

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: December 18, 2019

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

OTHERS PRESENT: Michael Nash, Grand Teton National Park; Mark Barron, Teton County; Mike Morgan, Lohf Shaiman Jacobs Hyman & Feiger PC; Paul Dunholter, Bridgenet; Stuart Schiff, Jviation; Mike Koshmrl, Jackson Hole News & Guide; Jeremy Mayo, Hertz; Jessica Jaubert, Three Elephant; Keaton Brown, Jackson Hole Aviation; Thomas Kirsten, Jorgensen; Dave Coyle, Fly JH; Greg Herrick, Wyoming Jet Center; Brooke Sausser, Public; Jim Elwood, Michelle Anderson, Aimee Crooke, Tony Cross, Robin Usher, Esther Borja, Alton George, Chance Grimmett, Randy Knepper, Ray Lilley, Phyl Koch, Natasha Stevens, Paul Walters, Andrew Wells, Megan Jenkins, Anna Valsing, Kaitlin Perkins, Jackson Hole Airport.

CALL TO ORDER: Braun called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, December 18, 2019.

I. EMPLOYEE OF THE MONTH: Elwood recognized Ray Lilley as December's employee of the month.

II. COMMUNITY OUTREACH: Jenkins gave an update on community outreach including the airport being named "Best Large Business" by Jackson Hole Chamber of Commerce and hosting visitors from the Republic of Kazakhstan through Global Ties WY.

III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Chief Nash gave an update for Grand Teton National Park including stating that Teton Interagency Pure Support Network will give a presentation to the Airport Board at a meeting in 2020. Barron gave an update from Teton County. Brooke Sausser gave public comment related to concern about the safety of Wind River Air, LLC's proposed helicopter tours. She requested the Board ask the FAA for a safety study related to helicopter tours. Braun redirected the airport's legal counsel and Elwood to revisit anything that could be done over the next 60 days legally address the community's concerns about the proposed scenic helicopter tours.

IV. ACTIVITIES REPORTS REVIEW: Elwood said October 2019 passenger enplanements increased 10% over October 2019. He said November passenger enplanements remained flat over November 2018. He said year to date passenger enplanements have increased 16% over 2018. He said the load factor in October was 91.41% and 66.46% in November.

V. ACTION ITEMS:

A. Consent Agenda:

1. Approval of the Minutes
 - i. October 16, 2019 – Regular meeting
 - ii. November 13, 2019 – Special Meeting
2. Vending Machine Amendments
3. Hangar 2 Amendment
4. IT Storage Server Purchase
5. Three Elephant Amendment
6. Human Resources Information System Purchase

Gibson Scott made a motion to approve consent agenda items A1-A6. Blann seconded the motion, which passed unanimously.

B. Rates Review: Blann stated the GA/FBO Committee reviewed and support the requested rate increase. Blann made a motion to approve Jackson Hole Aviation's proposed rate increase to \$7.80/gallon for Jet A fuel. Gibson Scott seconded the motion, which passed unanimously.

C. Financial Reports: Anderson reviewed the financials for October and November and stated that year to date the airport is tracking with the budget with income 12% above budget and expenses 6 % above budget.

She said Passenger Facility Charge (PFC) Income for the quarter ended September 30, 2019 was \$390,469 and year to date \$1,291,377 has been collected in PFCs.

Gibson Scott made a motion to approve the financial reports for October and November 2019. Eastman seconded the motion, which passed unanimously.

D. Payment of the Bills: Eastman made a motion to approve the checks as presented on the check register list dated December 18, 2019. McLaurin seconded the motion, which passed unanimously.

E. Jackson Hole Aviation Fees: Valsing stated per Jackson Hole Aviation's Master Operating Agreement, requests can be submitted before February 1st of each year to adjust changes to non-consumable fees. She said this is the first requested comprehensive rate change since 2014. She said a selection of proposed rates, including ramp and handling fees for a diverse size of aircraft and several aircraft services, were compared to rates charged by other fixed based operators. She stated the airports compared included Salt Lake City, Vail, Sun Valley and Aspen. She said the rate adjustments requested meet the fair and reasonable clause as directed in the Use Agreement with the Department of the Interior. Brown said rates for piston aircraft will not be changed, that Jackson Hole Aviation wants to make sure every aircraft type is welcome. Blann said the GA/FBO Committee has reviewed and finds the rates proposed to be reasonable. Blann made a motion to approve Jackson Hole Aviation's proposed rate adjustments, in the form presented. McLaurin seconded the motion, which passed unanimously.

F. General Operating Rules: Morgan said proposed for acceptance are the final General Operating Rules that were initially considered at the September meeting. He said the proposed rules were published for 45 days and public comment was taken during that time. He said no public comment was received. He said there was a public hearing at 8:30 am on December 18, 2019 and no additional comment was received at the public hearing. Blann made a motion to adopt Resolution 2019-08, in the form presented. Gibson Scott seconded the motion, which passed unanimously.

G. Approach and Departure Procedures: Havel said this amendment focuses on ways to reduce the length of landings and departures required at the airport. He said this will help to keep noise away from noise sensitive areas of the Park. He said the scope of work includes analysis of noise benefits, developing visual procedures that mitigate noise, a departure delay analysis, weekly calls and in person meetings. Dunholter gave an update on progress since the meeting with the FAA in October. Gibson Scott said the GTNP/Environmental Committee reviewed the amendment and recommends moving forward. She made a motion to approve the Fifth Amendment to the On Call Environmental Consulting Services Agreement with Mead & Hunt, in the form presented, for NextGen Approach/Departure Procedures Development with a not to exceed amount of \$109,500. Blann seconded the motion, which passed unanimously.

H. Recycling Bin Purchase: Walters stated one step in the airport's 60% diversion by 2030, is to provide airport customers with recycling options in one convenient location. He said the recycle bin will be clearly marked with the Recycle Across America signage. He said proposed is the purchase of one container. Gibson Scott said the GTNP/Environmental Committee has reviewed this action item and supports moving forward. Gibson Scott made a motion to approve the purchase of a recycling cabinet, in the form presented, from KVO Cabinets, Inc. in the amount of \$12,336. Eastman seconded the motion, which passed unanimously.

VI. DIRECTOR'S COMMENTS: Crook gave a security update. Braun directed Elwood and Cross to work with Crook regarding screening staffing and report back to the HR Committee. Havel gave a winter operation and deice pad update. Elwood acknowledged Havel for holding all the Airport Certified Employee (ACE) certifications through the American Association of Airport Executives (AAAE). He acknowledged Adams and Perkins for receiving their Certified Member accreditations through AAAE.

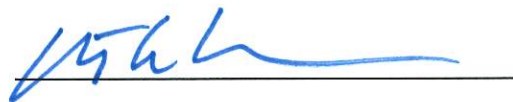
VII. BOARD COMMENTS: Gibson Scott stated it has been an honor and a privilege to serve on the Board.

McLaurin stated he has a conflict with the February 17, 2020 regular meeting, but may be able to phone in.

VIII. ADJOURN: McLaurin made a motion to adjourn the meeting at 10:16 am on Wednesday, December 18, 2019. Eastman seconded the motion and the meeting was adjourned.



Rick Braun, President



Robert McLaurin, Secretary

