

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: August 10, 2018

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

OTHERS PRESENT: Michael Nash, National Park Service; Paul Vogelheim, Teton County; Jean Lewis, JH Children's Museum; Joel Swanson, KLJ; Paul Fiore, Aviation; Jim Webb, Brian Tanabe, Lower Valley Energy; Greg Herrick, Wyoming Jet Center; Jim Elwood, Dustin Havel, Aimee Crook, Michelle Anderson, Anna Valsing, Tony Cross, Esther Borja, Jamey Miles, Chris Wells, 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 Friday, August 10, 2018.

I. EMPLOYEE OF THE MONTH: Crook recognized Chris Wells as August's employee of the month.

Crook congratulated Jamey Miles on earning her Certified Member accreditation through the American Association of Airport Executives.

II. COMMUNITY OUTREACH: Valsing stated that the Teton County School District summer school program visited the Airport for a "behind the scenes" tour. She said that the Airport gave a send-off to Captain Steven Wright for his last United Airlines flight before retirement.

III. JH CHILDREN'S MUSEUM PRESENTATION: Jean Lewis gave an update on the Taking Flight Exhibit at the JH Children's Museum. She also explained initiatives currently underway at the Museum.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Vogelheim spoke about roadwork and construction throughout Teton County. He said a continued focus of the County is to find means of public or cost efficient transportation to and from the Airport.

Nash stated that visitation in the Park continues to increase. He said the Gros Ventre Roundabout construction is on track to be completed by October.

Vogelheim spoke as a member of the public regarding commercial and private aircraft approach and take-off patterns which he feels are shifting southwest. Braun said the Airport is publishing a standard instrument departure route about taking off to the east. Herrick suggested adding language to the Automatic Terminal Information Service (ATIS) about take-off procedures. Elwood stated the Airport will approach the Tower Manager about adding language.

Jean Lewis spoke as a member of the public stating the pride she feels about the Airport. She said she is in awe of the staff and how friendly they are.

V. COMMITTEE UPDATES: Waldrop stated the Conceptual Committee met to look over the initial ideas regarding the new general aviation hangar design and layouts. He said the meeting was focused on site planning and overall long term goals to make best use of the limited space.

He said the Committee also reviewed the design and need for extending the water main to the south to provide service to support the future hangar facilities.

Braun said the Concessions & Contracts Committee supports the Memorandum of Understanding with Lower Valley Energy to bring natural gas service to the Airport. He said this improvement will have a long lasting positive impact and will lower CO2 emissions. He said the Committee also reviewed and supports the IT Server Room Air Conditioning Project. He said later today, the Committee will meet to discuss the Restaurant Design and Expansion Project. Gibson Scott requested that composting be a consideration in the scope of work.

Braun stated the GA Committee has been monitoring the progress at the new Fuel Facility and is pleased to report it is operational for Jet A fueling operations. He said a top provider of fuel in the country toured the facility and his statement was "this Facility is the finest one I have ever seen; it is top shelf and has every safety enhancement that is known to the fueling industry, you should be proud."

Gibson Scott said the GTNP/Environmental Committee met with the Park on July 30th. She said the Committee looks forward to working with the Park on the Joint Use Facility. She said the FAA has notified the Airport that the Record of Approval for the Part 150 Noise study has been issued. She said with that complete, the Airport will move forward with the Fly Quiet Program. She encouraged staff to add language to the new airline contracts regarding sustainability.

Eastman stated the Transportation Committee met with the Town, County and START officials to discuss future transportation needs. He said the meeting was productive and the Airport appreciates the interest of those organizations. He said the Town approved the Parking Space Lease and the Committee supports the Lease which is on the consent agenda. He said the modified Lease is for 32 months starting September 1st and allows either the Board or Town to cancel the Lease with 60 days' notice. He said TNCs continue to have a presence at the Airport with over 1,100 pick-ups and drop-offs for the month of June. He said July transportation numbers have not been released yet.

Blann said the 50th Anniversary Committee is pleased to announce that Captain Sullenberger will be speaking on September 4th at the Center for the Arts. He said that Captain Sullenberger will be speaking at 6:00 pm, and his presentation will be followed by a showing of the movie "Sully" at 7:10 pm. He said the Airport is extremely proud to be able to host this event for the benefit of the community and have a chance to thank everyone that has been a part of the Airport's success. He acknowledged JHAIR for their partnership in the event.

Braun spoke for the HR & Health Committee stating that two full-time, year-round Airport Hosts have been hired. He welcomed Connie Avery and Natasha Stevens. He said that preliminary work has been started for the next employee survey, which will cover several subjects including housing, cost of living and workplace satisfaction.

VI. ACTIVITIES REPORTS REVIEW: Elwood stated July enplanements increased 6% over July 2017 enplanements. He said year to date passenger enplanements have increased 7% over 2017. He said there has been an 874 less operations in 2018 compared to 2017, and 217 less operations in July 2018 compared to July 2017. Gibson Scott requested an operational trends slide. Waldrop suggested the slide be shown quarterly.

VII. ACTION ITEMS: Elwood recommended action item F be tabled. Eastman made a motion to table action item F. Braun seconded the motion, which passed unanimously.

A. Consent Agenda:

A1. Approval of the Minutes – July 11, 2018

A2. Long & Associates, Inc. – IT Server Room Air Conditioning Project

A3. Town of Jackson – Parking Space Lease

A4. Lower Valley Energy – Natural Gas Pipeline and Install

Gibson Scott made a motion to approve consent agenda items A1-A4. Braun seconded the motion, which passed unanimously.

Gibson Scott requested that during the restoration phase of the project related to consent agenda item A4, native species be addressed.

B. Financial Reports:

1. Customer Facility Charge (CFC): Anderson stated staff is trying a new format to display financial information with the new budget cycle. She said CFCs are collected by the rental cars at a rate of \$5 per transaction day. She said through June 30, \$2,546,842 has been expended on the QTA project resulting in a CFC balance of \$2,157,284. She said CFC collections in July totaled \$149,086, a 6% increase of July 2017 collections. She said CFCs are one of the revenue sources at the Airport so there are legal limitations on their use. She said CFC funds must be used for projects on the Airport such as the construction of the QTA facility.

2. Income & Expense Operating Statements: Anderson said income and expense financials will now be displayed with the three enterprise centers consistent with the new budget format. She said the three enterprise centers include airport operations, security operations and fuel farm operations. She said income in the airport operations center was 6% above the budgeted amount. She said rental car and parking/ground transportation income remains strong. She said expenses were 4% below the budgeted amount for the airport operations center. She said security operations for July had income 2% above the budgeted amount and expenses were 7% below budget. She said fuel farm income was 6% above the budgeted amount and expenses were 17% above the budgeted amount. She said overall, net revenues for July across the three enterprise centers were \$391,315.

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

C. Payment of the Bills: Gibson Scott made a motion to approve checks 35723-35838, check 3035, check 3036 and ACH Payroll and Tax Deposits: July 11, July 13, July 23 and July 31, 2018. Braun seconded the motion, which passed unanimously.

D. Waterline Extension Project: Havel stated there are two items for consideration under this project: a Jorgensen Amendment and Change Order 1 to Amendment 2 of the Wadman CMAR Agreement. He said last year, the Airport took the opportunity to look at the best way to set up the utility corridor for future development. He said a number of those utilities have been installed within the past year. He said looking at the conceptual design for the future hangars, it makes sense to tie in the waterline under the Access Road improvements that are currently in progress. He said the advantage of doing so is the road will not need to be disturbed in the future with the construction of the future hangars. He said this project allows the waterline to be installed prior to the completion of the southern section of the Landside Project this fall.

1. Jorgensen – Amendment 1: Havel said the Amendment is for the design, permitting and construction management of the waterline that will support the future hangar developments on the south end of the Airport. He said part of the design is fire hydrants which will support fire crews if there is a need to respond to the area. He said the cost of the Amendment is \$58,000. He said the Conceptual Committee has reviewed the Amendment and recommends approval. Waldrop made a motion to approve Amendment 1 to the Contract for Professional Services with Jorgensen Associates, in the form presented, in the amount of \$58,000. Braun seconded the motion, which passed unanimously.

2. Wadman – Change Order 1 to GMP Amendment 2: Havel said Change Order 1 to GMP Amendment 2 is to physically construct the extension of the waterline to the future development areas, fire hydrants and clean-outs for a not to exceed cost of \$199,538. He said the Conceptual Committee has reviewed the Change Order and recommends approval. Waldrop made a motion to approve Change Order 1 to Amendment 2 with Wadman, in the form presented, with a not to exceed cost of \$199,538. Eastman seconded the motion, which passed unanimously.

E. Lower Valley Energy – Memorandum of Understanding Natural Gas Pipeline: Elwood stated that related to consent agenda item A4, is a Memorandum of Understanding (MOU) with Lower Valley Energy (LVE) for the natural gas pipeline. He said under the MOU, LVE will construct, own, operate and maintain a natural gas pipeline. He said the total construction cost is \$1,100,000. He said the Airport share is \$211,000 discounted patronage capital, and the LVE share is a \$380,000 contribution from allocated funds. He said the balance of construction costs will be recovered by a rate surcharge of \$0.115/therm paid by any LVE member using natural gas supplied by the pipeline and any construction savings will be applied to decrease the rate surcharge. Jim Webb thanked the Board for the opportunity to provide natural gas to the Airport.

Waldrop asked what the likelihood is of the project being completed by early winter. Webb said the availability of pipe might push the project until next spring. Eastman asked if the Airport will have redundancy in back-up generators, should the natural gas be turned off. Havel stated the Airport has and will continue to have back-up generators. Eastman asked if there are safety issues. Webb stated that natural gas is much safer than propane. Eastman and Waldrop spoke to the community partnership and effort with LVE and the pipeline, advancing the carbon footprint reduction goals.

Gibson Scott made a motion to approve the MOU with LVE, in the form presented. Waldrop seconded the motion, which passed unanimously.

F. Resolution 2018-B – QTA Revenue Bond Resolution: Tabled.

G. Resolution 2018-10 – Grant Agreement 59 (Rehabilitate Access Road): Elwood said the FAA has issued AIP Grant Agreement 3-56-0014-59-2018 for the Access Road rehabilitation and storm water drainage project in the amount of \$2,559,086. He said this is the first of two AIP grants anticipated to fund the project. He said the total project cost is \$8,949,217. He said the expected two AIP grants for this project will total \$5,118,172, making the Airport's share \$3,831,045. He said the Grant was approved at the Town and County's Joint Information Meeting. He said staff is working on other grant options to reduce the Airport's share of the Access Road Project. He said the Board will need to adopt Resolution 2018-10 in order to accept Grant Agreement AIP 3-56-0014-59-2018.

Waldrop made a motion to adopt Resolution 2018-10, in the form presented, accepting FAA AIP Grant 3-56-0014-59-2018 in the amount of \$2,559,086 for the project to Rehabilitate the Access Road (Phase 1 – South Access Road). Gibson Scott seconded the motion, which passed unanimously.

VIII. DIRECTOR'S COMMENTS: Elwood stated the Airport purchased four new paintings from the 7th Plein Air Fest. Havel gave a construction and operations update.

IX. BOARD COMMENTS: Waldrop acknowledged the teamwork and terrific effort from staff. He acknowledged Blann's commitment to the community and taking Jackson Hole Mountain Resort (JHMR) to a new level.

Eastman introduced a video that was made for Blann's retirement from JHMR.

Gibson Scott recognized Jenkins's efforts on the Airport's 50th Anniversary celebration.

Braun said he flew into the Airport on Saturday and did not notice the baggage system was down until he had to pick up his bag curbside.

Blann thanked everyone for coming to the meeting, and stated he looks forward to seeing everyone at the 50th Anniversary celebration.

X. ADJOURN: Gibson Scott made a motion to adjourn the meeting at 11:12 am on Wednesday, August 10, 2018. Eastman seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary