

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: September 12, 2018

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

OTHERS PRESENT: Daniel Noon, National Park Service; Greg Epstein, Teton County; Scott Jardine, SEH; Mike Mahoney, KLJ; Joel Stromgren, Greg Humne, Miller Dunwiddie; Keaton Brown, Jackson Hole Aviation; Tony Henderson, Classic Aviation; Jeremy Mayo, Hertz; Mike Koshmrl, JH News & Guide; Jim Elwood, Aimee Crook, Anna Valsing, Megan Jenkins, Tony Cross, Brian Zayas Santiago, Ryan Linton, 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, September 12, 2018.

I. EMPLOYEE OF THE MONTH: Elwood recognized Brian Zayas Santiago as September's employee of the month. Elwood introduced Ryan Linton, the Airport's new operations intern.

Elwood congratulated Anna Valsing on earning her Certified Member accreditation through the American Association of Airport Executives.

II. COMMUNITY OUTREACH: Jenkins stated the Airport hosted a community event with Captain Sullenberger to celebrate the Airport Board's 50th anniversary on September 4th. The 50th Anniversary Committee introduced a brief video highlighting the event. Waldrop gave kudos to Airport staff for all of their work that went into making the event happen. He said he has received so many positive comments from the community about the event. Blann thanked the team for their efforts and stated it was a great night.

III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Noon gave a Gros Ventre Roundabout construction update and an update on Moose Wilson Road.

Epstein stated Teton County has been working on natural resource land development regulations and the Wyoming Public Lands Initiative.

IV. COMMITTEE UPDATES: Blann stated the Conceptual Committee has been actively working on projects across the Airport. He said finishing the commercial ramp replacement, the fuel facility and the new rental car service facility are key infrastructure improvements. He said all of the projects have a common theme of focus on thoughtful design that recognizes the location and special place that we occupy within Grand Teton National Park (GTNP).

Braun said the Concessions & Contracts Committee is undergoing the selection process associated with the restaurant and retail concessionaire and anticipates a recommendation ready to share at next month's meeting.

Braun stated the General Aviation/FBO Committee reviewed the fuel rates sent by Jackson Hole Aviation and after comparing the rates with other intermountain airports, they are in line with those facilities. He said the Committee recommends approval of the rates.

Eastman stated the GTNP/Environmental Committee had a quarterly meeting with GTNP on July 30th. He said the FAA has notified the Airport that the Record of Approval for the FAA Part 150 Noise Study has been issued. He said with that complete, the Airport will be moving forward with the Fly Quiet Program.

Gibson Scott stated the Transportation Committee is reviewing adjustments to the ground transportation program. She said staff will be working with ground transportation providers over the next month and the Committee will discuss this topic in greater detail at the next meeting. She said staff also continues to work on the design for the parking lot system to be bid and installed next year.

Gibson Scott spoke for the HR & Health Committee stating that the Airport remained fully staffed for the whole summer season. She said the summer seasonal hosts are finishing up and did a great job, and thanked Jenkins for continually developing and improving the host program. She said the recruiting process for the snow plow crew is starting this month. She said the airport employee survey has received a strong response and she looks forward to seeing the results.

V. ACTIVITIES REPORTS REVIEW: Elwood stated August enplanements increased 11% over August 2017 enplanements. He said year to date passenger enplanements have increased 8% over 2017. He said there have been 1,447 less aircraft operations in 2018 compared to 2017, and 583 less aircraft operations in August 2018 compared to August 2017. Perkins stated there will be a PowerPoint slide on aircraft operations which will be presented to the Board quarterly.

VI. ACTION ITEMS:

A. Consent Agenda:

- A1. Approval of the Minutes – August 10, 2018**
- A2. Fire Services of Idaho, Inc – Contract Award**
- A3. AIP 59 – Wetland Mitigation Letter**
- A4. SEH – Substitute Amendment 17 – Scope & Price Adjustment**
- A5. SEH – Substitute Amendment 18 – Scope & Price Adjustment**
- A6. Fuel Farm Consulting – Amendment 1**
- A7. Spradley Barr Automotive Group – Contract Award**

Eastman made a motion to approve consent agenda items A1-A7. Braun seconded the motion, which passed unanimously.

B. Rates Review: Braun made a motion to approve Jackson Hole Aviation's proposed Jet A fuel rate of \$7.71/gallon. Gibson Scott seconded the motion, which passed unanimously.

C. Financial Reports:

1. Customer Facility Charge (CFC): Valsing stated August CFC collections were \$276,705, which is a 32% increase over August 2017 collections. She said as of August 30, 2018 the CFC balance is \$2,434,681. She said through August, \$2,546,842 has been expended for the QTA project.

2. Income & Expense Operating Statements: Valsing said income and expense financials are now 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. Valsing said August income in the airport operations enterprise center was 3% above the budgeted amount. She said expenses in the airport operations center was 5% below the budgeted amount. She said security operations for August had income 2% above the budgeted amount and expenses were 6% below budget. She said the fuel farm income was 12% above the budgeted amount and expenses were 11% above the budgeted amount. She said overall, net revenues for August across the three enterprise centers were \$1,223,913.

Waldrop asked for clarity regarding the fuel farm enterprise center. Elwood stated that the Airport is still working through the fuel farm budget as there is not a prior track record to look at historic numbers. He said the fuel farm budget was built on estimates, so the Airport will continue to fine tune the financial reporting process.

Blann requested that staff track the sales of Jet A fuel and the information be presented to the Board.

Gibson Scott made a motion to accept the financial reports for August 2018. Eastman seconded the motion, which passed unanimously.

D. Payment of the Bills: Gibson Scott made a motion to approve checks 35839-35987, check 3037 and ACH Payroll and Tax Deposits: August 5, August 6, August 10, August 15, August 30 and 31, 2018. Braun seconded the motion, which passed unanimously.

E. Enterprise/Corpat Assignment – Agreement: Elwood said Enterprise RAC Company of UT, LLT (ERC) completed the purchase of Corpat, Inc. and requested assignment of the rights, title and interest in the Board's rental car agreement with Corpat, Inc. He said the Assignment, Assumption and Consent Agreement provides for the Board's consent of the assignment. He said the existing concession agreement will remain separate and distinct. He said that ERC will be responsible for all duties and obligations - including environmental and remediation - under the assigned agreement. He said the Airport's attorney and financial consultants have reviewed and recommend approval of the assignment and agreement. Blann acknowledged Dakotah Dayton for his time as manager of Corpat and his partnership with the Airport.

Braun made a motion to approve the Rental Car Assignment, Assumption and Consent Agreement with Corpat, Inc. and Enterprise RAC Company of UT, LLC, in the form presented. Gibson Scott seconded the motion, which passed unanimously.

F. Mead & Hunt – Waste Stream Audit: Elwood said the Second Amendment provides for the development of a waste management plan which will align with the Town, County and Park's waste reduction initiatives. He said the process will involve conducting a waste management inventory as well as a waste composition study. He said Airport stakeholders including the restaurant, airlines, rental cars and Jackson Hole Aviation will be involved in the study. He said the trash will be bagged and numbered, taken down to Hangar One and sorted. He said the cost to develop the waste management plan is \$34,032. He said the GTNP/Environmental Committee has reviewed the item and recommends approval.

Eastman asked what the outcome of the waste management plan is. Gibson Scott said to develop a plan to reduce waste and improve recycling and address composting when a countywide facility is completed. Eastman said it would make sense to include personnel from the recycling center in the process. Epstein said that Integrated Solid Waste & Recycling

(ISWR) would like to be included in this study. Elwood said that the Airport has worked closely with ISWR and they are aware of the project.

Eastman made a motion to approve the Second Amendment to the Agreement for On-Call Environmental Consulting Services with Mead & Hunt, in the form presented, in the amount of \$34,032. Gibson Scott seconded the motion, which passed unanimously.

G. Mead & Hunt – Car Wash Leach Field Closeout: Elwood stated the First Amendment provides for the permitting, plan development and closure of the underground injection control well permit associated with the rental car wash facility. He said the plan will comply with the closure requirement of the permit and the State of Wyoming regulations. He said the cost of the Amendment is \$32,984. He said the GTNP/Environmental Committee has reviewed and recommends approval.

Gibson Scott made a motion to approve the First Amendment to the Agreement for On-Call Environmental Consulting Services with Mead & Hunt, in the form presented, in the amount of \$32,984. Braun seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Campbell gave a construction update. Elwood stated that Perkins attended an Airport Digital Media Summit in Denver. He said Anderson and Borja are attending the annual Wyoming Airport Operators Association conference in Rock Springs. Jenkins gave a social media update. Elwood said the Airport has partnered with the Travel and Tourism Board and will be handing out cotton reusable bags to travelers. He said there was a remembrance for September 11th at the flagpole.

VIII. BOARD COMMENTS: Waldrop said the 50th Anniversary celebration made him very proud and was extremely well executed. He recognized his colleagues on the Board for their excellent work.

Eastman recognized staff for their hard work on the 50th Anniversary celebration.

Gibson Scott said she has a conflict with the November 14th meeting. She also asked if there was an update on the voluntary noise departure. Elwood said the Airport has had follow up meetings with the Tower, there are automated messages on ATIS and staff has reached out to the air carriers to emphasize the noise abatement procedures.

Braun stated he is looking forward to the employee survey results.


Blann acknowledged Airport staff and his fellow board members for their participation in the 50th Anniversary celebration. He said he is proud of the Airport and its entire staff.

IX. EXECUTIVE SESSION: Gibson Scott made a motion to enter into Executive Session for the purpose of considering the employment and performance of a certain Airport employee as authorized by Wyoming Statute §16-4-405 (a)(ii). Braun seconded the motion, which was unanimously adopted. The public meeting was adjourned into Executive Session at 10:14 am on Wednesday, September 12, 2018. The Board came out of Executive Session at 11:13 am.

Blann stated there was no action taken in the Executive Session. Eastman said the Board recommends a 6.5% increase in the salary of the Executive Director for excellent performance over the past year. Eastman made a motion to increase the Executive Director's salary by 6.5%. Gibson Scott seconded the motion, which passed unanimously.

Gibson Scott proposed the November board meeting be moved to November 16th. The Board was in agreement.

X. ADJOURN: Gibson Scott made a motion to adjourn the meeting at 11:20 am on Wednesday, September 12, 2018. Eastman seconded the motion and the meeting was adjourned.



Jerry Blann, President



John Eastman, Secretary