

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: March 21, 2018

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

OTHERS PRESENT: Gary Pollock, Rusty Mizelle, Grand Teton National Park; Greg Epstein, Teton County; Jim Stanford, Town of Jackson; Mike Mahoney, KLJ; Kevin Ensor, SEH; Jen Brewer, United Airlines; Lance Bursch, SkyWest Airlines; Jeremy Mayo, Hertz; Tony Bencina, American Facility Services Group; Dave Coyle, Fly Jackson Hole; Gretchen Schmid, Classic Aviation; Keaton Brown, Inger Schou, Jackson Hole Aviation; Mike Koshmrl, JH News & Guide; Jim Elwood, Dustin Havel, Michelle Anderson, Megan Jenkins, Anna Valsing, Randy Knepper, Peter Tan, Robin Usher, Esther Borja, Jake Sperl, Brian Zayas Santiago, Chance Grimmett, Kaitlin Perkins, Jackson Hole Airport.

CALL TO ORDER: Blann called the meeting of the Jackson Hole Airport Board to order at 9:01 am on Wednesday, March 21, 2018.

I. EMPLOYEE OF THE MONTH: Elwood recognized Chance Grimmett as March's employee of the month. Elwood introduced Brian Zayas Santiago, the Airport's new Operations Intern.

II. COMMUNITY OUTREACH: Jenkins stated there was a birthday party in the firehouse on February 25th that was won at the 2017 Touch-A-Truck event. She said that the airport firetruck will be the official logo for the 2018 Touch-A-Truck event.

III. GTNP – GROS VENTRE ROUNDABOUT PRESENTATION: Elwood introduced Rusty Mizelle with GTNP. Mizelle gave a presentation on the construction of the Gros Ventre roundabout. He said to expect 15 minute delays during the day and 30 minute delays at night.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON

COUNTY AND THE PUBLIC: Pollock stated that Teton Park Rd is being plowed for the spring opening. He said that in late April the Moose Wilson Road will be closed to fix drainage issues.

Stanford stated that the Town has been preparing for traffic effects due to Gros Ventre roundabout construction. He said the Town is looking at options for pedestrians that could alleviate traffic in the upcoming summers. He said that the historic Cowboy Bar sign will be able to rotate when it returns. He said that Jackson Drug will be returning to Town Square.

Epstein said the County has been discussing a potential MOU with WYDOT concerning Tribal Trails.

V. COMMITTEE UPDATES: Waldrop stated that the Conceptual Committee has met several times to discuss items related to upcoming construction and other improvements including utility work.

Waldrop stated that the Concessions & Contracts Committee has reviewed several documents over the past month and is recommending support of the Custodial Services Contract and the common use terminal systems.

Blann spoke for the GA Committee stating that the recruitment of the new General Manager for the FBO is moving forward on schedule. He said the Committee is continuing to work through the Airport Attorney and bond attorneys on funding for the acquisition.

Gibson Scott spoke for the GTNP/Environmental Committee stating that a collaborative meeting was held with staff from the Forest Service, National Park Service and Airport staff to discuss potential synergies that might exist by sharing critical support facilities. She said the meeting was productive and if implemented, it holds the potential to uniquely service this community and area.

Eastman spoke for the Transportation Committee stating that Transportation Network Companies continue to have a presence at the Airport with a combined total of 1,509 pick-ups and drop-offs for the month of February. He said the JH Shuttle had 920 riders and Ride2Fly had 755 riders, both representing a 25% increase over February 2017.

Waldrop stated that the 50th Anniversary Committee had its first meeting recently and discussed a number of ideas and concepts to celebrate aviation and the history of flight as a theme. He said the goal is to have educational components with programs at the schools along with special events that are family and community focused.

Gibson Scott spoke for the HR Committee stating preparations for the FBO transition are ongoing. She welcomed Brian Zayas Santiago.

VI. ACTIVITIES REPORTS REVIEW: Elwood stated that February passenger enplanements increased 17% over February 2017 enplanements. He said that this significant increase was because of the low number of enplanements seen in February 2017, due to the weather event. He said February 2018 compared to February 2016 shows a 1% increase in enplanements with 10% fewer flights.

VII. ACTION ITEMS:

A. Consent Agenda:

A1. Approval of the Minutes – February 21, 2018

A2. Off-Airport Rental Car Agreements

A3. Airport Repeaters and Radios

Gibson Scott made a motion to approve consent agenda items A1-A3. Braun seconded the motion. With no further discussion, the motion passed unanimously.

B. Financial Reports:

1. Customer Facility Charge (CFC): Anderson stated the CFC balance as of February 28th is \$3,702,785. She said \$82,981 was collected in February. She said \$616,322 has been expended for QTA design.

2. Income & Expense Operating Statements: Anderson said income remains above the budgeted amount for February and year to date continues to track above budget at 5.6%. She said rental car income is higher than predicted as is the parking and ground transportation income. She said expenses continue to track on budget and year to date are under budget.

Eastman made a motion to accept the financial reports for February 2018. Braun seconded the motion, which passed unanimously.

C. Payment of the Bills: Gibson Scott made a motion to approve checks 35005-35162, check 3025, check 3026 and ACH Payroll & Tax Deposits: February 18 and March 15, 2018. Waldrop seconded the motion. Having no further discussion, the motion passed unanimously.

D. Wadman – GMP for Power Relocation: Havel stated that at the February meeting, the Board approved a contract with Jorgensen Engineering for the coordination of electrical work required to prepare the Airport for the projects anticipated south of the access road. He said the work involves relocating underground power and associated infrastructure to the east Airport boundary. He said the Wadman GMP Amendment 5 includes trenching, traffic control, some asphalt removal and replacement. He said the cost of the Amendment is \$141,378. He said the Conceptual Committee has reviewed and recommends approval. Gibson Scott asked how far the electrical relocation is from the lease boundary. Havel stated it is three feet away from the boundary.

Gibson Scott made a motion to approve Wadman's Guaranteed Maximum Price Amendment, in the form presented, in the amount of \$141,378. Waldrop seconded the motion, which passed unanimously.

E. Lower Valley Energy – Proposal for Electrical Service: Havel said the Proposal with Lower Valley Energy includes electrical connections, new transformers and wire. He said that a final contract had not been received due to Lower Valley Energy staff time and availability but it will be available in the next couple of weeks. He said the final contract is a not to exceed amount of \$155,000. He said the Conceptual Committee has reviewed and recommends approval.

Waldrop made a motion to approve the Agreement with Lower Valley Energy, in the form presented, with the Board President being authorized to sign the Agreement when a scope of work is finalized which is materially consistent with the Jorgensen plans dated March 14, 2018, and a final price has been determined which shall not exceed \$155,000. Braun seconded the motion. With no further discussion, the motion passed unanimously.

F. KLJ – QTA Construction Administration/Construction Observation Contract: Havel stated this Amendment adds Construction Administration and Construction Observation services for the QTA construction to KLJ's existing Agreement. He said included in the scope of work is a resident project representative, Joel Swanson, who is anticipated to be onsite for 9 months. He said the price of the Amendment is not to exceed \$729,000 and is eligible for reimbursement from CFCs. He said the Conceptual Committee has reviewed and recommends approval. Gibson Scott asked for the anticipated construction timeline. Havel stated the project should take approximately 9 months and should be completed by Thanksgiving 2018.

Waldrop made a motion to approve Amendment No. 2 to KLJ's Owner – Engineer Agreement, for Construction Administration and Observation, in the form presented, with a not to exceed amount of \$729,000. Gibson Scott seconded the motion, which passed unanimously.

G. KLJ – QTA Amendment for WYDEQ Sampling: Havel said in order to close the leach field, where the new QTA will be constructed, the WYDEQ requires testing of the water and soil for potential contamination. He said KLJ is coordinating the testing with Airport staff, Tetra Tech (a sub of Mead & Hunt), Nelson Engineering and Energy Laboratories. He said the Amendment

includes drilling a monitoring well, boring and collecting soil samples from designated locations throughout the leach field and submitting all of the samples from the well and bore sites to Energy Laboratories for testing. He said the work will be completed prior to the placement of the new QTA foundations. He said the total fee for this work is a not to exceed amount of \$73,000. He said the Conceptual Committee has reviewed and recommends approval. Mizelle stated that as a member of the public and neighbor of the Airport, he appreciates the Airport's due diligence.

Gibson Scott made a motion to approve Amendment No. 3 to KLJ's Owner – Engineer Agreement for WYDEQ Sampling in connection with the QTA, in the form presented, in the amount of \$73,000. Braun seconded the motion. Having no further discussion, the motion passed unanimously.

H. Custodial Services Contract – Bid Award: Campbell stated that the Airport advertised and accepted bids for custodial services for the passenger terminal. He said the scope in the RFP included window cleaning and power washing the sidewalks, which was previously an add-on service. He said two bids were received and American Facility Maintenance Group (AMFG) was the top ranked proposer. He said AMFG currently has contracts with two local companies and have a general understanding of the Jackson market. He said the first year total cost is \$448,175. He said the Concessions & Contracts Committee has reviewed and recommends approval.

Eastman made a motion to award the Agreement for Custodial Services to American Facility Maintenance Group, for a three-year term, in the form presented. Gibson Scott seconded the motion, which passed unanimously.

I. SITA – Common Use Terminal Systems: Elwood stated staff is proposing to install common use terminal systems at the ticket counter and gate areas to allow for more flexibility with air carrier accommodation. He said a common use system is both a hardware and software system that allows the kiosk to be used by multiple airlines for check-in, baggage check, passenger boarding and other actions. He said this will be a phased approach with three ticket counter stations and two gate positions in the initial phase. He said the capital cost is \$127,970, with an additional monthly expense of \$1,871, with a five year contract term. He said the Concessions & Contracts Committee has reviewed and recommends approval. Blann asked if the kiosks will service all of the airlines. Havel stated they will have the capacity to do so. He said the Airport has reached out to all of the airlines, but Frontier Airlines will be the first to use the systems. Eastman suggested that the Airport look into leasing equipment in the future, rather than purchasing it.

Gibson Scott made a motion to approve SITA's Master Service Agreement and Airport Solution Line Service Agreement, in the forms presented, with capital cost of \$127,970 and a \$1,871/month on-going expense for licenses and remote support, with a 5 year term. Waldrop seconded the motion. With no further discussion, the motion passed unanimously.

VIII. DIRECTOR'S COMMENTS: Elwood acknowledged and thanked Aspen Carpet Cleaning for their 11 years of quality service. He stated the new photo in the Board Room is a composite photo of the eclipse taken by Steve Eilenberg. He said the Airport is accepting an award for the paving work that Powder River Construction did on the Commercial Apron.

Havel gave a construction update.

IX. BOARD COMMENTS: Waldrop thanked the GTNP for the thorough report given on the Gros Ventre Roundabout.

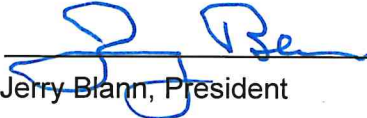
Eastman requested that Ride2Fly, JH Shuttle and Uber/Lyft passenger numbers be displayed at the next meeting.

Gibson Scott stated that Subaru may want to help the Airport with its recycling bins.

Blann thanked staff for all of their work.

X. EXECUTIVE SESSION: Waldrop made a motion that the Board go into Executive Session to receive and discuss information classified as confidential by law, including legal advice from the Board's attorney regarding litigation to which the Board is a party, as authorized by Wyoming Statute §16-4-405(a).

XI. ADJOURN: Waldrop made a motion to adjourn the meeting at 11:33 am on Wednesday, March 21, 2018. Eastman seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary