

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: January 24, 2018

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

OTHERS PRESENT: Gary Pollock, National Park Service; Pete Muldoon, Town of Jackson; Greg Epstein, Teton County; Mike Mahoney, KLJ; Gene Murphy, Kevin Ensor, SEH; Thomas Kirsten, Jorgensen; Ryk Dunkelburg, Kate Andrus, Mead & Hunt; Dakotah Dayton, Alamo/National; Mike Koshmrl, JH News & Guide; Scott Page, Ryan Stolp, Orijin Media; Jeremy Mayo, Hertz; Greg Herrick, Wyoming Jet Center; Jim Elwood, Dustin Havel, Michelle Anderson, Aimee Crook, Megan Jenkins, Ron Campbell, Anna Valsing, Esther Borja, Robin Usher, Jake Sperl, 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, January 24, 2018.

I. EMPLOYEE OF THE MONTH: Elwood recognized Dustin Havel as January's employee of the month.

II. COMMUNITY OUTREACH: Elwood stated that a wind event on December 30, 2017 delayed and diverted numerous flights in and out of Jackson Hole Airport. He said that the airport, along with stakeholders, came together to provide passengers with the best experience possible. Gibson Scott stated that all levels of staff assisted passengers and thanked staff.

III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Pollock stated that after a government shutdown, Grand Teton National Park was back open.

IV. COMMITTEE UPDATES: Blann spoke for the Conceptual Committee stating that the new Fuel Facility, QTA and Waterline Projects are underway.

Gibson Scott stated that the Concessions Committee has been active in the Rental Car Bid process. She said staff is preparing an RFQ for restaurant design.

Eastman spoke for the Facilities Committee stating that LED lighting has been installed in the terminal and there has been painting in the basement.

Blann stated that the General Aviation Committee has not met.

Eastman stated that the Grand Teton National Park Committee will meet on February 8th.

Braun spoke for the Human Resources & Health Committee stating that the airport is fully staffed. He said staff has started the recruiting process for the next Airport Operations Intern.

Gibson Scott spoke for the Transportation Committee and thanked the Teton Interagency Helitack and Grand Teton National Park for letting airport staff utilize their parking lot during peak times. She said that Ride2Fly had a record breaking year with 5,578 riders.

V. ACTIVITIES REPORTS REVIEW:

A. Quarterly ADDs: Elwood stated that the Average Daily Departures (ADDs) for the quarter ending December 31, 2017 were 1.88 and annually were 3.21. He said both values are well below the limits established in the Plan.

B. Activities Reports: Elwood stated that passenger enplanements increased 9% from December 2016. He said year to date passenger enplanements totaled at 353,776, a 1% increase over 2016 enplanements. He stated that the market share of enplanements for 2017 was 44% United, 37% Delta and 19% American. He stated that while passenger enplanements continue to increase, the number of commercial flights decreases.

VI. ACTION ITEMS:

A. Consent Agenda:

A1. Approval of the Minutes – December 20, 2017

A2. West Metro Aviation – Aircraft Dollies Purchase

A3. SEH – Revised Amendment 13 and 15 (Scope Modification & Price Reduction)

Braun made a motion to approve consent agenda items A-1 through A-3. Blann seconded the motion, which passed unanimously.

B. Rates Review: Blann made a motion to approve Jackson Hole Aviation's proposed fuel rates of \$7.27 per gallon for Jet A Fuel and \$0.34 per gallon for airline into plane fuel fee. Braun seconded the motion, which passed unanimously.

C. Financial Reports:

1. Passenger Facility Charge (PFC): Elwood stated that PFCs collected for the quarter ending December 31, 2017 were \$252,550. He said PFCs are collected at a rate of approximately \$1.1 million per year.

2. Customer Facility Charge (CFC): Elwood stated that the CFC balance as of December 31, 2017 is \$3,820,256. He said \$371,081 has been expended for QTA design and it is anticipated an additional \$188,419 will be needed to complete the design portion of the project.

2. Income & Expense Operating Statements: Elwood said that income remains above the budgeted amount and year to date tracks above budget at 6.29%. He said rental car income is higher than predicted as is the parking and ground transportation income. Braun asked when landing fees were last increased. Elwood said that landing fees were increased in July 2017. Eastman requested fuel flowage fees collected to be broken out. Blann made a motion to approve the financial reports for December 2017. Eastman seconded the motion, which passed unanimously.

D. Payment of the Bills: Braun made a motion to approve checks 34691-34863, check 10023, check 3023 and ACH Payroll & Tax Deposits: December 31, 2017 and January 15, 2018. Blann seconded the motion, which passed unanimously.

E. Communications Consultant – Bid Award: Jenkins stated a Request for Qualifications for On-Demand Consulting Services was advertised and companies were interviewed on January 15th. She said Orijin Media was selected as the top proposer to assist the airport. She said Orijin

Media has strong in-house capabilities to create and execute branding and communication strategies to help increase visibility and awareness of the airport throughout the community. Eastman made a motion to award the Agreement for Communication Consulting Services to Orijin in the form presented. Braun seconded the motion, which passed unanimously.

F. On-Airport Rental Car – Bid Award: Anderson stated that a Request for Proposals for On-Airport Rental Cars was advertised and bids were opened on January 16th. She said that the bids were reviewed for completeness and all bidders submitted qualified bids. She said the top three bids were received from Enterprise, National/Alamo, and Hertz. She said individual Agreements will be presented at the February meeting. She stated the Concessions Committee has reviewed and recommends award to the top three bids. Eastman stated he is interested in feedback from vendors on suggestions related to operations. Gibson Scott stated that it was an evolving process where feedback was received from potential bidders and then reasonable action was taken. She stated Dustin will work with the rental car companies to maximize storage of rental cars. She said the goal is to better manage the limited footprint that is had with the number of cars needed by visitors. Eastman inquired about rental car companies providing electric vehicles to visitors and if the airport has the infrastructure to support the need. Gibson Scott stated that the rental cars are responding to the demand they receive. She said as more charging stations are installed in the region, there will be more demand.

Blann made a motion to award the On-Airport Rental Car Concessions to Overland West, Inc operating as Hertz; Corpat, Inc operating as National/Alamo; and Enterprise Car Rent-A-Car Company of UT, LLC, operating as Enterprise. Eastman seconded the motion, which passed unanimously.

G. Leibowitz & Horton – Agreement for Financial Consulting Regarding Consolidated Rental Car Service Facility: Anderson stated that Leibowitz & Horton has developed a proposal to help the Board understand funding needs, lease agreements and future CFC uses related to the consolidated rental car service facility. She said the proposed contract is Time & Materials with a proposed amount of \$71,980. Elwood stated that the Concessions Committee has reviewed and recommends approval. Braun said he is pleased with the performance and capabilities of Leibowitz & Horton.

Braun made a motion to approve the Agreement with Leibowitz & Horton, for Financial and Business Consulting Services for the Consolidated Rental Car Service Facility, in the form presented, with fees to be paid on an hourly basis. Gibson Scott seconded the motion, which passed unanimously.

H. Resolution 2018-01 – Wyoming Commercial Air Service Enhancement Plan: Elwood stated Senator Van Flatten and a number of co-sponsors have proposed a bill to establish the Wyoming Commercial Air Service Enhancement Program (ASEP). He said that the Act recognizes that since the development of the ASEP in 2004, commercial air service has had significant positive impacts on the State of Wyoming. He said the ASEP will not have funding to support commercial air service at its current level after July 1, 2019. He said the Act seeks to establish an Air Service Improvement Council to develop a Plan with long-term funding and air service strategies for the Wyoming Aeronautics Commission. He said Resolution 2018-01 supports the development of a long-term, state-wide air service program.

Blann made a motion to adopt Resolution 2018-01, in the form presented, supporting the development of a new long-term, state-wide plan that encourages a public-private partnership to

achieve more reliable, sustainable air service for the citizens and economic development of Wyoming. Gibson Scott seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood stated it is the Jackson Hole Airport Board's 50th Anniversary, which was formed in January 1968. He recognized David Vela for being appointed to the Community Foundation Board. He stated Anderson attended 22 in 21: The State of Our Community Conference.


VIII. BOARD COMMENTS: The Board suggested the April meeting be moved to Friday, April 27th.

Gibson Scott asked if the airport has a plan for passengers and staff if there was a natural catastrophe. Havel said the Airport Emergency Plan identifies 11 specific situations.

Blann acknowledged Bob McLaurin for his tenure as Town Manager. He acknowledged Waldrop for all he done as President of the Board.

Waldrop thanked the Board for their support.

IX. ADJOURN: Braun made a motion to adjourn the meeting at 10:05 am on Wednesday, January 24, 2018. Gibson Scott seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary