrop thanked airport staff for a terrific year.

Eastman thanked the Town and County elected and Waldrop for his presidency.

Gibson Scott stated April Landale will be the Executive Director of Grand Teton Association.


Braun commended airport staff. He thanked Havel for his work to improve the runway safety over-run area for pilots.

Blann stated it was a great year for the airport. Elwood give an update on expected load factors for the holiday season.

IX. ADJOURN: Eastman made a motion to adjourn the meeting at 10:35 am on Wednesday, December 20, 2017. Braun seconded the motion and the meeting was adjourned.



Jim Waldrop, President



Mary Gibson Scott, Secretary