

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: May 16, 2018

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

OTHERS PRESENT: David Vela, National Park Service; Greg Epstein, Teton County; Mike Mahoney, KLJ; Hilary Fletcher, Aviation; Gene Murphy, Kevin Ensor, SEH; Keaton Brown, Inger Schou, Jackson Hole Aviation; Mike Gierau, Jedediah's; Pete Lindell, Fly Jackson Hole; Thomas Kirsten, Jorgensen; Jeremy Mayo, Hertz; Dakota Dayton, National/Alamo; Mike Koshmrl, Jackson Hole News & Guide; Tony Chambers, Bonnie Chambers, Wind River Air; Greg Herrick, Wyoming Jet Center; Craig Foster, Public; Jim Elwood, Michelle Anderson, Dustin Havel, Ron Campbell, Martha Preston, Anna Valsing, Andrew Wells, Megan Jenkins, Tony Cross, Esther Borja, Robin Usher, Kaitlin Perkins, Jackson Hole Airport.

CALL TO ORDER: Blann called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, May 16, 2018.

I. EMPLOYEE OF THE MONTH: Elwood recognized Anna Valsing as May's employee of the month. Elwood recognized Martha Preston for earning her Certified Member affiliation through American Association of Airport Executives. Elwood stated that United Airlines and SkyWest Airlines won the golden boot and STAR award.

II. COMMUNITY OUTREACH: Jenkins stated that the Airport attended a career expo at Jackson Hole High School. Jenkins said airport administration staff attended a Womentum feedback workshop.

III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Vela stated Chief Ranger, Michael Nash, will assist with airport relations. He gave a Gros Ventre Roundabout construction update.

Epstein stated Teton County has been working on their budget. He gave an update on various road construction projects.

IV. COMMITTEE UPDATES: Waldrop stated the Conceptual Committee met with airport staff last week to discuss several items addressed later on in the agenda. He said the Committee supports the items related to the Landside Access Road and Drainage Project and the Parking Lot Project.

Braun said the Concessions & Contracts Committee reviewed and recommends approval of several items on the Consent Agenda.

Blann stated the General Aviation Committee has reviewed and recommends approval of the six month Hangar 2 Lease Extension. He said because of the pending lawsuit, the closing of the Asset Purchase Agreement with Jackson Hole Aviation has been extended until June 30, 2018.

Gibson Scott spoke for the GTNP/Environmental Committee stating that airport staff attended the EcoFair. She said the Committee looks forward to working with Chief Ranger, Michael Nash and continuing the partnership between the airport and Park.

Eastman spoke for the Transportation Committee stating that as of May 1st the public parking lot expanded over 50 public parking spaces with the change in rental car contracts. He said TNCs provided a total of 360 pick-up and drop-offs for the month of April.

Waldrop stated the 50th Anniversary Committee is working to finalize details for the events on September 4th and 5th.

Gibson Scott spoke for the HR and Health Committee introducing the new IT Manager, Andrew Wells. She said the Airport is recruiting for TSOs, Airport Hosts and two new Fuel Farm Operators. She said the Airport signed on for another year of medical benefits with the Wyoming Association of Municipalities and Blue Cross/Blue Shield of Wyoming.

V. ACTIVITIES REPORTS REVIEW: Elwood stated that April passenger enplanements increased 36% over April 2017 enplanements. He said year to date enplanements have increased 12% over 2017. He said American Airlines starting year-round service had a direct impact on the increase in enplanements.

VI. ACTION ITEMS: Elwood stated that action item K will be tabled due to Airport's legal counsel advising that the closing documents and Resolution should be presented together.

A. Consent Agenda:

- A1. Approval of the Minutes – April 27, 2018**
- A2. DePatco – Crosswalk ADA Enhancement and Repairs**
- A3. Wadman – Revised GMP Amendment 1**
- A4. Frontier Airlines – Airline Operating Agreement & Lease**
- A5. QuickFlight Aviation, Inc. – Ground Handling License**
- A6. Hangar 2 – Lease Amendment 4**
- A7. Fuel Farm Consulting Agreement**

Eastman requested that item A4 be removed from the consent agenda. Braun made a motion to approve consent agenda items A1-A3 and A5-A7. Gibson Scott seconded the motion, which passed unanimously.

A4. Frontier Airlines – Airline Operating Agreement & Lease: Eastman asked what counter Frontier Airlines will use. Elwood stated Frontier will utilize the counter space at the north end of the terminal that was previously used by Frontier. He said Frontier will not have a passenger use kiosk in front of the ticket counter. Eastman asked about Frontier's passenger impact on security. Elwood stated that Frontier's flight schedule is not during peak hours, which will work well with the physical plant. Eastman asked if this was a seasonal agreement. Elwood stated the airport is currently working on new airline contracts. He said other airline agreements will have an amendment and that the new contracts will be sent in September. Gibson Scott suggested language be added to the new contracts to help meet sustainability and recycling goals. Eastman made a motion to approve Frontier Airline's Airline Operating Agreement and Lease, in the form presented. Gibson Scott seconded the motion. Having no further discussion, the motion passed unanimously.

B. Rates Review: Waldrop made a motion to approve Jackson Hole Aviation's proposed Jet A fuel rate of \$7.41 per gallon. Gibson Scott seconded the motion, which passed unanimously.

C. Financial Reports:

1. Customer Facility Charge (CFC): Anderson stated the CFC collections for April were \$80,408 and the balance as of April 30 is \$3,579,726. She said through April 30, \$893,571 has been expended for the QTA.

2. Income & Expense Operating Statements: Anderson said income remains above the budgeted amount and year to date continues to track above budget at 5.31%. She said rental car and parking income are higher than predicted. She said expenses continue to track with the budget and year to date expenses are under budget at -1.37%. Braun made a motion to accept the financial reports for April 2018. Eastman seconded the motion, which passed unanimously.

D. Payment of the Bills: Gibson Scott made a motion to approve checks 35311-35436, check 3028 and the April 30, 2018 ACH payroll and tax deposit. Waldrop seconded the motion. With no further discussion, the motion passed unanimously.

E. Wadman – GMP Amendment 6 Landside Project: Havel stated this project entails Landside Access Road improvements that include developing a utility corridor and storm water filtration system. He said the project makes significant storm water environmental improvements and improves overall drainage on the landside of the Airport. He said the project will be completed in two construction seasons in coordination with the parking lot improvements. He said \$5,118,172 would be covered with entitlement funds. He said the total GMP construction cost is \$7,736,825, with the Airport share being roughly \$2.6 million. He said the Conceptual Committee has reviewed and recommends approval.

Gibson Scott requested the Airport is aware and cognizant of mitigating any potential impacts the storm water drainage system might have on communities near the Airport. Havel stated the ditch has been designed to properly handle the flow that could be experienced and is at or larger than any of the existing ditches on Airport property.

Blann stated this project develops the backbone for the future of the Airport. Waldrop stated the utility corridor will be impactful to make the project efficient. Waldrop made a motion to approve Wadman's GMP Amendment 6, in the form presented, in the amount of \$7,736,825. Blann seconded the motion, which passed unanimously.

F. SEH – CA/CO Landside: Havel stated SEH is the Airport's Engineer of Record and they have designed this landside project. He said Amendment 18 is for Construction Observation and Construction Administration services related to the Landside Project. He said the proposal has been reviewed through the Independent Fee Estimate (IFE) process and came in under that estimate. He said the Conceptual Committee has reviewed and recommends approval.

Gibson Scott asked for explanation on the overhead rate. Havel said the number also drew the Airport's attention, but has been discussed with FAA and is line with other companies and is an audited rate. He said the overhead rate includes expenses to run the business such as: accounting fees, advertising, insurance, interest, legal fees, labor burden, rent, repairs, supplies, taxes, telephone bills and utilities.

Braun made a motion to approve Amendment 18 to the Engineering Services Contract with SEH, in the form presented, in the amount of \$911,609. Gibson Scott seconded the motion. Having no further discussion, the motion passed unanimously.

G. Nelson Engineering – Parking Lot Design Contract: Havel stated this contract will design the parking lot layouts, fencing, fuel truck routing, drainage and changes associated with the parking lot control system design. He said the project involves coordination with consultants, survey and preparation of demo and construction plans to tie into the master drainage plan and parking revenue control system. He said the total cost of the contract is \$135,000. He said anticipated start date for the work is spring of 2019. He said the Conceptual Committee has reviewed and recommends approval.

Eastman made a motion to approve Nelson Engineering's Agreement for Engineering and Surveying Services Contract for 2019 JAC Parking Improvements, in the form presented, in the amount of \$135,000. Waldrop seconded the motion. With no further discussion, the motion passed unanimously.

H. Walker Consultants – Parking Lot Control System Design Contract: Havel said this contract focuses on the infrastructure related to the revenue control system that will be in the parking lot. He said the contract includes the design of the entry and exit gate systems and will be coordinated with the previously approved project. He said in addition to the design and bidding of the project documents, it includes the construction administration of the control system and the associated acceptance testing. He said the total cost of the contract is \$69,600. He said the Conceptual Committee has reviewed and recommends approval.

Gibson Scott requested low visual impact be included in the scope for fencing. Eastman requested the Airport look at technology similar to an E-ZPass for ingress and egress to the public and staff parking lots. Havel stated RFID readers can be included in the control system.

Braun made a motion to approve Walker Consultants Contract for Parking Access Revenue Control System Design, Procurement and Acceptance Testing, in the form presented, in the amount of \$69,600. Gibson Scott seconded the motion, which passed unanimously.

I. Resolution 2018-04 – Establishment of Fuel Facility Fee: Valsing stated that a customer facility fee of \$0.05 per gallon on aviation fuel was previously established to help finance the fuel facility. She said the additional fuel facility fee of \$0.20 per gallon will be effective on commencement of operation of the new fuel facility and is also intended to help finance the construction of the facility. Waldrop asked what the expected date is for the commissioning of the new fuel farm. Elwood stated it will be in service on July 1. Blann stated that this \$0.20 per gallon has been included in the budget. Eastman made a motion to adopt Resolution 2018-04, in the form presented, establishing a fuel facility fee of \$0.20 per gallon of aviation fuel dispensed from the new fuel facility. Braun seconded the motion. With no further discussion, the motion passed unanimously.

J. Resolution 2018-05 – Use of Tax Exempt Bonds for Reimbursement: Anderson stated expenses have been incurred related to the fuel facility project while working on completion of the bond documents. She said Resolution 2018-05 will allow the Board to use proceeds from the fuel facility bond for reimbursement of expenditures related to the project that were incurred prior to execution of the bond. Waldrop made a motion to adopt Resolution 2018-05, in the form presented, authorizing the Board to use proceeds from the fuel facility bonds for reimbursement of certain expenditures related to the project prior to issuance of the bond. Eastman seconded the motion, which passed unanimously.

K. Fuel Farm – 2018A Revenue Bond Resolution: Tabled.

L. Resolution 2018-06 – Rates & Charges: Anderson stated Resolution 2018-06 outlines the rates and charges adopted and set forth for the fiscal year. She said the charges presented in the Resolution are the same that were outlined in the budget which was adopted by the Board on April 27. She said once adopted, the rates and charges will not go into effect until July 1.

Fee Type	Amount	
Rent-Exclusive Use Main Terminal	\$40.00	per sf
Rent-Exclusive Basement	\$21.00	per sf
Rent-Shared Use Inbound/Checkpoint	\$41.00	per sf
Rent-Outbound Bag Shared	\$30.00	per sf
Landing Fees	\$ 3.81	per 1,000 lbs
Parking	\$15.00	per night
CFC's	\$ 5.00	per txn day
Vehicle Permit Fee	\$25.00	per vehicle per year

Eastman asked for clarification on the \$5 per transaction day for CFC's. Anderson stated this is a \$1 increase, rental car customers are currently charged \$4.00 per transaction day. Eastman asked if the \$25 vehicle permit fee will be charged to rental cars. Anderson said the vehicle fee is only for ground transportation providers.

Waldrop made a motion to adopt Resolution 2018-06, in the form presented, updating fees and charges for airport tenants and users. Gibson Scott seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood recognized Blann as the recipient of the 2018 Lifetime Achievement Award for the National Ski Area Association. Elwood said the airport passed the annual TSA security audit last week with flying colors. He said Wyoming will be the host of the NWAAAE conference in the fall of 2020. He said if there is no objection from the Board, the Airport would like to present a proposal to NWAAAE to host the conference.

Waldrop noted a conflict for the Board Retreat on October 10-12. Elwood said staff will look at other dates.

Gierau gave an update on JHAir and the 2017/2018 winter season.

VIII. BOARD COMMENTS: Waldrop congratulated United and TSA. He applauded staff on the efforts for community outreach. He said community outreach is extremely important and impactful to the community.

Eastman stated he is impressed with our airline partners. He requested the Board send a letter to United, Delta and SkyWest acknowledging and thanking them for their performance. He thanked Elwood for setting goals for staff around credentials that can be earned.


Gibson Scott thanked Elwood for always being responsive.

Braun thanked all of the contractors for working with staff to complete the multiple construction projects.


Blann stated the Lower Valley Energy powerline on the Village Road was nothing short of extraordinary.

IX. EXECUTIVE SESSION: Eastman made a motion to enter into Executive Session pursuant to litigation to which the Board is a party and information classified as confidential by law, pursuant to W.S. §16-4-405(a)(iii) & (ix)) at 11:07 am. Gibson Scott seconded the motion, which passed unanimously.

X. ADJOURN: Waldrop made a motion to adjourn the meeting at 11:56 am on Wednesday, May 16, 2018 stating no decisions were made in Executive Session. Gibson Scott seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary