

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: July 11, 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: Mike Mahoney, KLJ; Scott Jardine, SEH; Joseph Sebastian, TSA; Mike Gierau, Jedediah's; Keaton Brown, Jackson Hole Aviation; J.D. Ingram, Aviation; Thomas Kirsten, Jorgensen; Jeremy Mayo, Hertz; Greg Herrick, Wyoming Jet Center; Jim Elwood, Dustin Havel, Aimee Crook, Michelle Anderson, Megan Jenkins, Randy Knepper, Tony Cross, Jacob Ayling, Kris Foreman, Tom Ninnemann, Lucy Perez, 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, July 11, 2018.

I. EMPLOYEE OF THE MONTH: Elwood recognized Jacob Ayling as July's employee of the month.

II. COMMUNITY OUTREACH: Jenkins stated Moose Daycare visited the Airport for a "behind the scenes tour." She said that the airport worked in conjunction with the Town of Jackson to celebrate the arrival of delegates from Lienz, Austria. She stated the Airport participated in the 4th of July parade.

III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Greg Herrick, public, asked if travel expenses are still being broken out in the new budget. Elwood stated that travel expenses are still accounted for in the budget. He said they will be accounted for in the different cost centers related to those costs in the new budget.

IV. COMMITTEE UPDATES: Waldrop stated the Conceptual Committee is working with the design team on Hangar and FBO concepts and will begin discussing options soon. He said staff continues to coordinate a number of projects around the Airport to include the Fuel Facility and Landside Access Road Project. He said the ARFF Joint Use Facility Design and Associated NEPA Process is currently out for bid.

Waldrop stated the Concessions & Contracts Committee will be discussing options for the restaurant expansion design in the near future. He said the Request for Proposals for the restaurant concessions provider is out for bid. He said that contract is scheduled to start operations next spring upon completion of the restaurant expansion.

Blann said the Conceptual Committee appreciates everyone's patience related to the construction around the FBO. He said drain lines are currently being installed below the eastern portion of the FBO parking lot. He said the Airport took over operation of the old fuel facility along with the start-up operations of the new fuel facility.

Gibson Scott spoke for the GTNP/Environmental Committee stating the Landside Access Road Project is underway, which will significantly improve the surface water across the Airport. She

said the Airport will be submitting a grant application to the Teton Conservation District for the storm-water filtration portion of the project. She said the Committee attended a special Joint Information Meeting with the Town and County addressing the impacts of tourism on the community. She said it was requested the Airport add a link on the website to START and make reference to the availability of public transportation and bikes for rent once in Town and Teton Village.

Eastman spoke for the Transportation Committee stating that July 1st was the start date for the annual Ground Transportation Agreements. He said the main change requires providers who have to leave their vehicle, for any reason, to use the short term rows. He said in June, the shuttle had 88 riders and Ride2Fly had 425 riders. Blann requested an update on the Town of Jackson Parking Lot Lease. Elwood stated the Lease is tentatively on the Town's agenda on July 23rd.

Waldrop stated the 50th Anniversary Committee is finalizing details and will be releasing a press-release within the next week for the celebration on September 4th at 6:00 pm at the Center for the Arts.

Gibson Scott spoke for the HR & Health Committee stating the Airport is at full staffing levels for the busy summer season. She said the Airport is currently in the recruiting process for two new full-time, year round Airport Hosts and looks forward to completing that within the next few weeks. She said the two new Fuel Facility Operators are up to speed and managing the transition well.

V. ACTIVITIES REPORTS REVIEW:

A. Quarterly ADDs: Elwood stated ADDs for the quarter ending June 30th were 2.18 and annually were 3.12. He said both are well below the limits established in the Noise Abatement Plan related to the DOI Use Agreement.

B. Activities Reports: Elwood said June passenger enplanements increased 2% over June 2017 enplanements. He said year to date passenger enplanements have increased 7% over 2017.

VI. ACTION ITEMS:

A. Approval of the Minutes – June 20, 2018 Regular Meeting and June 28, 2018 Special Meeting: Gibson Scott made a motion to approve the June 20, 2018 meeting minutes and June 28, 2018 special meeting minutes. Waldrop seconded the motion, which passed unanimously.

B. Financial Reports:

1. Customer Facility Charge (CFC): Anderson stated CFC collections for June were \$51,400 and the balance as of June 30th is \$2,789,490. She said through June 30th, \$1,764,699 has been expended on the design and construction of the QTA project.

2. Income & Expense Operating Statements: Anderson stated income remained above the budgeted amount for June 30th and year to date continued to track above budget at 10.31%. She said rental car income is higher than predicted as is parking and ground transportation income. She said expenses remained under budget and year to date expenses are below the budgeted amount at -3.06%. Waldrop made a motion to accept the financial reports for June

2018. Gibson Scott seconded the motion. With no further discussion, the motion passed unanimously.

C. Payment of the Bills: Gibson Scott made a motion to approve checks 35603-35722, check 10030, checks 3034 and ACH Payroll & Tax Deposits: June 15, 27, 28, 29 and 30, 2018. Eastman seconded the motion. Having no further discussion, the motion passed unanimously.

D. Resolution 2018-09 – CMAR Subcontract Procurement Waiver QTA Project: Havel stated the Board previously approved Wadman's GMP Amendment 4 for the design of the QTA project. He said Wadman received several subcontractor bids however there was a shortage of available Wyoming subcontractors available to bid certain elements of the project. He said the subcontract packages for Survey, Testing, Earthwork & Utilities, Asphalt Paving, Doors & Frames and Metal Framing & Drywall were awarded to Wyoming resident firms, but no bids were received from Wyoming resident contractors for the other subcontract packages. He said the Board must approve a Wyoming Residency Waiver when less than 70% of the total cost is to Wyoming resident contractors. Blann asked what key packages were bid by non-Wyoming contractors. Havel said Electrical, Mechanical, Precast Panels and Car Wash Equipment & Install Scope.

Waldrop made a motion to adopt Resolution 2018-09, in the form presented, finding that the bids of Wyoming Contractors were less than 70% of the total cost with respect to the QTA Project. Gibson Scott seconded the motion, which passed unanimously.

E. Jackson Hole Aviation – Supplemental Agreement Regarding Fuel Facility: Elwood said the Board provided Jackson Hole Aviation (JHA) with a Memorandum of Understanding (MOU) for the operation for the Fuel Facility which had a term of 30 days. He said this Supplemental Agreement will replace and continue the MOU. He said this Agreement establishes and clarifies roles and responsibilities for the operation of the Fuel Facility. He said this Agreement requires the Board to operate all fuel facilities under applicable law, ATA 103 and operate the Fuel Facility with insurance. He said the GA Committee has reviewed and recommends approval. Gibson Scott made a motion to approve the Fuel Facility Use Supplemental Agreement with Jackson Hole Aviation, in the form presented. Eastman seconded the motion. With no further discussion, the motion passed unanimously.

F. Myslik, Inc. – Broom Purchase Agreement: Knepper stated the 10 year capital equipment purchase and replacement plan identified that an additional broom needed to be purchased in 2018-2019. He said the purchase of this broom will allow the Airport snow plow crew to have access to four brooms, with three of them the newer style. He said having three similar brooms will aid in training, limit downtime and aid in providing a good runway surface for the traveling public. He said the cost of the broom is \$344,571. He said Mike Morgan has reviewed the bid and created a contract for the purchase of the new Overaasen broom through Myslik, Inc. He said the Concessions & Contracts Committee has reviewed and recommends approval. Elwood said having four brooms will allow the snow plow team to broom the full runway in eight minutes.

Eastman asked if the contract included service commitments in the language. Knepper stated the contract just covered the purchase of the broom; however it also comes with spare parts and a 12 month warranty. Eastman asked about the legality of relying on Colorado Springs RFP process. Elwood stated the purchase is legal since there was a fair opportunity for competition and the product procured represents a good value for the public money being expended.


Eastman made a motion to approve the Broom Purchase Agreement with Myslik, Inc, in the form presented, in the amount of \$344,571. Braun seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood said electrical charging stations have been added to some seating in the secure holding area. He said the Airport purchased dog leashes for dogs coming into baggage claim to greet arriving passengers.

VIII. BOARD COMMENTS: Braun said the teamwork amongst staff and stakeholders is working well. He thanked everyone. Waldrop congratulated staff on the execution of a successful fiscal year. Gibson Scott congratulated staff on a successful Fourth of July weekend. Blann thanked Gierau for the assistance with the 50th Anniversary Celebration and the coordination of the Airline Rendezvous.

Gierau gave an update on JHAIR. He said there are no big changes in the upcoming year, just anticipated small increases in service from Dallas with American Airlines.

IX. ADJOURN: Eastman made a motion to adjourn the meeting at 10:07 am on Wednesday, July 11, 2018. Waldrop seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary